

MINUTES**REGULAR MEETING**

Stephanie Rawlings-Blake, President
 Sheila Dixon, Mayor
 Joan M. Pratt, Comptroller and Secretary
 George A. Nilson, City Solicitor
 David E. Scott, Director of Public Works
 Donald Huskey, Deputy City Solicitor - **ABSENT**
 Ben Meli, Deputy Director of Public Works
 Bernice H. Taylor, Deputy Comptroller and Clerk

The meeting was called to order by the President.

Clerk: "The Board of Estimates will be in recess on December 30, 2009 and January 6, 2010. The Board will not receive or open bids on December 30, 2009 or January 6, 2010. The Board of Estimates will reconvene on January 13, 2010.

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

Breand Development, LLC	\$ 8,000,000.00
C&H Mechanical Corporation	\$ 28,854,000.00
Fireline Corporation	\$ 8,000,000.00
Herring Electric Company, Inc.	\$ 8,000,000.00
Masonry Resurfacing & Construction Co., Inc.	\$ 1,500,000.00
Monarch Roofing Company, Inc.	\$ 350,000.00
Sabre Demolition Corporation	\$ 8,000,000.00
TelephoNET Corporation	\$ 1,500,000.00
G.E. Tignall & Co., Inc.	\$100,395,000.00
Tuckman Barbee Construction, Inc.	\$ 8,000,000.00

MINUTES**BOARDS AND COMMISSIONS** - cont'd2. 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:

Adams - Mirza Engineering, Inc.	Engineer
The Constellation Design Group, Inc.	Engineer
EA Engineering, Science and Technology, Inc.	Engineer
Eastern Testing & Inspection Corporation	Engineer
Findling, Inc.	Engineer
Harris-Kupfer Architects, Inc.	Architect
Harrison and Crain, Architects	Architect
Hazen and Sawyer, P.C.	Engineer
MWH Americas, Inc.	Engineer
Milan Grace, LLC.	Engineer
Murphy & Dittenhafer, Inc.	Architect
O'Brian & Gere Limited	Engineer
The Temple Group, Inc.	Engineer

MINUTES

BOARDS AND COMMISSIONS - cont'd

Fredrick Ward Associates, Inc.

Architect
Landscape Ar-
chitect
Engineer
Land Survey
Property Line
Survey

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of Contractors and Architects and Engineers. The Comptroller **ABSTAINED** on Pages 1-2 item no. 2.

MINUTESDept. 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. 601 S. Patterson Park Avenue	VT REIG, LLLC.	Retain two single face electric signs 12' x 1½', two barber poles
Annual Charge: \$ 418.20		
2. 1837 Clifton Ave.	Rental Properties, Inc.	Retain two single face electric signs 6½' x 2', one cornice sign 3' x 2', one stack vent, one handicap ramp
Annual Charge: \$ 537.88		
3. 7 E. Lexington St.	Chiabuotu F. Chikwere	One flat sign 18' x 2'
Annual Charge: \$ 70.40		
4. 1001 E. Patapsco Ave.	Robert D. Delost	Retain three single face electric signs 10' x 2', 4' x 1½', 8' x 2', one flat sign 15' x 2'
Annual Charge: \$418.37		

MINUTESDGS - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5.	135 Baltimore St. 7 N. Calvert St. 12 W. Franklin St. 800 N. Charles St. 2 E. Chase St. 200 E. Lexington St. 2837 O'Donnell St. 25 Hopkins Place 100 S. Charles St. 201 W. Baltimore St. 14 Light St.	Carry Out Menu, Inc.	Newspaper boxes

Annual Charge: \$ 257.40

These boxes are to be installed and maintained in accordance with Article 15, Subtitle 19 of the Baltimore City Code.

There are no objections, since no protests were received.

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Permits.

MINUTESHealth Department - Agreements, Amendment to Agreements, a Memorandum of Understanding (MOU) and a No-Cost Extension

The Board is requested to approve and authorize execution of the various agreements, amendment to agreements, a memorandum of understanding and a no-cost extension. The period of the agreement is July 1, 2009 through June 30, 2010, unless otherwise indicated.

AGREEMENTS

1. **THE PEOPLE'S COMMUNITY HEALTH CENTER, INC.** **\$ 57,338.00**

Account: 4000-424510-3040-278105-603051

To achieve the Healthy People 2010 goal of extending life for people with HIV, the organization will increase accessibility and availability of comprehensive, high quality HIV primary care services to the Baltimore Metropolitan Area. Services will include, early treatment of infection, and access to appropriate medical care including antiretroviral therapies at all nine of its medical practice sites in the Baltimore Eligible Metropolitan Area. The period of the agreement is July 1, 2009 through June 30, 2010.

MWBOO GRANTED A WAIVER.

2. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$120,452.00**

Account: 4000-425610-3040-276906-603051

The Women, Children and Youth HIV Program at Sinai Hospital will provide wrap around services to both HIV infected and affected women, children, youth and infants. Services will include medical case management, non-medical case management, outreach and psychosocial support.

MWBOO GRANTED A WAIVER.

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

MINUTES

Health Dept. - cont'd

to the provider after the State selects the provider through the Request for Proposal process.

3. **THE JOHNS HOPKINS BAYVIEW MEDICAL CENTER, INC.** **\$ 50,000.00**

Account: 4000-422509-3030-273016-603051

The Johns Hopkins Bayview Medical Center's Community Care-A-Van will provide quality outreach medical services to some of Baltimore's needy men, women and children. Services will include comprehensive medical care and health care education. The period of the agreement is January 1, 2009 through December 31, 2009.

The agreement is late because the funds were awarded late in the grant year. The agreement was requested on August 10, 2009 and mailed to the provider on August 13, 2009. It was received on December 3, 2009.

MWBOO GRANTED A WAIVER.

4. **BALTIMORE SUBSTANCE ABUSE SYSTEMS, INC.** **\$168,000.00**

Account: 5000-521110-3040-538000-603051

The organization is responsible for the implementation, administration and monitoring of the substance abuse treatment services for clients who desire treatment from the Needle Exchange Program. The primary objective for the Needle Exchange Program is to provide appropriate treatment of injecting drug users who desire treatment.

The agreement is late because the funds were awarded late in the grant year.

MWBOO GRANTED A WAIVER.

MINUTESHealth Dept. - cont'd

5. **KENNEDY KREIGER INSTITUTE, INC.** **\$52,887.75**

Account: 5000-585810-5750-668802-603051

The organization will provide two Service Coordinators for early intervention coordination to eligible infants, toddlers and their families in the Hispanic/Latino and the Orthodox Jewish Communities.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

6. **GOODWILL WORKS OF THE CHESAPEAKE, INC./** **\$ 0.00**
WAVERLY FAMILY SUPPORT CENTER

The above-listed organization will serve as host agency for the Senior Community Service Employment Program. This program provides part-time work experience or volunteer service opportunities for persons, aged 55 years or older, with no upper age limitation. The placement of Senior Citizen Aides in non-profit or governmental agencies will allow those agencies to provide services that would otherwise not be available because of the lack of funds. The period of the agreement is December 1, 2009 through June 30, 2010.

The agreement is late because it was just returned.

AMENDMENT TO AGREEMENT

7. **BALTIMORE HEALTH CARE ACCESS, INC.** **\$ 40,616.92**

Account: 4000-423110-3150-307900-603051

On July 22, 2009, the Board approved the original agreement to provide Bio-Surveillance and Administrative Services in the amount of \$100,134.02.

MINUTESHealth Dept. - cont'd

This amendment in the amount of \$40,616.92 will allow the Department to reimburse Baltimore Health Care Access, Inc. for additional administrative services.

8. **TRAINING RESOURCES NETWORK, INC.** **\$ 42,181.00**

Account: 4000-427709-3040-278115-603051

On July 29, 2009 the Board approved the original agreement in the amount of \$257,137.00 for the period March 1, 2009 through February 28, 2010.

Under this amendment the organization will provide additional consultant services to conduct reviews of the fiscal management systems associated with the Ryan White Fiscal Agency, Associated Black Charities; the contractor of program support, the Gay Family Foundation; and the contract for Planning Council Support, InterGroup services. The reviews will test compliance to fiscal requirements associated with grant funding through the Ryan White Part A Program.

MBE/WBE PARTICIPATION:

N/A

MEMORANDUM OF UNDERSTANDING (MOU)

9. **BALTIMORE CITY BOARD OF SCHOOL** **\$9,552,805.00**
COMMISSIONERS/BALTIMORE CITY PUBLIC
SCHOOL SYSTEMS (BCPSS)

Account: 6000-624910-3100-296900-406001

The MOU formalizes the relationship between the Department and the BCPSS to provide adequate and appropriate school health services as required by section 7-401 et. seq. of the Education Article of the Annotated Code of Maryland. The period of the MOU is July 1, 2009 through June 30, 2010.

MINUTES

Health Dept. - cont'd

The MOU is late because it was just finalized.

NO-COST EXTENSION

10. **BALTIMORE HEALTH CARE ACCESS, INC.** **\$ 0.00**

On September 3, 2008, the Board approved the original agreement in the amount of \$100,000.00 for the period July 1, 2008 through June 30, 2009.

On March 31, 2009, the Department requested a six month extension through December 31, 2009. Due to an oversight the extension was not processed. The Department is requesting approval of a no-cost extension and approval to reimburse Baltimore Health Care Access, Inc. for services rendered through December 31, 2009.

MWBOO GRANTED A WAIVER.

AUDITS NOTED THE TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT FOR ITEM NOS. 6 & 9) AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the agreements, amendment to agreements, the memorandum of understanding and the no-cost extension. The President **ABSTAINED** on item no. 4. The Comptroller **ABSTAINED** on item no. 8.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4757 - 4758

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 Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported

favorably thereon, in accordance with

the provisions of the City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 1,500.00	9938-902722-9475	
R&P 23 rd Series	Reserve - Park and	
State	Playgrounds Renov.	
<u>4,500.00</u>	9938-902722-9475	
\$ 6,000.00	Reserve - Park and	
	Playgrounds Renov.	
\$ 6,000.00	-----	9938-901722-9474
		Active - Park and
		Playgrounds Renov.

This transfer will provide funds to cover the costs associated with Change Order No. 4 for Farring Baybrook Site Improvements Project under Contract PB-07831.

Department of Housing and Community Development

2. \$2,000,000.00	9910-902985-9587-	
M&CC	900000-700000	
	Housing Development	
\$1,400,000.00	-----	9910-904098-9588-
		900000-700000
		Asset Management
<u>\$ 600,000.00</u>	-----	9910-904082-9588-
		900000-700000
\$2,000,000.00		Property Management

This transfer will provide additional funding to support the Department of Housing and Community Development's Land Resources and Asset Management offices and Property Management activities for FY 2010.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Bureau of Water & Waste Water</u>		
3. \$ 135,140.58	9960-910031-9558	9960-904674-9557-
Water Rev. Bonds	Const. Res	Extra Work
	Water Supply	
	Facilities Improv.	

The transfer will provide funds to cover the cost of extra work for WC 1175, Water Appurtenance Installation. (B/D 07675)

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funding Source</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development</u>			
1. Karen Sitnick	Workforce Development Council Meeting Washington, D.C. January 19-20, 2010 (Reg. Fee \$600.00)	Federal	\$947.00
<u>Police Department</u>			
2. Randy J. Pope	Hazard Devices School Huntsville, AL February 1 - March 12, 2010	Federal	\$6,077.40
3. Leo M. Furman Joseph A. DiCandeloro	12 th Annual Battle Conference Ocean City, MD March 29, 2010 - April 12, 2010 (Reg. Fee \$750.00 ea.)	Asset Forfeiture Fund	\$2,244.00

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

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

4761 - 4762

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext. Compl.</u>
<u>Bureau of Water and Wastewater</u>			
5. EWO #001, \$134,318.50 - WC 1198, Urgent Need Work Infrastructure Rehabilitation Various Locations			
\$10,473,325.00	-	Spiniello Companies	0 8
6. EWO #028, \$128,978.79 - SC 847, Lower Stony Run Wastewater Pumping Station and Force Main			
\$15,876,763.00	\$ 148,215.02	Whiting-Turner Contracting Co., Inc.	64 99
7. EWO #267, \$ 46,308.68 - WC 8652, Ashburton Filtration Plant Renovations			
\$48,209,401.00	\$ 3,966,088.61	Poole & Kent Company	0 99

MINUTES**TASK ASSIGNMENTS**

The Board is requested to approve the task assignments with the following firms:

	<u>TASK NO.</u>	<u>AMOUNT</u>
<u>Department of Transportation</u>		
1. DMJM HARRIS	#006	\$ 57,773.43

Account: 9950-901363-9508-900020-703032

Under Project No. 1003, Rehabilitation of Sinclair Lane Bridge Over CXST RR, the consultant will prepare right-of-way and acquisition plats for properties adjacent to the bridge, attend related field meetings, design coordination meetings with property owners, various agencies, and perform storm water management designs per the request of the City's Environmental Engineering Section.

