

## NOTICES

### PROTESTS

**ALL PROTESTS MUST BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, PRECEDING THE BOARD OF ESTIMATES' MEETING.**

**ALL PROTESTS MUST BE IN WRITING AND STATE:**

1. whom you represent,
2. what the issues are, and
3. how the protestant will be harmed by the proposed Board of Estimates' action.

Please submit all protests to Board of Estimates, Attn:  
Clerk, Room 204 City Hall, 100 N. Holliday Street,  
Baltimore, Maryland 21202.

**BOARD OF ESTIMATES' AGENDA - OCTOBER 19, 2011**

Baltimore Development - Governmental/Charitable  
Corporation (BDC)      Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a governmental/charitable solicitation application that has been approved by the Board of Ethics of Baltimore City for donations to fund the 2011-2012 Campaign for the enhancement of the Baltimore Main Streets Program and small business initiatives. The period of the campaign will be effective upon Board approval through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Board of Ethics of Baltimore City approved the application on September 8, 2011.

A potential donor list will be comprised of individuals and corporate entities that have demonstrated a history of providing financial and in-kind contributions to the small business community and Baltimore's economic revitalization.

Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors, who are controlled donors with respect to the BDC, the City Council, or the Board of Estimates will not be targeted or singled-out in any way and will not be solicited, if at all, in the same manner as all other potential donors.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

BDC - cont'd

Because of current budget restraints, the BDC is limited in the diversity and scope of services it can provide to small businesses and Main Street Commercial districts. The BDC's goal is to solicit private donations to increase and enhance the Baltimore Main Streets Program and economic development activities throughout Baltimore. The activities include, but are not limited to, Baltimore Main Streets, Miracle on Main Streets and the 2012 National Main Streets Conference, which will be held in Baltimore.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 16** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on September 28, 2011 and October 5, 2011.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

**CITY COUNCIL BILL:**

11-0783 An ordinance concerning North Locust Point Development District - Amending Ordinance 03-642 for the purpose of adding and modifying certain definitions, enlarging the boundaries of the development district, revising Exhibit 1 to include the additional properties, ratifying Ordinance 03-642, providing for a special effective date, and making the provisions of this Ordinance severable.

The Law Department recommends that the bill be amended to clarify that revenues for parking will be used only for facilities that are either publicly owned or serving a public purpose. See Baltimore City Charter, §§ (62)(c)(9), (62A)(b)(6). Section 1(h)(4) of the bill is more general, allowing revenues to be used for "parking facilities." Because this language does not restrict the funds to structured and surface parking facilities that are either publicly owned or serving a public purpose, the Law Department recommends that the Bill be amended to include this limiting language after the word "parking facilities" in that section. Subject to that amendment, the Law Department approves the bill for form and legal sufficiency.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Parking Authority of Baltimore City - Employment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an employment agreement with Mr. Peter E. Little to serve as the Executive Director of the Parking Authority of Baltimore City (PABC). The period of the agreement is November 01, 2011 for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$123,600.00 - 2075-000000-5800-408700-607001

**BACKGROUND/EXPLANATION:**

Mr. Little has been serving as Executive Director under the terms and conditions of the previously approved employment agreement that was executed and approved by the Board of Estimates on November 25, 2009 for two years. The term of that agreement as extended, expires on October 31, 2011.

On October 18, 2011, the PABC Board of Directors approved continuing employment with Mr. Little as Executive Director for two years. The employment agreement will allow the PABC to retain Mr. Little as Executive Director to conduct and manage the business of the PABC in the interests of the City of Baltimore and the PABC.

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

**APPROVED FOR FUNDS BY FINANCE.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Baltimore Municipal Golf - Balance Sheet and Statement  
Corporation of Income and Expenses

The Board is requested to **NOTE** receipt of the balance sheet and statement of income and expense covering the first six months of 2011 for the Baltimore Municipal Golf Corporation.

AGENDA

BOARD OF ESTIMATES

10/19/2011

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Options</u>			
1. Antoinette A. Kondrat Cox, Per. Rep. of the Estate of Francis A. Stolka	434 E. 20 <sup>th</sup> St.	G/R \$65.00	\$ 433.33
2. Cav Commercial, LLC	412 Worsley St.	G/R \$30.00	\$ 275.00

Funds are available in account 9912-910713-9591-900000-704040, Barlclay Project.