THE TRANSFER OF FUNDS TO COVER THE COST OF THE AWARD OF TASK NO. 6 ON PROJECT 1003 WAS APPROVED BY THE BOARD ON 09/30/09.

Bureau of Water and Wastewater

2. JOHNSON, MIRMIRAN & THOMPSON, INC.	#007	\$170,006.79
Account: 9960-904681-9557-900020-705032		\$ 85,003.40
9956-903341-9551-900020-705032		\$ 85,003.39

Under Project 1076J, SC 873 Construction Management Services, the consultant will provide construction management services on WC 1195 and SC 873.

3. JOHNSON, MIRMIRAN & THOMPSON, INC.	#008	\$120,272.35
--	-------------	---------------------

Account: 9956-904561-9551-900020-705032

Under Project 1076J, SC 829 Construction Management Services, the consultant will provide construction management services on SC 829.

MINUTES

Task Assignments - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the above-listed task assignments.

MINUTES

Office of the Labor Commissioner - Addendum Agreement

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** an addendum agreement to the Memorandum of Understanding (MOU) for FY 2010 between the Baltimore Police Department and the Baltimore Lodge #3, Fraternal Order of Police, Inc. (FOP), Units I and II.

AMOUNT OF MONEY AND SOURCE:

There will be no wage increase for FY2010 except for annual step increases. The increased normal wages and step increases were in the Police Department's FY2010 budget.

BACKGROUND/EXPLANATION:

This addendum agreement reflects the negotiated agreement between the City of Baltimore, Baltimore Police Department and the Fraternal Order of Police, Units I and II.

The MOU for FY 2010 reflecting all negotiated terms and conditions of employment will be submitted in January 2010.

UPON MOTION duly made and seconded, the Board, **NOTED** the addendum agreement to the memorandum of understanding for FY 2010 between the Baltimore Police Department and the Baltimore Lodge #3 Fraternal Order of Police Inc., Units I and II.

MINUTESMayor's Office of Employment Development - Agreements

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

1. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 9,957.00**

Account: 4000-805310-6310-464205-603051

The organization will conduct 164 hours of training to 40 incumbent employees through an initiative known as Maryland Business Works. Training will include, School-at-Work, Math Essentials - I and Math Essentials - II. The period of the agreement is January 5, 2010 through September 21, 2010.

2. **AMERICA WORKS OF MARYLAND, INC.** **\$75,000.00**

Account: 5000-585510-5750-671005-603051

The organization will provide occupational skills training for unemployed and under-employed or dislocated workers. The participants will learn skills that will qualify them for employment in the call center industry. The period of the agreement is January 25, 2010 through January 24, 2011.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Vildeatha Miller.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

	<u>NAME</u>	<u>DAYS</u>
1.	Anna Goodrich	5
2.	Roslyn Speed	5
3.	Deborah Holland-Marx	5
4.	Helen Williams	5
5.	George Mills	4
6.	Sharron Trogdon	3
7.	Ena Clarke	<u>3</u>
	TOTAL	30

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Vildeatha Miller.

MINUTES

Baltimore Police Department - Agreement of Contractual Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a contractual services agreement with Ms. Shelley Brown.

AMOUNT OF MONEY AND SOURCE:

\$ 33,280.00 - 4000-453908-2010-210700-603018

BACKGROUND/EXPLANATION:

Ms. Brown will serve as a Grant Analyst to monitor the Department's Homeland Security grants. She will track expenditures by City agencies, complete reimbursement requests, ensure adequate inventories are maintained for equipment purchases with the Homeland Security grant funds, and assist the Department with activities related to the grant management performance and compliance.

On December 24, 2008, the Board approved an agreement with MEMA in the amount of \$2,321,955.00, which was received from the United States Department of Homeland Security. This grant was under the FY 2008 Homeland Security Grant Program award for the period of September 01, 2008 to May 31, 2011. A consultant is needed to conduct monitoring.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a contractual services agreement with Ms. Shelley Brown.

MINUTES

Baltimore Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the University of Maryland Medical System-R Adams Cowley Shock Trauma Center. The period of the agreement is effective upon Board approval through December 31, 2010.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 4000-435210-2250-670001-600000 (JAG V)

BACKGROUND/EXPLANATION:

On September 30, 2009 the Board approved a grant award agreement with the U.S. Dept. of Justice, Office of Justice Programs Bureau of Justice Assistance under the FY 2009 (JAG V) Edward Byrne Memorial Justice Assistance Grant Program to support the City's crime reduction and prevention strategy.

This agreement with the University of Maryland Shock Trauma Center continues to serve as an integral component in the Violence Prevention Program by servicing the most at-risk populations in Baltimore City. The University of Maryland's Shock Trauma Center has been selected to receive an award amount of \$100,000.00 for the "Violence Prevention Program."

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the University of Maryland Medical System-R Adams Cowley Shock Trauma Center.

MINUTES

Baltimore Police Department - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of agreement with the Maryland Emergency Management Agency. The period of the agreement is September 01, 2008 through August 31, 2010.

AMOUNT OF MONEY AND SOURCE:

\$57,000.00 - 4000-467410-2010-671400-600000

BACKGROUND/EXPLANATION:

The FY 08 Interoperable Emergency Communication Grant Program, was created to improve local, regional, statewide, and national interoperable emergency communications.

The memorandum of agreement is late because it was recently received by the Police Department.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of agreement with the Maryland Emergency Management Agency.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4772 - 4780

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The President **ABSTAINED** on Page 4774 item no. 10.

MINUTES**PERSONNEL**Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. CHIQUETTA M. JONES	\$12.00	\$12,480.00
2. CINA LATRICE MORRIS	\$10.00	\$10,400.00

These individuals will work as an Outreach Worker/Special Populations for the STD/HIV Prevention Program. They will be responsible for STD/HIV testing in community settings with high incidence of syphilis and/or HIV infection. They will also identify venues and key community stakeholders to reach priority populations such as youth and Men Who Have Sex with Men, provide client based health education and risk reduction counseling for STD and HIV Prevention and complete intake forms and client logs. The period of the agreement is January 1, 2010 through December 31, 2010.

3. JOANN HUNTER	\$10.00	\$10,400.00
4. KEITH HOLT	\$10.00	\$12,480.00
5. DURRYLE NORRIS BROOKS	\$12.00	\$12,480.00

These individuals will work as an Outreach Worker for the STD/HIV Prevention Program. They will be responsible for recruiting clients for STD/HIV testing in community settings with high incidence of syphilis and/or HIV infection. They will also provide client based health education and risk reduction counseling for STD and HIV Prevention, complete intake forms and client logs and assist with the collection of Gonorrhea and Chlamydia specimens. The period of the agreement is January 1, 2010 through December 31, 2010.

MINUTES**PERSONNEL**Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
6. BRIAN K. SMITH	\$13.00	\$20,280.00

Mr. Smith will continue to work as an Outreach Worker/Driver for the STD/HIV Prevention Program. He will be responsible for STD/HIV testing in community settings with high incidence of syphilis and/or HIV infection, driving outreach vans including a 38-foot testing van. He will also distribute client incentives and maintain an incentive log, assist with urine based screening for Gonorrhea and Chlamydia and assure that all test specimens are appropriately packaged and delivered to the Department's lab. The period of the agreement is January 1, 2010 through December 31, 2010.

Account: 4000-422510-3030-273090-601009

AMENDMENT TO AGREEMENT

7. LEONA L. TRUELOVE	\$35.00	\$ 4,900.00
-----------------------------	---------	--------------------

Account: 4000-493510-3040-657600-601009

On March 25, 2009, the Board approved the original agreement with Ms. Truelove, a retiree, to work as Program Administrator III for the Tobacco Use Prevention and Cessation Program. The rate of the agreement was \$35.00 per hour for a maximum of 1,000 hours for a total of \$35,000.00 for the period July 1, 2009 through June 30, 2010.

This amendment to agreement is necessary to provide additional services for the Cardiovascular Disease Prevention Program and increases the amount of the hours to 1,140 hours. All other terms and conditions remain unchanged.

MINUTES**PERSONNEL**Department of Law

	<u>Hourly Rate</u>	<u>Amount</u>
8. ELIZABETH RYAN MARTINEZ	\$ 26.90	\$42,233.00

Account: 1001-000000-1750-175200-601009

Ms. Martinez will work as a Special Assistant Solicitor in the Law Department's Opinions and Advice Practice Division. She will assist in handling Public Information Act requests and other time-sensitive issues relating to the Group's needs. The period of the agreement is January 1, 2010 through October 31, 2010.

9. ASHLEA HOWARD BROWN	\$ 32.00	\$41,600.00
-------------------------------	----------	--------------------

Account: 1001-000000-1750-175200-601009

Ms. Brown will continue to work as a Special Assistant Solicitor in the Law Department's Opinions and Advice Practice Division. She will provide legal services. The period of the agreement is January 1, 2010 through December 31, 2010.

City Council

10. MARLENE KOEPPEL	\$ 21.68	\$14,634.00
----------------------------	----------	--------------------

Account: 1001-000000-1000-106700-601009

Ms. Koepfel, a retiree, will continue to work as a Special Assistant to Councilwoman Rochelle Spector. She will serve as an assistant and perform constituent services as needed. The period of the agreement is December 24, 2009 through December 23, 2010.

MINUTES**PERSONNEL**Department of Human Resources

	<u>Hourly Rate</u>	<u>Amount</u>
11. MICHELE Z. BLUMENFELD	\$200.00 for the first session and \$170.00 for ea. succeeding session and \$325.00 for ea. written report	\$ 7,000.00

The cost incurred for each hearing is charged to the appellant's agency.

Ms. Blumenfeld will continue to work as a Hearing Officer. The Baltimore City Charter permits an investigation for employees discharged, reduced or suspended for more than 30 days after the completion of the probationary period. The Hearing Officer presides over this investigation and submits a recommendation to the Civil Service Commissioners. The period of the agreement is effective upon Board approval for 1-year.

Department of Recreation and Parks

12. TIMOTHY SHIVE	\$ 21.41	\$40,840.00
--------------------------	----------	--------------------

Account: 3001-000000-5050-385200-601009

Mr. Shive will work as a Tree Service Technician in the Forestry Division. His duties will include, but are not limited to inspecting trees to identify needs for care, removal and treatment, coordinating tree planting schedules and answering public inquiries concerning trees. The period of the agreement is January 21, 2010 through January 20, 2011.

MINUTES

PERSONNEL

Dept. of Recreation and Parks - cont'd

13. a. Re-title and Upgrade the following class:

From: 83213 - Recreation Center Director III
Grade 086 (\$35,242.00 - \$42,511.00)

To: 83213 - Recreation Area Manager
Grade 089 (\$39,745.00 - \$48,257.00)

b. Abolish the following Vacant positions

Job Nos. 4800-47937 and 4800-47938

83220 - Recreation District Manager
Grade 112 (\$44,300.00 - \$62,600.00)

c. Reclassify the following positions:

Job Nos. 4800-43672 (Vacant)

From: 83220 - Recreation District Manager
Grade 112 (\$44,300.00 - \$62,600.00)

To: 10171 - Division Chief I
Grade 943 (\$51,200.00 - \$79,600.00)

d. Job Nos. 4800-36442

From: 83120 - Recreation Program Assistant
Grade 084 (\$32,853.00 - \$39,210.00)

To: 83121 - Recreation Programmer
Grade 090 (\$41,438.00 - \$50,364.00)

e. Create the following two positions:

83213 - Recreation Area Manager
Grade 089 (\$39,745.00 - \$48,257.00)
Job Nos. to be assigned by BBMR

Cost: \$4,728.00 - 1001-000000-4800-371500-601001

MINUTES

PERSONNEL

Department of Public Works

14. a. Retitle the following class:

From: 34315 - Utility Meter Reader Supervisor I
To: Utility Meter Reader Supervisor

b. Abolish the following class:

34316 - Utility Meter Reader Superintendent I

c. Reclassify the following position:

From: 34312 - Utility Meter Reader II
Grade 81 (\$29,630.00 - \$35,104.00)
Job No. 5610-23950 (Vacant)
To: 34315 - Utility Meter Reader Supervisor
Grade 084 (\$32,853.00 - \$39,210.00)

Cost: \$3,811.00 - 2071-000000-5610-400600-601001

15. Reclassify the following vacant position:

From: 33174 - EDP Communications Coordinator II
Grade 092 (\$45,090.00 - \$54,906.00)
Job No. 1900-23684 - (Vacant)
To: 33129 - PC Support Technician III
Grade 111 (\$41,700.00 - \$60,500.00)

Cost: (\$4,644.00) - 1000-000000-1900-191700-601001

MINUTES

PERSONNEL

Dept. of Public Works - cont'd

16. Create the following 15 positions

52931 - Laborer
Grade 482 (\$13.05 - \$13.49)
7 positions
Job Nos. 5130 to be determined

53811 - Solid Waste Worker
Grade 485 (\$13.46 - \$13.98)
8 positions
Job Nos. 5150 to be assigned by BBMR

Costs: \$ 298,962.00 - 3001-000000-5130-386500-601001
 349,739.00 - 1001-000000-5150-388000-601001
 \$ 648,701.00

Circuit Court for Baltimore City

17. a. Retitle and Upgrade the following Non-Civil Service class:

From: 00815 - Case Manager Courts
Grade 088 (\$38,175.00 - \$46,257.00)

To: 00815 - Permanency Planning Liaison
Grade 089 (\$39,745.00 - \$48,257.00)

b. Reclassify the following Non-Civil Service position:

From: 01957 - Licensed Graduate Social Worker
Grade 089 (\$39,745.00 - \$48,257.00)
Job No. 1100-47079

To: 00815 - Permanency Planning Liaison
Grade 089 (\$39,745.00 - \$48,257.00)

MINUTES

PERSONNEL

Circuit Court - cont'd

c. Create the following Non-Civil Service position:

00815 - Permanency Planning Liaison
Grade 089 (\$39,745.00 - \$48,257.00)
Job No. to be assigned by BBMR

Costs: \$58,504.00 - 5000-501410-1100-116800-601001

Commission on Aging and Retirement Education

18. Reclassify the following filled position:

From: 83212 - Recreation Center Director II
Grade 084 (\$32,853.00 - \$39,210.00)
Job No. 3250-24492

To: 81151 - Social Program Administrator I
Grade 088 (\$38,175.00 - \$46,251.00)

Cost: \$8,503.27 - 1001-000000-3250-316200-601001

Environmental Control Board (ECB)

	<u>Hourly Rate</u>	<u>Amount</u>
19. GARY M. BROOKS	\$50.00	\$30,000.00

Account: 1001-000000-1170-138600-601009

Mr. Brooks will continue to work as a Hearing Officer. He will be responsible for conducting hearings to make preliminary determinations as to whether citations issued by City enforcement officers comply with the Code, the ECB rules and relevant court decisions. He will also record all hearings, complete a Disposition Sheet and present it to the Executive Director of the ECB at the end of each hearing. The period of the agreement is effective upon Board approval for 1-year.

MINUTES

PERSONNEL

Baltimore City Police Department

20. **ANTHONY ROBINSON** \$26.00 **\$24,336.00**

Account: 5000-515610-2250-655400-601009

Mr. Robinson will work as a Clinical Case Manager. His duties will include, but not be limited to conducting psychosocial assessments of clients' needs, provide case management, crisis intervention, advocacy and on-call services to clients. The period of the agreement is effective upon Board approval through June 30, 2010.

MINUTES

Department of Recreation - Management and Operation Agreement
and Parks

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Management and Operation Agreement with Morrell Park Little League (MPLL). The period of the agreement is effective upon Board approval for five years.

AMOUNT OF MONEY AND SOURCE:

\$10.00 per year, if demanded, to be deposited into Account:
2096-796645-7960-864500-600000

BACKGROUND/EXPLANATION:

The MPLL is a non-profit organization providing Little League Baseball to the Morrell Park community and the City at large. The MPLL has been occupying, maintaining and operating its Little League Organization and concession stand at the Trolley Street Park Fieldhouse since 1980. The organization has accepted responsibility for all financial aspects of the Fieldhouse management including gas, electricity and water. In addition, all improvements, repairs and maintenance to the Fieldhouse will be made by the MPLL at no cost to the City.

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 Management and Operation Agreement with Morrell Park Little League.

MINUTESCircuit Court - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an expenditure of funds to pay the Radisson Hotel at Cross Keys. The expenditure is for training and an event on February 12, 2010.

AMOUNT OF MONEY AND SOURCE:

\$9,577.15 - 6000-600709-1100-116800-406001

BACKGROUND/EXPLANATION:

Funding for this initiative is provided under a grant from the FY2009 grant award from the Maryland Mediation and Conflict Resolution Office (MACRO). On September 3, 2009 the Board approved acceptance of the FY2009 MACRO grant award for the Circuit Court. The grant has been extended by MACRO through FY2010. This expenditure of funds will allow the Circuit Court to invite 200 mediators and volunteer settlement attorneys to a training to further their mediation skills. The event will be held at the Radisson Hotel at Cross Keys on February 12, 2010 from 8:30 a.m. to 5:00 p.m. The event serves as an appreciation for the mediators' services in assisting the court to resolve cases at an early stage in the litigation process, thereby conserving court resources and litigant's time and money. The invitation for this training is being extended to a broad base of mediators.

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

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the Radisson Hotel at Cross Keys.

MINUTES

Department of Transportation - Termination of Funding Agreement

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On December 5, 2007, the Board approved the funding agreement with Brighton Development Group, LLC (Brighton). Under this agreement, the City agreed to construct certain public infrastructure improvements associated with a planned residential subdivision in the vicinity of Vincennes, Spring, Ridge, Patterson and Parr Avenues.

Funds were available in the FY 2007 Capital Improvement Program in the amount of \$1,000,000.00. Under the agreement, Brighton was required to guarantee the payment of all costs of the work in excess of \$1,000,000.00 by way of an irrevocable letter of credit. The agreement also provided that the City may terminate the agreement after one year if Brighton "without adequate justification, which shall not include a change in market conditions, fails to secure financing or other similar economic issues, fail to begin and make significant progress with the project to the City's satisfaction."

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

MINUTESTermination of Funding Agreement - cont'd

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

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

(FILE NO. 56539)

UPON MOTION duly made and seconded, the Board approved the termination of the funding agreement with Brighton Development Group, LLC. The Comptroller **ABSTAINED**.

MINUTES

Department of Transportation - Refund of Excess Proceeds
from an Auction

ACTION REQUESTED OF B/E:

The Board is requested to approve payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Jermaine Davis.

AMOUNT OF MONEY AND SOURCE:

\$2,160.00 - 1001-000000-1950-505215-401774

BACKGROUND/EXPLANATION:

The refund represents the proceeds beyond the expenses of receiving, storing, and disposing of the vehicle in question at auction. The refund is in accordance with AM-303-1 and Article 31, Section 97 of the Baltimore City Code (2000).

The registered owner and/or lienholder was properly notified that the vehicle was at the Towing Section, and the vehicle remained unclaimed. Therefore, the vehicle was sold at auction and the owner has requested the refund of the excess proceeds from the auction.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made seconded, the Board approved payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Jermaine Davis.

MINUTES

Department of Transportation - Refund of Excess Proceeds
from an Auction

ACTION REQUESTED OF B/E:

The Board is requested to approve payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Jay E. Morrison.

AMOUNT OF MONEY AND SOURCE:

\$4,255.00 - 1001-000000-1950-505215-401774

BACKGROUND/EXPLANATION:

The refund represents the proceeds beyond the expenses of receiving, storing, and disposing of the vehicle in question at auction. The refund is in accordance with AM-303-1 and Article 31, Section 97 of the Baltimore City Code (2000).

The registered owner and/or lienholder was properly notified that the vehicle was at the Towing Section, and the vehicle remained unclaimed. Therefore, the vehicle was sold at auction and the owner has requested the refund of the excess proceeds from the auction.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved payment, by Expenditure Authorization, of the refund of excess proceeds from a City vehicle auction to the registered owner, Jay E. Morrison.

MINUTESDepartment of Transportation - Funding Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve a funding agreement with the Center for Aquatic Life and Conservation (CALC).

AMOUNT OF MONEY AND SOURCE:

No funds are required until the City advertises the subject project.

BACKGROUND/EXPLANATION:

Under two separate Federal Acts, Congress provided for \$2,300,000.00 for infrastructure improvements associated with CALC's proposed facility in South Baltimore. Federal regulations require that the funds may only be administered by a public agency; therefore on May 13, 2009, the Board entered into a Memorandum of Understanding with the State Highway Administration regarding the subject funds.

This Board action will establish the framework by which the Department will work with CALC to implement the infrastructure improvements, in coordination with such vertical development as CALC may have planned. Specifically;

- CALC will furnish, subject to City, State and Federal review and approvals, final plans, specifications and estimates to the City, within 6 months of approval of this funding agreement. After such time, the City reserves the right to terminate the agreement and demand reimbursement of its expenses by CALC.
- The Federal Acts require certain matching funds and are subject to Congressional rescissions and limitations on obligation authority which diminish the actual amount which may be available to CALC for the said infrastructure improvements; such reductions are only fully known at the time the project is authorized by the Federal Highway Administration for advertisement and construction. CALC is responsible for paying all costs in excess of those funds available to the City via the federal appropriations.

MINUTES

Department of Transportation - cont'd

- Consistent with federal regulations, prior to advertisement, CALC must record in the Land Records of Baltimore City a perpetual easement and right-of-entry to the land upon which the improvements will be constructed.
- All other standard city conditions regarding administrative, contingency and inspection fees, indemnification, non-discrimination, etc. apply to this Agreement.

MBE/WBE PARTICIPATION:

As this will be a federal-aid contract, Disadvantaged Business Enterprise provisions will apply to this project and be assigned by the State Highway Administration at the time of advertisement.

(FILE NO. 56172)

UPON MOTION duly made and seconded, the Board approved the funding agreement with the Center for Aquatic Life and Conservation. The Mayor **ABSTAINED**. The President **ABSTAINED**.

MINUTESLaw Department - Claim Settlements

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

1. Daryl Martin v. Baltimore Police \$ 200,000.00
Dept. et. al.

Account: 1001-000000-2000-195500-603070

2. Joseph W. Lista v. M&CCB \$ 117,500.00

Account: 2044-000000-1450-164779-603070

3. Carol Harris, et. al v. Sgt. William \$ 60,000.00
Marcus

Account: 1001-000000-2000-195500-603070

4. Albert Mosley v. Bryan Kershaw \$2,000,000.00

FILE NO. 57109

Account: 2043-000000-1450-163000-603070

UPON MOTION duly made and seconded, the Board approved the foregoing settlements. The Mayor **ABSTAINED** on item no. 4. The Comptroller **ABSTAINED** on item no. 4.

MINUTES

Office of the State's Attorney (OSA) - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay the Partnership for Learning, Inc. (PFL).