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

DHCD - Condemnations

3. Unknown	408 Worsley St.	G/R \$30.00	\$ 200.00
4. Unknown	410 Worsley St.	G/R \$30.00	\$ 200.00

Funds are available in account 9912-910713-9591-900000-704040, Barlclay Project.

5. Unknown	1626 Harlem Ave.	G/R \$90.00	\$ 600.00
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Funds are available in account 9910-907079-9588-900000-704040, Wylie Funeral Home Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.



AGENDA

BOARD OF ESTIMATES

10/19/2011

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Re-Approve</u>			
6. Jeannette F. Reed	1610 Harlem Ave.	G/R \$50.00	\$ 333.33

The Board is requested to rescind the prior approval of September 14, 2011 for the purchase by condemnation of the \$50.00 ground rent interest in 1610 Harlem Avenue for \$333.33. Since the original Board's approval, the owner has agreed to the offer price and would like to proceed with a voluntary agreement. Therefore, the Department is requesting the Board's approval to approve an option to purchase the \$50.00 ground rent interest in 1610 Harlem Avenue.

Funds are available in account 9910-908087-9588-900000-704040, Wylie Funeral Home Project.

DHCD - Payment of Settlement

7. Beam Enterprises Inc.	1614 Harlem Ave.	G/R \$90.00	\$ 225.00
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On July 20, 2011, the Board approved the purchase by condemnation of the \$90.00 ground rent interest in 1614 Harlem Avenue for \$600.00. This price was determined by the higher of two appraisals. The former owner agreed to settle the condemnation suit for \$825.00, a value of \$225.00 above the initial amount that was placed in the Circuit Court for Baltimore City Registry. The former owner, Beam Enterprises, Inc. is entitled to the balance of \$225.00.

Funds are available in account 9910-907079-9588-900000-704040, Wylie Funeral Home Project.

AGENDA

BOARD OF ESTIMATES

10/19/2011

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
8. Irina Tsegelskaya	807 N. Madeira St.	F/S	\$1,400.00

On December 22, 2009, the City filed a condemnation case to acquire the fee simple interest in 807 N. Madeira Street. On October 22, 2008, the Board approved \$21,600.00 (i.e., based upon an independent appraisal) to acquire the property interest. The owner of the property demanded \$40,000.00. The parties agreed to settle the condemnation case for \$23,000.00 (i.e., 6% more than the City's appraisal). The Board is requested to approve an additional \$1,400.00. The owner of the property interest was Irina Tsegelskaya; however, Home Sweet Home, Inc. (a tax lien holder) took title through a judgment foreclosing right of redemption.

Funds are available in account 9910-906416-9588-900000-704040, EDBI Project, Phase II.

AGENDA

BOARD OF ESTIMATES

10/19/2011

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

Albecon Development Corp. d/b/a March-Westin Company, Maryland Division Work Capacity Rating underwritten by blanket guarantee from the parent corporation, March-Westin Company, Inc. for \$10,000,000.00 and from the Albecon Development Corporation d/b/a March-Westin Company, Maryland Division for \$5,715,000.00	\$15,715,000.00
Barco Enterprises, Inc.	\$ 8,000,000.00
Fallsway Construction Co., LLC	\$ 3,258,000.00
Hempt Brothers, Inc.	\$51,885,000.00
Houck Services, Inc.	\$19,980,000.00
J & R Roofing Company, Inc.	\$ 8,000,000.00
L & L Enterprises, Inc.	\$ 1,500,000.00
Subsurface Technologies, Inc.	\$ 2,610,000.00

2. Prequalification of Architects and Engineers

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

Baltimore Land Design Group, Inc.	Engineer
GHD, Inc.	Engineer
Steven Winter Associates, d/b/a Steven Winter Design	Architect

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
all of the  
Extra Work Orders  
as listed on the following page:

12

The EWOs have been reviewed and approved  
by the Department of  
Audits, CORC, and MWBOO  
unless otherwise indicated.