AMOUNT OF MONEY AND SOURCE:

\$7,500.00 - 6000-602509-1150-137700-603023

BACKGROUND/EXPLANATION:

PFL started in 1991 as part of the Office of the State's Attorney through a grant given to the OSA and became a 501(c)(3) organization in 1993, which provides an educational diversion program for eligible juveniles in the juvenile justice system. Based on documented studies that linked reading and learning deficiencies to delinquent behavior, the program screens qualified candidates and provides tutorial study sessions using special educational computer software (donated by Instructional Impact, Inc.) designated to improve reading scores and advance reading levels. Instructional Impact, Inc. is the exclusive authorized distributor and software support agent for this specialized software. Working in partnership with the Baltimore City Public Schools, the program has graduated numerous students whose reading levels have increased as a result of this program. The OSA assists the Partnership for Learning, Inc. through in-kind contributions and financial support.

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

UPON MOTION duly made and seconded, the Board approved and authorized an expenditure of funds to pay the Partnership for Learning, Inc.

MINUTES

Office of the State's Attorney (OSA) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with The Community Mediation Program, Inc. The period of the MOU is July 1, 2009 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

\$57,500.00 - 6000-602510-1150-137700-603023

Disbursements will be in two equal installments

BACKGROUND/EXPLANATION:

The mission of The Community Mediation Program, Inc. is to reduce interpersonal conflict and community violence and animosity by increasing the use of non-violent conflict resolution and by making mediation more accessible in Baltimore City. The office of the OSA has been in partnership with the Community Mediation Program, Inc. for over three years.

The MOU is late due to budget constraints.

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 memorandum of understanding with The Community Mediation Program, Inc.

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay the Maryland Chapter of the Association of Certified Fraud Examiners (MD-ACFE).

AMOUNT OF MONEY AND SOURCE:

\$7,150.00 - 1001-000000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 Hours of continuing professional education (CPE) every two years. The Department of Audits will send 26 staff members to the 2010 Maryland Fraud Conference on April 19 - 20, 2010. This program is part of the Department's scheduled training for calendar year 2010. The average cost per staff training hour will be about \$18.33, which is well below industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay the Maryland Chapter of the Association of Certified Fraud Examiners.

MINUTES

Department of Finance - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Amendment No. 1 to Agreement for recordkeeping and communication services with Great-West Life & Annuity Insurance Company.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 25, 2009, the Board approved an agreement for Recordkeeping and Communication Services for the Deferred Compensation Plan. In the verbiage of the original agreement it was not clear that the Great-West Life & Annuity Insurance Company will review and approve incoming rollovers.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement for recordkeeping and communication services with Great-West Life & Annuity Insurance Company.

MINUTESDHCD - cont'd

The 1000 Friends of Maryland's mission is to protect Maryland's natural areas and open spaces, improve the quality of life in communities, restore once vibrant cities and towns, and improve public transportation through meaningful public participation, education, research and advocacy.

3. **PEOPLE'S HOMESTEADING GROUP, INC.** **\$ 50,000.00**
CITCP

The People's Homesteading Group, Inc., located at 410 E. North Avenue, proposes the Capable Youth Home Building Project. This project will provide construction training and practical experience to 20 to 40 adjudicated, court-supervised youth participants of the Capable Youth Compact Program. The youth will be trained in the rehabilitation of an historic home for sale, now under ownership by People's Homesteading Group in the 400 block of East 22nd Street, Barclay-Greenmount Historic District.

In July 2009, People's Homesteading Group completed a construction training workshop for occupancy by Project CRAFT, a workforce training program of the Home Builders Institute of the National Association of Home Builders. Every six months over a five year period of commitment, Project CRAFT will train adjudicated youth under the supervision of the Maryland Department of Juvenile Services. The youth will participate in this "pre-apprenticeship" and after graduation, will be provided a job or full apprenticeship.

UPON MOTION duly made and seconded, the Board approved and adopted the aforementioned resolutions.

MINUTESDHCD/BHSAMENDMENT TO GRANT AGREEMENT**3. WOMEN'S HOUSING COALITION, INC. \$ 0.00**

On June 3, 2009, the Board approved the original agreement in the amount of \$156,519.00 to provide access to housing to a minimum of 25 homeless and disabled individuals due to chronic substance abuse and/or chronic mental illness. The period of the original agreement was October 1, 2009 through September 30, 2010.

This amendment to agreement modifies the period of the agreement to August 26, 2009 through August 25, 2010. All other terms and conditions of the agreement remain unchanged.

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

AUDITS NOTED THIS AMENDMENT.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Agreements
Community Development

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

1. **BALTIMORE OFFICE OF PROMOTION** **\$ 80,500.00**
AND THE ARTS, INC. (BOPA)

Accounts:	2087-000000-5930-423226-603051	\$	15,500.00
	2089-208910-5930-423226-603051	\$	65,000.00

The BOPA will provide services for the Mural Conservation Program. Under the program, the BOPA works with artists, neighborhood groups, associations and funding sources to abate graffiti, revitalize blighted areas, beautify the cityscape, employ local artists, increase exposure to the arts, and unite community residents by engaging them in neighborhood improvement projects. Under this agreement nine murals will be designed and painted or repaired. The period of the agreement is July 1, 2009 through June 30, 2010.

MWBOO GRANTED A WAIVER.

2. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 450,000.00**

Accounts:	4000-485710-5750-644026-6030051	\$	93,500.00
	4000-485710-5750-644026-6030051	\$	293,800.00
	4000-485710-5750-644026-6030051	\$	62,700.00

The American Recovery and Reinvestment Act of 2009 made over \$6,200,000.00 in one-time funding of additional Community Development Block Grant program (CDBG) funds available to the City. The purpose of the funding is for the City to carry out on an expedited basis, eligible CDBG activities. The organization will provide housing counseling services, particularly to families at risk of losing their homes. The funding will create one additional full-time position for

MINUTES

DHCD - cont'd

the foreclosure prevention program. The funds will also be used for the Homesharing Program that matches low and moderate-income homeowners with low and moderate-income individuals looking for affordable rental housing.

FOR THE FY 2010, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$102,900.00, AS FOLLOWS:

MBE: \$27,783.00

WBE: \$10,290.00

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

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

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

MINUTES

DHCD - cont'd

3. **YMCA OF CENTRAL MARYLAND/EMILY PRICE JONES HEAD START PROGRAM** **\$1,891,012.00**

Account: 4000-486310-6050-516199-603051

The organization will provide Head Start services to 321 children and their families in Baltimore City. A two month advance of \$378,203.00 was approved by the Board on July 22, 2009.

OF THE TOTAL AMOUNT OF \$2,269,215.00, \$2,140,960.00 IS FOR ITEMS THAT ARE PROPRIETARY AND NON-SEGMENTABLE.

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

THE PROVIDER REQUESTED AND WAS GRANTED A WAIVER OF THE BALANCE OF THE MBE/WBE GOALS.

MBE	Genesis Office Systems, Inc.	\$ 859.00	.03%
	M R Hopkins Transportation Services, Inc.	9,000.00	.40%
	Personal Electric, LLC	<u>14,000.00</u>	<u>.62%</u>
		<u>\$23,859.00</u>	<u>1.05%</u>
WBE:	B & B Lighting Supply, Inc.	\$ 2,500.00	.11%
	Copy Cat Printing	<u>14,000.00</u>	<u>.62%</u>
		<u>\$16,500.00</u>	<u>.73%</u>

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

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 the land disposition agreement with Baltimore Green Space, Land Trust, for the sale of the 44 City-owned vacant lots located on 1800-1843 North Duncan Street. The period of the agreement is effective upon Board approval for 60 days.

AMOUNT OF MONEY AND SOURCE:

\$ 1.00 - 1800 N. Duncan St.
1.00 - 1801 N. Duncan St.
1.00 - 1802 N. Duncan St.
1.00 - 1803 N. Duncan St.
1.00 - 1804 N. Duncan St.
1.00 - 1805 N. Duncan St.
1.00 - 1806 N. Duncan St.
1.00 - 1807 N. Duncan St.
1.00 - 1808 N. Duncan St.
1.00 - 1809 N. Duncan St.
1.00 - 1810 N. Duncan St.
1.00 - 1811 N. Duncan St.
1.00 - 1812 N. Duncan St.
1.00 - 1813 N. Duncan St.
1.00 - 1814 N. Duncan St.
1.00 - 1815 N. Duncan St.
1.00 - 1816 N. Duncan St.
1.00 - 1817 N. Duncan St.
1.00 - 1818 N. Duncan St.
1.00 - 1819 N. Duncan St.
1.00 - 1820 N. Duncan St.
1.00 - 1821 N. Duncan St.
1.00 - 1822 N. Duncan St.
1.00 - 1823 N. Duncan St.
1.00 - 1824 N. Duncan St.
1.00 - 1825 N. Duncan St.
1.00 - 1826 N. Duncan St.

MINUTESDHCD - cont'd

1.00 - 1827 N. Duncan St.
 1.00 - 1828 N. Duncan St.
 1.00 - 1829 N. Duncan St.
 1.00 - 1830 N. Duncan St.
 1.00 - 1831 N. Duncan St.
 1.00 - 1832 N. Duncan St.
 1.00 - 1833 N. Duncan St.
 1.00 - 1834 N. Duncan St.
 1.00 - 1835 N. Duncan St.
 1.00 - 1836 N. Duncan St.
 1.00 - 1837 N. Duncan St.
 1.00 - 1838 N. Duncan St.
 1.00 - 1839 N. Duncan St.
 1.00 - 1840 N. Duncan St.
 1.00 - 1841 N. Duncan St.
 1.00 - 1842 N. Duncan St.
 1.00 - 1843 N. Duncan St.
\$44.00 - Sale price

BACKGROUND/EXPLANATION:

The DHCD's Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods. In an effort to further the Mayor's Cleaner Greener initiative, as well as the new Sustainability Plan, which calls on the City to "develop and support a land trust to help communities retain control of appropriate open space upon their commitment to maintain the space" the Department is asking approval to transfer of the community managed open space on the even and odd side of the 1800 block of North Duncan Street, which has been used by the Broadway East community for a number of years as a community garden.

The transfer of the 44 lots into a land trust represents a cost-effective way to provide neighborhoods with amenities such as

MINUTES

DHCD - cont'd

community gardens and other beautification and recreational spaces. Through their own labor and investments, as well as outside funding, residents increase property value while creating social and environmental benefits.

The 1800 block of North Duncan Street was submitted for City Council Journalization on October 23, 2009.

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

Each of the 44 lots assess for less than \$2,500.00 and, as such, do not acquire an appraisal.

MBE/WBE PARTICIPATION:

The properties are not subject to Article 5, Subtitle 28 of the Baltimore City Code because no public funds will be used for the purchase or development.

(FILE NO. 56683)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Baltimore Green Space, Land Trust, for the sale of 44 City-owned vacant lots located on the 1800-1843 North Duncan 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 the land disposition agreement with Baltimore Green Space, Land Trust, for the sale of the property located at 1217 Bayard Street.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Sale price

BACKGROUND/EXPLANATION:

The DHCD's Land Resources Division strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods. In an effort to further the Mayor's Cleaner Greener initiative, as well as the new Sustainability Plan, which calls on the City to "develop and support a land trust to help communities retain control of appropriate open space upon their commitment to maintain the space" the Department is asking approval to transfer of the community managed open space at 1217 Bayard Street, which has been used by the Washington Village community for a number of years as a horseshoe pit.

The 1217 Bayard Street was submitted for City Council Journalization on October 23, 2009.

MINUTES

DHCD - cont'd

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

The sale of the property to a land trust, whose sole purpose is to ensure the preservation of the community managed open space, below the appraised value is reflective of the City's understanding that community managed open spaces serve a specific benefit to the immediate community by elimination of blight and by providing the neighborhoods with amenities such as community gardens and other beautification and recreational spaces.

MBE/WBE PARTICIPATION:

The properties are not subject to Article 5, Subtitle 28 of the Baltimore City Code because no public funds will be used for the purchase or development.

(FILE NO. 56683)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Baltimore Green Space, Land Trust, for the sale of the property located at 1217 Bayard Street.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
1. STEVE'S CLEANING COMPANY	\$18,000.00	Low Bid
Solicitation No. B500001261 - Janitorial Services - Health Department - Req. No. R531767		
2. ODORITE	\$ 7,834.76	Low Bid
Solicitation No. B50001294 - Floor Cleaning Machines - Department of Public Works - Req. No. R537098		
3. THE G-S COMPANY	\$10,475.00	Low Bid
Solicitation No. B50001276 - Repair Bridge Fence Section - Department of Transportation - Req. No. R534847		
4. CHEMSEARCH MARJORIE GOODMAN	\$11,470.80	Sole Source
Solicitation No. 08000 - Chemical Citra-Tech - Department of Public Works - Req. No. R535549		
The vendor is the sole authorized provider of this product which must be compatible with existing equipment.		
5. JET BLAST, INC.	\$ 5,800.00	Low Bid
Solicitation No. B50001301 - Water Blast Drains/Pratt Street Emergency Exists - Baltimore Convention Center - Req. No. R534405		
6. CHANNIN BETE COMPANY, INC.	\$14,074.00	Sole Source
Solicitation No. 08000 - Public Information Pamphlets - Health Department - Req. No. R537602		

The vendor is the sole distributor of flu awareness pamphlets specifically designed for the office of Public Health Preparedness and Response in the Baltimore City Health Department.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

7. SAFETY-KLEEN SYSTEMS, INC.	\$24,000.00	Only Bid
Solicitation No. B50001224 - Paint Removal and Repair Gun Cleaning Station - Department of Public Works - Req. No. R529699		

8. SKALAR, INC.	\$11,530.00	Agreement
Solicitation No. 08000 - Analyzer Systems - Department of Public Works - Req. No. R539121		

The Board is requested to approve and authorize execution of an agreement with Skalar, Inc. The period of the agreement is effective upon Board approval for three years.

The vendor is the proprietor and sole source for service, maintenance contracts, parts, and consumable items necessary for the needed analyzer.

(The agreement has been approved by the Law Department as to form and legal sufficiency.)

9. ENTERPRISE ELECTRIC COMPANY	\$ 9,740.00	Low Bid
Solicitation No. 07000 - Buss Bar Repair - Department of Transportation - Req. No. R537050		
10. APPLE SCIENTIFIC	\$18,404.00	Low Bid
Solicitation No. 07000 - Ampules/Filter Paper - Department of Public Works - Req. No. R537121		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|---|--------------|-------------|
| 11. PHILADELPHIA MIXING SOLUTIONS | \$ 33,236.00 | Sole Source |
| Solicitation No. 08000 - Replacement Drive and Motor for Anoxie Mixer - Department of Public Works - Req. No. R537435 | | |

The motor and drive must be compatible and interchangeable with the existing equipment. The vendor is the sole supplier of these parts in the Baltimore area.

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

- | | | |
|---|--------------|----------|
| 12. BOB BELL CHEVROLET OF BELAIR, INC. | \$ 41,347.00 | Increase |
| Solicitation No. B50001208 - 2010 Chevrolet Impala Police Cars - Department of General Services - Req. Nos. R537324 | | |

On November 4, 2009 the Board approved the original award in the amount of \$627,270.00. This increase in the amount of \$41,347.00 is necessary because the Department of General Services is requesting two additional police vehicles at the original contract price, making the award amount \$668,617.00.

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

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|--------------|----------|
| 13. SYMAGO, LLC. | \$127,750.00 | Increase |
| Solicitation No. B50000357 - Interactive Voice Recognition System (IVR) - Department of Transportation - Req. Nos. Various | | |

On October 8, 2008, the Board approved the initial award in the amount of \$50,000.00. Subsequent actions have been approved. This increase is necessary due to an increase in usage additional funding is needed to continue the services for the next two years.

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

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|----------|
| 14. RGA, INC. | \$166,471.00 | Increase |
| Solicitation No. 08000 - Traffic Signal Vehicle Detention Equipment - Department of Transportation - Req. No. R504032 | | |

On April 16, 2008, the Board approved the original award in the amount of \$234,866.00. On March 18, 2009, the Board approved an additional award. The required equipment is only available from the manufacturer. Due to an increased demand for these items an increase in the amount of \$166,471.00 is necessary, making the award amount \$401,337.00.

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

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

15. LEHIGH SAFETY SHOE

CO., LLC	\$216,000.00	Increase
Solicitation No. B50000403 - Safety Shoes - Department of Finance - Req. No. Various		

On April 30, 2008, the Board approved the initial award in the amount of \$236,429.00. On December 10, 2008, the Board approved an amendment to the award. This increase in the amount of \$216,000.00 is necessary as a result of higher than expected requirements, which include, additional participating agencies and additional footwear selections. This increase in the amount of \$216,000.00, makes the award amount \$452,429.00.

MWBOO GRANTED A WAIVER.

16. ATLANTIC TACTICAL,

INC.,	\$117,951.00	Renewal
Solicitation No. B50000729 - Police Duty Belts and Accessories - Police Department - P.O. No. P505340		

On January 21, 2009, the Board approved the initial award in the amount of \$117,951.00. The award contained four 1-year renewal options at the sole discretion of the City. This is the first one-year renewal for the period January 1, 2010 through December 31, 2010.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

17. POLLACK RESEARCH &
DESIGN UNIT, READING CRANE
AND ENGINEERING COMPANY \$ 50,000.00 Renewal
Solicitation No. BP 06190 - Annual Inspection and Code
Deficiency Repairs of Cranes and Hoists - Agencies - Various -
Req. No. Various

On January 31, 2007, the Board approved the initial award in the amount of \$50,000.00. The award contained options to renew at the sole discretion of the City. Subsequent actions have been approved. This is the final 1-year renewal in the amount of \$50,000.00, making the award amount \$200,000.00.

MWBOO SET ZERO GOALS FOR MBE AND WBE.

18. NESTLE WATERS NORTH
AMERICA, d/b/a DEER
PARK \$ 24,120.00 Term Order
Solicitation No. 06000 - Bottled Water - Agencies - Various -
Req. Nos. Various

The contract for bottled water BP-05063 with Nestle Waters North America, d/b/a Deer Park expired on December 11, 2009. A new solicitation has been created and will take approximately eight weeks to evaluate, award and transition (if necessary) to a new vendor. Authority is requested to issue a term purchase order under the same terms and conditions as BP-05063.

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

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

19. MARYLAND POLICE

SUPPLY	\$200,000.00	Renewal
Solicitation No. B50000179 - Personal Ballistic Soft Body Armor - Agencies - Various - Req. Nos. Various		

On January 30, 2008, the Board approved the initial award in the amount of \$300,000.00. The award contained an option to renew at the sole discretion of the City. Subsequent actions have been approved. Authority is requested to exercise the first of two 1-year renewals for the period February 6, 2010 through February 5, 2011. The renewal in the amount of \$200,000.00, makes the award amount \$1,050,000.00.

MWBOO GRANTED A WAIVER.20. PATUXENT MATERIALS,
INC.

	\$ 0.00	Renewal
Solicitation No. B50000861 - Pea Gravel - Department of Public Works/Bureau of Solid Waste - Req. Nos. Various		

On December 17, 2008, the Board approved the initial award in the amount of \$88,000.00. The award contained four 1-year renewal options at the sole discretion of the City. On August 12, 2009, the Board approved an increase in the amount of \$72,000.00. Authority is requested to exercise the first of four 1-year renewals. The period of the renewal is January 2, 2010 through January 1, 2011.

21. TELECOMMUNICATIONS
SYSTEMS, INC.

	\$ 100,000.00	Ratification and Term Order
	8,900,000.00	
	<u>\$9,000,000.00</u>	

Solicitation No. 06000 - Network and System Support - Agencies
Various - Req. Nos. Various - City Wide

On November 11, 2009, the Board approved the initial award in the amount of \$6,232,066.56. Subsequent actions have been approved. Due to the longer than expected time needed to gather

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

and evaluate MBE/WBE compliance data, contract No. BP 05136 for City Wide Network and System Support expired on November 8, 2009, with one 1-year renewal option remaining. Authority is requested that a term order be approved under the same terms and conditions as BP 05136 to cover the final renewal period. The ratification is for the period November 9, 2009 through December 23, 2009. The term order is for the period December 24, 2009 through November 8, 2010. No renewal options will remain.

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

MWBOO SET GOALS OF 35.79% MBE AND 13.21% WBE.

MBE: The Bith Group	22.73%
Full Circle Solutions	13.06%

WBE: Realistic Computing	13.21%
---------------------------------	--------

MWBOO FOUND VENDOR IN COMPLIANCE.

22. XEROX CORPORATION \$6,000,000.00 Amendment to Agreement Solicitation No. 06000 - Copier Equipment and Services - Agencies - Various - Req. Nos. Various

The Board is requested to approve and authorize execution of an amendment to agreement with Xerox Corporation. The period of the agreement is February 1, 2010 through June 30, 2011, with two 1-year renewal options at the sole discretion of the City.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On May 29, 2002, the Board approved standardization of copier equipment and supplies. On December 11, 2002, the Board approved an initial award to Xerox Corporation (Indeterminate). Subsequent actions have been approved. Xerox Corporation holds the current City contract to supply copiers and copier service consistent with the current Federal GSA prices, rates and procedures. The contract expires on January 31, 2010.

After review of the current contract terms, the marketplace, and a Request for Information posted via CitiBuy to obtain additional information, it was determined to be in the City's best interest to negotiate an amendment to the current contract with Xerox Corporation for improved terms and procedures, and a significant decrease in costs.

This amendment will provide a potential estimated annual saving of \$1,047,896.00, which includes an estimated savings of \$360,000.00 by implementing streamlined invoicing and payment procedures. The balance of savings is for a quick payment discount, elimination of print overage charges (by "right sizing" individual machine allowances and "pooling" the City's basic copy allowance), with approximately \$445,896.00 of that being effective immediately.

The amount requested is the estimated requirement, however, the vendor will supply the City's entire requirement more or less.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

23. CHESAPEAKE UNIFORM,
d.b.a. LORD

BALTIMORE	\$300,000.00	Rescind and Re-award
Solicitation No. B50000860 - Industrial Work Uniforms - G+K Uniform Service - Agencies Various - Req. Nos. Various		

On April 22, 2009, the Board approved the initial award in the amount of \$400,000.00 to the low bidder G+K Uniform Service. The vendor has requested that the award be rescinded because he is not able to deliver the items at the bid price. Chesapeake Uniform's prices are less than 5% more, and are considered fair and reasonable.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board the approved informal awards, extensions and increases to contracts. The Board approved and authorized execution of the agreement with Skalar, Inc., and the amendment to agreement with Xerox Corporation. The Mayor **ABSTAINED** on Page 4812 - 4813 item no. 21. The President **ABSTAINED** on Page 4805 item no. 5.

MINUTES

Department of General Services - On Call Agreement
Project No. 1098B

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement for Project No. 1098B, On-Call Architectural Engineering Services with Buchart-Horn, Inc. The period of the on-call agreement is effective upon Board approval for two years, or until the upset limit is reached, which ever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$750,000.00 - Upset Limit (Accounts assigned per task)

BACKGROUND/EXPLANATION:

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade or repair their facilities. The work involved is limited in scope or of an urgent nature, which in either case, should not be postponed until the customary architectural design selection process can be executed. To accommodate this type of work the Department of General Services will establish an on-call Architectural Design Contract with Buchart-Horn, Inc.

The cost of services rendered will be a negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. The contract duration will be two years; however, projects started within the two-year period may continue beyond the two-year time frame until completion. The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedures, under AEAC Project No. 1098B.

MINUTES

Department of General Services - Cont'd

MBE/WBE PARTICIPATION:

MWBOO set goals of 27% MBE and 9% WBE.

MBE: Sidhu and Associates,	\$0.00-\$202,500.00	0-27.00%
AB Consultants, Inc.	\$0.00-\$202,500.00	0-27.00%
KES Engineering, Inc.	\$0.00-\$202,500.00 (in the aggregate)	0-27.00%
WBE: Carroll Engineering, Inc.	\$0.00-\$67,500.00	9.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement for Project No. 1098B, On-Call Architectural Engineering Services with Burchart-Horn, Inc.

MINUTES

Mayor's Office of Governmental Relations - Consultant Contract

ACTION REQUESTED OF B/E:

The Board is requested to authorize the execution of the renewal of a consultant contract with William S. Ratchford, II. The period of the agreement is January 1, 2010 through December 31, 2010.

AMOUNT OF MONEY AND SOURCE:

\$95,000.00 - 1001-000000-1270-154100-603018

BACKGROUND/EXPLANATION:

Mr. Ratchford is knowledgeable of State and local legislative and fiscal matters. He has been involved in legislative and fiscal policy analysis before the Maryland General Assembly since 1962. He served as Director of the Department of Fiscal Services from 1974-1997 and has earned a great deal of respect, particularly, in legislative policy and fiscal matters.

As a consultant to the Mayor and the Director of Government Relations, he will prepare and provide expert analysis on State legislative and fiscal matters impacting Baltimore City and on various fiscal matters concerning the Baltimore City Public School System.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the consultant contract with William S. Ratchford, II. The Mayor **ABSTAINED**.

MINUTES

Bureau of Water and Waste Water - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment no. 1 to the agreement with Johnson, Mirmiran & Thompson, Inc. (JMT) for Project 1083, Design Engineering Project Management Services. The period of the agreement will be extended through December 9, 2010.

AMOUNT OF MONEY AND SOURCE:

\$1,288,806.65 - Various

BACKGROUND/EXPLANATION:

On December 10, 2008 the Board approved the original agreement with JMT under Project 1083 to perform Design Engineering Project Management Services in the amount of \$1,288,806.65. The period of the original agreement was December 10, 2008 through December 9, 2009. This amendment will exercise the first of two, one-year extensions as provided in the original agreement. In addition, the amount is increased by \$1,288,806.65, making the total contract ceiling \$2,577,613.30. All other terms of the agreement will remain unchanged.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to the agreement with Johnson, Mirmiran & Thompson, Inc. for Project No. 1083, Design Engineering Project Management Services.

MINUTESBureau of Water and Waste Water - Joint Funding Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a joint funding agreement with the United States Geological Survey (USGS). The period of the agreement is October 1, 2009 through September 30, 2010.

AMOUNT OF MONEY AND SOURCE:

\$140,000.00 - 2071-000000-5550-399800-603026
42,000.00 - 2070-000000-5550-399700-603026
\$182,000.00

BACKGROUND/EXPLANATION:

The USGC has been under contract to operate the City's Reservoir Stream Gauging Network since 1982. The data collected is used to estimate pollutant loadings and flow to the reservoirs and is vital to the City's Reservoirs Management Program. The Moores Run station is required under the National Pollution Discharge Elimination System Permit program and has been in service since 1995. The station on Stony Run will help the City monitor the effect of sanitary sewer discharges on receiving waters and document improvements to sanitary sewer infrastructure repairs as required by the Consent Decree between the City and the U.S. Department of Justice.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(FILE NO. 53329)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the joint funding agreement with the United States Geological Survey.

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:

4822 - 4824

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

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

The Comptroller **ABSTAINED** on Pages 4823 - 4824
Item nos. 5, 6 and 7.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

- | | | | |
|----|---|----------------------------------|--------------|
| 1. | B50001259, Providing Nutrition Aide and Lactation Consultant Services | Kennedy Personnel Services, Inc. | \$184,500.00 |
|----|---|----------------------------------|--------------|

MBE: Swift Staffing	15.00%
WBE: All-Pro Placement Service, Inc.	10.00%

MWBOO FOUND VENDOR IN COMPLIANCE

- | | | | |
|----|-------------------------------|-----------------------|--------------|
| 2. | B50001285, Tree Care Supplies | Aquarius Supply, Inc. | \$ 48,490.26 |
|----|-------------------------------|-----------------------|--------------|

MWBOO GRANTED A WAIVER.

- | | | |
|----|---|---|
| 3. | B50001183, Tire Repair and Maintenance Supplies | REJECTION - On September 23, 2009, the Board opened three bids. The solicitation was unclear as to how to compare the bids to one another. The solicitation will be revised and reissued at a later date. |
| 4. | B50001242, Trail Sweeper | REJECTION - On November 25, 2009, the Board opened three bids for B50001242. Two of the bidders offered equipment that did not meet the specifications. The third bidder met the specifications but the bid exceeded the using agency's budget. Therefore, it is recommended that all bids be rejected at this time as not being in the best interest of the City. |

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:

Department of General Services

7. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$141,581.00	9916-903930-9194	9916-908931-9197
State Stimulus	Water Infrastructure Upgrades for Various City Buildings-Reserve	Water Infrastructure Upgrades for Enoch Pratt Free Library

Under the federal economic stimulus program, known as the American Recovery and Reinvestment Act, the Maryland Department of the Environment (MDE) awarded the Baltimore City Department of General Services (DGS) \$2,527,897.20 to improve water conservation in City Buildings. Because of the limited time to begin construction, the MDE concurred with the Energy Division's plan to obtain proposals from Energy Services Companies (ESCO) currently under contract with MdDGS for performance contracting. Two proposals were submitted, one from Johnson Controls in the amount of \$250,000.00 and one from Pepco Energy Services in the amount \$141,581.00.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Kipp Baltimore, Inc., lessee, for the rental of approximately 33,200 square feet of space located at 2810 Shirley Avenue (Block 3176A, Lot 012) and adjacent lot (Block 3176A, Lot 016.J). The period of the agreement is July 1, 2009 through June 30, 2019 with an option to renew for four successive five year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Years</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
1	\$1.00, if demanded	
2	\$1.00, if demanded	
3	\$25,232.00	\$2,102.67
4	\$25,988.96	\$2,165.75
5	\$26,768.63	\$2,230.72
6	\$27,571.69	\$2,297.64
7	\$28,398.84	\$2,366.57
8	\$29,250.81	\$2,437.57
9	\$30,128.33	\$2,510.69
10	\$31,032.18	\$2,586.02

BACKGROUND/EXPLANATION:

The lessee will use the leased premises for a charter elementary school beginning with kindergarten to grade 4, to be known as Kipp Harmony Academy.

Prior to occupancy the City will provide HVAC upgrades to replace 10 unit ventilators on the 1st floor, repair/replace gutter and soffit to the building, replace entrance slab for ADA compliance, and replace damaged ceiling tiles, lights and ballasts on the 1st floor. The City will also make necessary

MINUTESSpace Utilization Committee - cont'd

floor repairs to the 1st floor, reverse swing operation of double doors on the 2nd floor, and upgrade fire alarm system per the Fire Marshall's requirements. The City will perform the work and the lessee will bear the costs.

The lessee will be responsible for utilities, interior/exterior painting of building, door upgrades, i.e. rekeying, costs associated with the operating and monitoring of alarm system, janitorial, trash removal, pest control, routine maintenance and emergency maintenance of existing doors, locks, windows elevators, walls, roof, gutters, downspouts and all water, heating, ventilating and cooling systems and electrical, gas, plumbing fixtures, telephone and computer services. The lessee will also be responsible for liability insurance, capital improvements, and removal of graffiti, keeping grass and landscaping properly cut and maintained, and snow removal. The lessee will be responsible for providing all equipment necessary for the operation by lessee's programs, and must abide by all State and Federal guidelines as required to operate a charter school, and be licensed by the State of Maryland as a charter school.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

The lease agreement is late because of delays in the administrative review process required before submission to the Board of Estimates.

(FILE NO. 57105)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Kipp Baltimore, Inc. for the rental of approximately 33,200 square feet of space located at 2810 Shirley Avenue, (Block 317A, Lot 012) and adjacent lot (Block 317A, Lot 016.J).

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement on behalf of the Commission on Aging and Retirement Education (CARE), tenant and Alpha Zeta Chapter, Zeta Phi Beta Sorority, Inc., Myrtle Tyler Faithful Fund, Inc., landlord, for rental of approximately 10,178 square feet of space located at 4501-4531 Reisterstown Road. The period of the agreement is effective upon Board approval for 20 years with an option to renew for five additional 10 year terms.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00, if demanded

BACKGROUND/EXPLANATION:

CARE will use the leased premises for office space and as a Senior Center.

The landlord will be responsible for structural maintenance, repairs, and fire insurance.

The tenant will be responsible for utilities, daily janitorial services, daily security, trash removal, routine maintenance and repairs.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

(FILE NO. 56477)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement on behalf of the Commission on Aging and Retirement Education, tenant, and Alpha Zeta Chapter, Zeta Phi Beta Sorority Inc., Myrtle Tyler Faithful Fund, Inc., landlord, for the rental of approximately 10,178 square feet of space located at 4501-4531 Reisterstown Road.

MINUTESSpace Utilization Committee - Sub-Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a sub-lease agreement between the Commission on Aging and Retirement Education (CARE), sub-lessor, and with Alpha Zeta Chapter, Zeta Phi Beta Sorority, Inc., Myrtle Tyler Faithful Fund, Inc., sub-lessee, for rental of approximately 293 square feet of space located at 4501-4531 Reisterstown Road. The period of the agreement is effective upon Board approval of the Master Lease for 20 years with an option to renew for five additional 10 year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Equal Monthly Installments</u>
\$1,758.00	\$146.50

BACKGROUND/EXPLANATION:

The sub-lessee will use the leased premises for office space. The term of this sub-lease will commence on the date of approval by the Board of Estimates of the Master Lease and run for 20 years. Upon sub-lessor exercising its option to renew the Master Lease for five additional ten year periods, sub-lessor grants to sub-lessee the option to renew this sub-lease for each of the five additional ten year terms. The rent for the renewal term will be negotiated six months prior to expiration of the original term.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

(FILE NO. 56477)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the sub-lease agreement between the Commission on Aging and Retirement Education, sub-lessor, and with the Alpha Zeta Chapter, Zeta Phi Beta Sorority, Inc., Myrtle Tyler Faithful Fund, Inc., sub-lessee, for rental of approximately 293 square feet of space located at 4501-4531 Reisterstown Road.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Sean Lynch, lessee, for rental of the 3rd floor apartment located at 88 State Circle, Annapolis, Maryland. The period of the agreement is December 1, 2009 through November 30, 2010 with an automatic renewal of a one year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$9,353.71	\$779.47

BACKGROUND/EXPLANATION:

The lessee will use the leased premises for residential purposes for one adult.

The City will be responsible for utilities and maintenance of the building, except for janitorial services.

The lessee will be responsible for keeping the premises clean and free of trash and debris.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

(FILE NO. 55508)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Sean Lynch, lessee, for rental of the 3rd floor apartment located at 88 State Circle, Annapolis, Maryland.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Bon Secours Health Systems, Inc., landlord, for the rental of a portion of the property known as 26 N. Fulton Avenue. The period of the agreement is January 1, 2010 through December 31, 2010.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$5,070.65	\$422.55

Account: 4000-423210-3080-294100-603013

BACKGROUND/EXPLANATION:

The leased premises will be utilized for municipal purposes in the operation of the Baltimore City Health Department's WIC Program. There will be one renewal option for an additional three year period at a negotiated rental rate. The tenant will be responsible for telephone and computer services to the leased premises and liability insurance under the City's self-insured program.

The landlord will be responsible for utilities, maintenance and repairs of the exterior and interior of the building, janitorial services, trash removal, fire insurance, real estate taxes, snow removal and minor repairs.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

(FILE NO. 55411)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Bon Secours Health Systems, Inc., landlord, for the rental of a portion of the property known as 26 N. Fulton Avenue.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Harlem Park Neighborhood Council, Inc., landlord, for the rental of a portion of the property known as 600 N. Carey Street, consisting of 3,000 square feet. The period of the agreement is July 1, 2009 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Quarterly Rent</u>
\$6,000.00	\$1,500.00

Account: 5000-560110-2250-248201-603013

BACKGROUND/EXPLANATION:

The leased premises will be utilized for municipal purposes by the Baltimore City Police Department and the Mayor's Office of Criminal Justice. There will be one renewal option for one additional year at a negotiated rental rate. The tenant will be responsible for telephone and computer services to the leased premises and liability insurance under the City's self-insured program.

The landlord will be responsible for utilities, maintenance and repairs of the exterior and interior of the building, janitorial services, trash removal, fire insurance, real estate taxes, snow removal and minor repairs.

The agreement is late because of a delay in the administrative process.

MINUTES

Space Utilization Committee - cont'd

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Harlem Park Neighborhood Council, Inc., landlord, for the rental of a portion of the property known as 600 N. Carey Street, consisting of 3,000 square feet.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Harlem Park Neighborhood Council, Inc., landlord, for the rental of a portion of the property known as 5132-5134 Park Heights Avenue, consisting of 1,000 square feet. The period of the agreement is July 1, 2009 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Quarterly Rent</u>
\$9,000.00	\$2,250.00

Account: 5000-560110-2250-248201-603013

BACKGROUND/EXPLANATION:

The leased premises will be utilized for municipal purposes by the Baltimore City Police Department's and the Mayor's Office of Criminal Justice. There will be one renewal option for one additional year at a negotiated rental rate. The tenant will be responsible for telephone and computer services to the leased premises and liability insurance under the City's self-insured program.

The landlord will be responsible for utilities, maintenance and repairs of the exterior and interior of the building, janitorial services, trash removal, fire insurance, real estate taxes, snow removal and minor repairs.

MINUTES

Space Utilization Committee - cont'd

The agreement is late because of a delay in the administrative process.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

(FILE NO. 57100)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Harlem Park Neighborhood Council, Inc., landlord, for the rental of a portion of the property known as 5132-5134 Park Heights Avenue, consisting of 1,000 square feet.

MINUTES

Space Utilization Committee - License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a license agreement with Family Learning, Inc., aka Greenmount School, licensee, for the property known as 501 W. 30th Street. The period of the agreement is August 14, 2009 through August 13, 2013, with the option to renew for an additional five years.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$7,800.00	\$650.00

BACKGROUND/EXPLANATION:

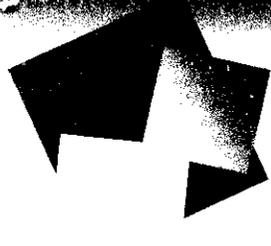
DEFERRED

The demised premises will be utilized for instruction of students enrolled in the Greenmount School. The licensee will be responsible for all routine maintenance and operating cost of the premises.

The licensor will be responsible for capital improvements only.

The Space Utilization Committee approved this lease at its meeting on December 15, 2009.

A LETTER OF PROTEST HAS BEEN RECEIVED FROM THE REMINGTON NEIGHBORHOOD ALLIANCE, INC.



RNA

REMINGTON NEIGHBORHOOD ALLIANCE, INC.

22 December 2009

The Hon. Joan Pratt, Secretary
Board of Estimates
100 N. Holliday Street
Baltimore, MD 21202
VIA HAND DELIVERY

**Re: Wyman Park Center: License Agreement with Family Learning, Inc.
Board of Estimates Agenda for 23 December 2009, page 86
Request for Deferral or, alternately, Protest of Approval**

Dear Madame Secretary:

As president of the **Remington Neighborhood Alliance (RNA)**, the civic association charged since the year 2000 with **advocating for Remington residents**, I was disappointed to see that the Board of Estimates agenda for 23 December 2009 includes a **proposal to license or lease the Wyman Park Center at 501 W. 30th Street to a private entity through the summer of 2013**, with an option to renew **through the summer of 2018**.

Since the summer of 2006, I have been advocating for the City to re-open this facility to some amount of public use for the benefit of Remington residents and, in particular, **Remington's children**. This fall, my efforts to work with the Real Estate Department, under the direction of the RNA Board of Directors, appeared to come closer than ever to bearing at least some fruit. It was our Board's intention to present specific provisions to the City to be included in any license agreement for the use of the Wyman Park Center. To that end, on 11 December I hand-delivered a letter to your office, copied to Walter Horton of the Real Estate Department, **requesting additional time for our Board to act** in light of new information we had received.

It now appears that my letter only **expedited** the processing of the license or lease agreement, as I learned yesterday that it was approved by the Space Utilization Committee on 15 December. This is a disturbing development.

The RNA Board has not yet seen the approved license or lease agreement that is on the agenda for 23 December; however, in August we were provided with a draft that presented **several concerns**, including but not limited to the following:

- The City did not specifically reserve any portion of the premises, or portion of the license term, for public use.

- The proposed license agreement would prevent the much-needed re-establishment of a public recreational center on the premises.
- The needs of the residents of Remington, and in particular the children, would continue to be subservient to the desires of a private entity.
- The licensee would have the use of the entire premises for its own purposes.
- The licensee would be able to use the building to generate rental income for its own operations.
- The licensee would be able to “transfer or sublet the Premises” to others.
- Any so-called “community” use would be at the licensee’s convenience and at the expense of the “community”.
- The licensee would pay an amount for the premises that is far below market rate.
- The citizens would continue to heavily subsidize a private entity.

In short, **the proposed license agreement was not good for the residents of Remington, nor was it good for the City.**

At this time, the RNA Board has not completed its process and is therefore unprepared to present specific recommendations and requests that could resolve these issues. Therefore, I have no option but to **request deferral** of this item and — unfortunately — if deferral is not granted, to request that the proposed license agreement be **disapproved**.

Sincerely,



Joan Floyd, President
410-662-9104 (home)
410-409-2230 (cell)
rna.president@hotmail.com

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a deed with RWN-Brexton Hotel LLC.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - appraised value

BACKGROUND/EXPLANATION:

On June 16, 2008, the City entered into a closing agreement with RWN-Brexton Hotel, LLC, for the closing and conveyance of Brexton Street between Park Avenue and Tyson Street, which has been legally closed. RWN-Brexton Hotel, LLC will consolidate the street into its existing property and will use the bed for handicap access and as an outside café. In the closing agreement RWN-Brexton Hotel, LLC, agreed to pay the fair market value for the property.

The sale of the portion to the air rights was authorized by Sales Ordinance No. 09-210, approved on September 25, 2009. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval.

UPON MOTION duly made and seconded, the Board and authorized execution of the deed with RWN-Brexton Hotel LLC.

MINUTES

Department of Real Estate - Monthly Rent

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the monthly rent payment by Expenditure Authorization to Chase Brexton Health Services, Inc., landlord, for the Health Departments, Infants and Toddlers Program, tenant, located at 1000-02 Morton Street. The rent is for the period December 1, 2009 through March 31, 2010.

AMOUNT OF MONEY AND SOURCE:

Monthly Rent

\$10,019.78 - 4000-428110-3080-294300-603013

BACKGROUND/EXPLANATION:

The lease agreement with Chase Brexton Health Services, Inc. and Department's Infants and Toddler Program expired on November 30, 2009.

A new lease agreement was presented to the Space Utilization Committee, action was deferred pending further review of the needs of the agency and alternative locations, which may be more economical. The Department of Health's Infants and Toddlers Program will continue to pay rent on a month-to-month basis until a determination is reached. It is expected that the review will be concluded within 90 days.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the monthly rent payment by Expenditure Authorization to Chase Brexton Health Services, Inc., landlord, for the Health Department's, Infants and Toddlers Program, tenant, located at 1000-02 Morton Street.

MINUTES

Department of Real Estate - Monthly Rent

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment of the monthly rent payment by Expenditure Authorization to Maryland Art Place, Inc., landlord, for Health Department's Operation Safe Kids Program, tenant, located at 216-218 W. Saratoga Street.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Quarterly Installments</u>
--------------------	-------------------------------

\$83,375.72	\$20,843.92
-------------	-------------

Accounts: 1001-000000-3160-308000-603013
 1001-000000-3160-308100-6030133

BACKGROUND/EXPLANATION:

The lease agreement with Maryland Art Place, Inc., Landlord and the Health Department's Operation Safe Kids Program, expired on December 14, 2009.

A renewal lease was presented to the Space Utilization Committee, action was deferred pending further review of the needs of the agency and alternative locations, which may be more economical. The rent will continue to be paid on a quarterly basis, until a determination and subsequent Board of Estimates approval can be reached. It is expected that the review will be concluded within 90 days.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 55933)

UPON MOTION duly made and seconded, the Board approved and authorized payment of the monthly rent by Expenditure Authorization to Maryland Art Place, Inc., landlord, for the Health Department's Operation Safe Kids Program, tenant, located at 216-218 W. Saratoga Street.

MINUTES

Department of Real Estate - Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to lease agreement with RWN 10 Calvert Street Owner, LLC., landlord, for an additional 852 Square feet.

AMOUNT OF MONEY AND SOURCE:

The rental for the Expansion Space will be \$1,082.75 per month from January 1, 2010 to April 30, 2010.

For the three-year renewal term, the rental shall be as follows for the total 3,213 square feet, suites 400 and 406:

<u>Year</u>		<u>Annual</u>	<u>Monthly</u>
1	5/01/10-4/30/11	\$48,998.25	\$4,083.18
2	5/01/11-4/30/12	\$50,468.19	\$4,205.68
3	5/01/12-4/30/13	\$51,982.23	\$4,331.85

Account: 1001-000000-1150-117900-603013

BACKGROUND/EXPLANATION:

On June 27, 2007, the Board approved a lease agreement for 10 N. Calvert St., Suite 400. The lease space consists of 2,361 square feet. The Office of the State's Attorney (OSA) uses the space for administrative offices. The OSA would like to lease an additional 852 square feet of space located at 10 N. Calvert St., Suite 406. The combined premises will consist of approximately 3,213 square feet.

This amendment to lease agreement for the additional 852 square footage at 10 N. Calvert St. now known as Suites 400 and 406. The OSA has exercised their renewal option for Suite 400 for an additional three-years of which Suite 406 will be included.

The landlord will paint the expansion space at 10 N. Calvert Street, Suite 406, in a color favorable to the OSA and clean and/or replace carpet in Suite 406 prior to occupancy. All costs and expenses for painting and carpeting will be the responsibility of the landlord. All other rentals, provisions, conditions, and terms of the original lease agreement dated June 27, 2007 will remain in full force and effect.

MINUTES

Department of Real Estate - cont'd

The Space Utilization Committee approved this Amendment to Lease Agreement at its meeting of December 15, 2009.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 55772)

UPON MOTION duly made and seconded, the Board approved and authorized execution of an amendment to the lease agreement with RWN 10 Calvert Street, owner, LLC., landlord, for an additional 852 square feet.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Law - Payment of Trial Verdict</u>			
1. Igal Nidam and Simon Grant (prior owners)	813 N. Chester St.	F/S	\$ 7,323.20

On July 02, 2008, the Board approved the acquisition of the fee simple interest in 813 N. Chester Street by condemnation for the amount of \$64,000.00 based upon an appraisal obtained by the City. The prior owners obtained an appraisal report that valued the property for \$85,000.00.

The court determined the property's value at \$70,200.00. In addition, post-judgment interest in the amount of \$1,123.20 was awarded for a total of \$71,323.20. Therefore, the Board is requested to approve payment of the balance in the amount of \$7,323.20 in the Circuit Court for Baltimore City to fulfill the trial verdict.

Funds are available in Account No. 9910-906416-9588-900000-704040.

(FILE NO. 56017)

UPON MOTION duly made and seconded, the Board approved the payment of a trial verdict for the acquisition of the fee simple interest in 813 N. Chester Street by condemnation.

MINUTES

Department of Housing and - Reversionary Deed
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Reversionary Deed with Mr. Stefon T. Moore (purchaser) for the sale of the property located at 421 E. 22nd Street.

AMOUNT OF MONEY AND SOURCE:

\$900.00 - purchase price

BACKGROUND/EXPLANATION:

A good faith deposit is not required for this transaction since the balance will be paid in full at the time of settlement.

The \$900.00 represents an annual ground rent of \$135.00 capitalized at 15% when the property is occupied. The City has accepted the offer for the property.

Mr. Moore wants to purchase the City-owned ground rent from the City to convert his property to a fee simple interest. The Peoples Homesteading Group Incorporated was a part of the Barclay Urban Renewal, which had undertaken the project of renovating various properties in the neighborhood.

On March 8, 2004, as part of their efforts, the Peoples Homesteading Group, Incorporated had obtained the leasehold interest for 421 E. 22nd Street by decree of the court in tax sales (Reference Court Document 24-C-03-003406).

The ground rent was conveyed on June 10, 1994 and recorded in the Land Records of the City Liber SEB 4353, Folio 3357.

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

N/A

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The ground rent redemption is not subject to Article 5 Subtitle 28 of the Baltimore City Code because it will be sold at market value.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the reversionary deed with Mr. Stefon T. Moore, purchaser for the sale of the property located at 421 E. 22nd Street.

MINUTES

Department of Housing and - Disposition of Community Managed
Community Development Open Spaces

ACTION REQUESTED OF B/E:

The Board is requested to approve a policy relating to the disposition of property in use as community-managed open space.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND AND EXPLANATION:

Community-managed open spaces (CMOS's) represent a cost-effective way to provide neighborhoods with amenities such as community gardens and other beautification and recreational spaces. Through their own labor and investments, as well as outside funding, residents increase property values while creating social and environmental benefits. This policy lays out the criteria and procedures for the transfer of CMOS's to a land trust so that established CMOS's that provide strong benefits to their neighborhoods can be preserved for the long term.

Criteria for CMOS Preservation

The Office of Sustainability, working with the Department of Housing and Community Development, and the Department of Planning, and working with a qualified area land trust as a consultant, has promulgated specific criteria for CMOS preservation eligibility. The Office of Sustainability evaluates the qualifications of local land trusts to preserve CMOS sites.

In order to determine a land trust is qualified, the Office of Sustainability will ensure the land trust:

1. has a Board of Directors,
2. has obtained 501(c)(3) status,
3. is in good standing with the State Department of Assessment and Taxation,
4. has the capacity to support the CMOS it does or will protect and,
5. has an application process to evaluate whether a CMOS meets the criteria for preservation.

MINUTES

DHCD - cont'd

The criteria for preservation are:

1. The CMOS must be at least five years old.
2. The request for preservation must come from people involved with the site, and the proposed site manager is responsible for the completion of an application.
3. The community must demonstrate a capacity for long-term management of the site.
4. Documentation must be provided of community benefits, such as active recreation, passive recreation, food production, education, visual relief from the built environment, or gathering space for formal or informal community gatherings; environmental benefits and livability benefits (such as evidence of reduced crime) also enhance the site's attractiveness as permanent community-managed open space.
5. The open space must demonstrate a match between identified environmental risks and how the site is used.

Disposition Procedure

A qualified land trust making application to protect a City-owned CMOS must apply to the Department of Planning, which will check that the criteria are satisfied; check that there are no development plans within the next five years in which the CMOS could not be accommodated; and will inform agencies with potential interest in the property.

Once the Department of Planning completes its application evaluation and approves the transfer, the responsible agency will convey the property under a Land Disposition Agreement (LDA) for the subject site(s). In recognition of the site's value to the community and the community's investment to date, appraisals will be waived and the price per lot will be set at \$1.00.

MINUTES

DHCD - cont'd

Each LDA will specify the conditions under which the land trust may transfer the CMOS property to another owner. An example of such language is as follows:

Policy Against Speculation. The Land Trust represents and agrees that its purchase of the Property and its other undertakings pursuant to this Agreement are, and will be used, for the purpose of preserving the Property as a community-managed open space. The Land Trust further recognizes that its qualifications and identity are one of several criteria influencing the City to enter into this Agreement and that a transfer of any interest in the Land Trust or any other act involving or resulting in a significant change in identity of the parties in control of the Land Trust or the degree thereof, is of particular concern to the City.

Restrictions Against Transfer of Interests in the Land Trust and/or the Property. For the foregoing reasons, the Land Trust represents and agrees for itself and any successor in interest of itself that except only by way of security for and only for the purpose of obtaining financing necessary to enable the Land Trust or successor in interest to perform its obligations with respect to the continued use of the property as a community managed open space under this Agreement, the Land Trust has not made or created, and that it will not make or create, or suffer to be made or created, any total or partial sale, assignment, conveyance or land lease (but excluding space leases to tenants in the Property) or any trust or power, or transfer of ownership in the Land Trust, or any interest therein, (but excluding the initial syndication of limited partnership interests), or any contract or agreement to do any of the same, without the prior written approval of the Department, which approval shall not be unreasonably withheld.

Conditions to the Approval of Assignment or Transfer. With the exception of the acquisition of title to the Property by a Mortgagee through assignment, foreclosure, or deed in lieu of foreclosure, the Department shall be entitled to require, as conditions to the approval required in the paragraph above, that:

MINUTES

DHCD - cont'd

- A. In the event the community requests a change in the proposed use of the lot that is not in accordance with the provisions of the Land Trust's mission statement, or not covered in the insurance policy held by the land trust, such that the Land Trust can no longer maintain ownership of the Property, a written request to transfer the Property to another nonprofit organization to continue a community use must be forwarded to the Department by the Land Trust and community representatives for approval. Any proposed transferee shall have the qualifications and financial responsibility, satisfactory to the Department, to fulfill the obligations stipulated in the request for transfer.

As a condition of the approval to transfer the lot for continued community use, the consideration payable for the transfer, by the transferee or on its behalf, shall not exceed the original sale price of One Dollar (\$1.00) to the Land Trust. The intent of this provision is to preclude assignment of this Agreement or transfer of the Property hereby conveyed, or any part thereof, for profit, provided the transfer results in the continued use of the Property as a community-managed open space. In the event any such assignment or transfer for profit is made, and is not cancelled, the Department shall be entitled among other remedies to increase the purchase price to the Land Trust of the Property hereby conveyed, or any part thereof, provided in Schedule B of this Agreement, by the amount that the consideration payable by the assignment or transfer is in excess of the amount authorized in this subparagraph, and such consideration shall, to the extent it is in excess of the amount so authorized, belong and be paid to the City.

MINUTES

DHCD - cont'd

B. In the event the community no longer manages the open space and the Land Trust is unsuccessful in transferring the daily management of the lot to a new site manager, the land trust can transfer the Property hereby conveyed, or any part thereof, for profit, provided that:

1. The Department be extended right of first refusal and, if accepted, the purchase price shall not exceed the original sale price of One Dollar (\$1.00).
2. In the event of the Department's refusal, the Property, or any part thereof, can be transferred to an interested purchaser for a purchase price agreed upon by the Land Trust, the Department of Real Estate and the purchaser. The Department shall be entitled to 10% of the sales proceeds. The Land Trust shall receive the balance of the sales proceeds less the Department's entitlement.

Compliance with the Plan. The Land Trust covenants and agrees that the City Property will be developed in accordance with Schedule D.

Compliance with Public Laws. The Land Trust will comply in every respect with any and all Federal, State, and municipal laws, ordinances, rules, regulations, orders and notices which are now or hereafter in force to the extent applicable to any and all of the work or operations performed or to be carried out by Land Trust.

Default by Land Trust. Notwithstanding anything in this Agreement to the contrary, the provisions contained in this paragraph shall only apply during the period subsequent to the conveyance of the City Property, or any part thereof, to the Land Trust. In the event that the Land Trust defaults in its obligations with respect to any conditions and covenants contained in this Agreement, including but not limited to maintaining the City Property in accordance with all zoning and Urban Renewal Ordinances or other codes that are applicable, and

MINUTES

DHCD - cont'd

the cure of any default is not commenced within 30 days after written demand by City, and continued diligently thereafter, City shall have the right to re-enter the City Property and/or take any and all action necessary to take possession of the City Property and to terminate the estate conveyed to Land Trust. Land Trust shall pay upon demand by City, any and all charges incurred as a result of such default. In the event the estate conveyed to Land Trust be terminated thereby, title to said City Property will immediately revert in the City. That any reversioning of title as a result thereof in the City shall always be subject to and limited by, and subordinate to and shall not defeat, render invalid, or limit in any way the lien of any mortgage or deed of trust authorized by this Agreement and executed for the sole purpose of obtaining funds for the acquisition and development of the site or any rights under any other document further securing any mortgagee or deed of trust holder sums advanced in accordance with this Agreement, or any rights or interest provided in this Agreement for the protection of the holders of such mortgages or deed of trust. In addition, in the event of any default and the reversioning or title hereunder, the City shall have the right to retain the amount paid on account of the purchase price of the City Property and the good faith deposit, if any, as its property without any deduction, offset, or recoupment whatsoever; and the Design Development Plans and/or Construction Plans which have been submitted by the Land Trust to the Department pursuant to this Agreement will become the sole property of the City, for its use or assignment to others at its sole option.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the policy relating to the disposition of property in use as community-managed open space.

MINUTESPolice Department - Employment Agreements

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

	<u>Name</u>	<u>Hourly Rate</u>	<u>Amount</u>
1.	SHEREE D. PETERSON	\$14.42	\$30,000.00
2.	JOHN D. RICE	\$14.42	\$30,000.00
3.	CHARLES WILLIAMS	\$14.42	\$30,000.00

Account: 1001-000000-2010-197600-601009

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

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

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

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the employment agreements with the above mentioned police officers.

MINUTES

Bureau of Water and Wastewater - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay US Peroxide.

AMOUNT OF MONEY AND SOURCE:

\$9,950.50 - 2070-000000-5500-396610-604027

BACKGROUND/EXPLANATION:

The expenditure of funds will pay for hydrogen peroxide deliveries to the Jones Falls Pumping Station. The chemical is used to treat hydrogen sulfide to prevent corrosion of the Jones Falls Force main and pressure sewer line. A Purchase Order was received, PO 504967 for \$4,995.00 for the use of this product. The first invoice was for \$4,238.50. The Pumping Station's operations mistakenly utilized the product over and above the amount authorized in the original purchase order. When the mistake was caught, the ordering of this product was stopped. However, funds are required to pay the three outstanding invoices. Although the shipments were made in error, the material was utilized due to odor complaints in the Broadway and North Avenue area.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Dept. of Communication Services/ - Consultant Services Agreement
Municipal Post Office

ACTION REQUESTED OF BOARD OF ESTIMATES

The Board is requested to approve and authorize execution an agreement with Mail Systems Management, LLC. (MSM). The period of the agreement is December 23, 2009 through June 22, 2010.

AMOUNT OF MONEY AND SOURCE OF FUNDS

\$ 5,900.00 - 2032-000000-1360-159115-603026

BACKGROUND AND EXPLANATION

The Department of Communication Services desires to enhance the efficiency, performance, and cost effectiveness of the City's Municipal Post Office (MPO) to maximize the City's postage savings. The MPO has installed an Olympus II Letter Mail Sorter in order to meet the U.S. Postal Service Certification requirements, which will allow the City to process qualified First Class letter mail for automated postage discounts.

Mail Systems Management, LLC (MSM) is uniquely qualified to assist the MPO with this project utilizing its experience with certified mail and distribution systems. The MPO wishes to engage the services of MSM to assist with this project pursuant to the terms of the agreement

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 57040)

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with Mail Systems

Management, LLC.

MINUTES

President: "Before I close, does anyone have any announcements to make?"

Mayor: "I would just wish everyone a blessed holiday and coming into the New Year and a great New Year."

President: "Thank you. Let me just make one announcement. Just a reminder, as the Deputy Comptroller mentioned. The Board of Estimates is scheduled to be in recess at 9:00 a.m. and at 12:00 noon on December 30, 2009, and January 6, 2010. The Board of Estimates will not receive or open bids on December 30, 2009 and January 6, 2010. As there is no more business before the Board, the meeting will recess until bid opening at 12:00 noon. The Board of Estimates will reconvene on January 13, 2010. Have a great and happy and safe holiday and New Year. Thank you."

* * * * *

There being no further business, the Board adjourned, until bid opening at 12:00 noon.

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.

THERE WERE NO ADDENDA RECEIVED.

MINUTES

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

Department of Recreation and Parks - RP 09818, Gwynns Falls Entrance to Druid Hill Park
Allied Contractors, Inc.
Mirable Construction
Bensky Construction, Co.
LLC

Bureau of Purchases - B50001270, Hydraulic Hoses and Fittings
TIPCO Technologies
AIROYAL Co.

Bureau of Purchases - B50001283, Welding Equipment and Supplies
Airgas East
Earlbeck Gases & Technologies

* * * * *

Clerk: "The Board will be in recess until January 13, 2010.

Thank you."

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, January 13, 2010.

JOAN M. PRATT
Secretary