In connection with the Transfer of Funds,  
pursuant to Charter provisions, a report has  
been requested from the Planning  
Commission, the Director of Finance  
having reported favorably thereon.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

**EXTRA WORK ORDERS**

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

Department of Transportation

- |    |  |                          |                         |   |   |   |
|----|--|--------------------------|-------------------------|---|---|---|
| 1. | EWO #002,                                  | \$561,023.00 - TR 10324, | Baltimore City Downtown |   |   |   |
|    | <u>Infrastructure Improvements Project</u> |                          |                         |   |   |   |
|    | \$ 4,074,564.90                            | \$ 149,092.00            | P. Flanigan & Sons,     | - | - | - |
|    |  |                          | Inc.                    |   |   |   |
- |    |  |                          |                         |   |   |   |
|----|--|--------------------------|-------------------------|---|---|---|
| 2. | EWO #004,                                  | \$ 76,718.00 - TR 10324, | Baltimore City Downtown |   |   |   |
|    | <u>Infrastructure Improvements Project</u> |                          |                         |   |   |   |
|    | \$ 4,074,564.90                            | \$ 710,115.00            | P. Flanigan & Sons,     | - | - | - |
|    |  |                          | Inc.                    |   |   |   |
- |    |  |                          |                         |   |   |   |
|----|--|--------------------------|-------------------------|---|---|---|
| 3. | EWO #006,                                  | \$ 74,400.00 - TR 10324, | Baltimore City Downtown |   |   |   |
|    | <u>Infrastructure Improvements Project</u> |                          |                         |   |   |   |
|    | \$ 4,074,564.90                            | \$ 800,673.00            | P. Flanigan & Sons,     | - | - | - |
|    |  |                          | Inc.                    |   |   |   |

**4. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 871,177.20	9950-917001-9507	
Federal	Constr. Res.	
	Highway Federal	
417,794.30	9950-902437-9507	
State Rev.	Constr. Res.	
<b>\$1,288,971.50</b>	Res-Digital Harbor	
	Bulkheads	
<b>\$1,288,971.50</b>	-----	9950-905818-9506-3
		Contingencies
		Baltimore City Downtown
		Infrastructure Improve-
		ments

This transfer will cover costs associated with change order nos. 2, 4, 5, and 6 on contract TR 10324 with P. Flanigan & Sons, Inc. for the project, Baltimore City Downtown Infrastructure Improvements.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Transportation - Release of Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a release of retainage agreement with Machado Construction Co., Inc. for Contract No. TR 09012.

**AMOUNT OF MONEY AND SOURCE:**

\$32,148.30 - 9950-908701-9527-000000-200001

**BACKGROUND/EXPLANATION:**

All work on Contract No. TR 09012 is substantially completed and all punch list items are completed. The contractor has requested a partial release of retainage in the amount of \$32,148.30. The City holds funds in the amount of \$34,148.30 in retainage. The remaining \$2,000.00 is sufficient to protect the interests of the City.

Pursuant to Section 10.04-81 of the Specifications, a "Conditional Inspection" for Contract No. TR 09012 was held on January 20, 2011.

**MBE/WBE PARTICIPATION:**

Machado Construction Co., Inc. has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Baltimore City Fire Department (BCFD) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Baltimore Health Care Access, Inc. (BHCA) for FY 2012. The period of the agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$169,314.00 - 1001-000000-6100-618500-603026

**BACKGROUND/EXPLANATION:**

This agreement covers a service known as Operation Care, which was previously provided by BHCA in a Pilot Program in FY 2009, in collaboration with the Baltimore City Health Department and has continued through FY 2011. Operation Care personnel follow high-risk patients who call frequently for 911 services and are then matched to health services providers.

The expected outcomes of this program are that patients who frequently call 911 will be properly matched with the services that best address their needs and secondarily the Department will realize a reduction in the number of calls for emergency medical service. The BCFD provides the patient data to BHCA and their staff does the follow-up with the patients. The program is staffed with a project coordinator and an outreach case manager by BHCA.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Baltimore City Fire Department - Retroactive Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize retroactive payment to the Mr. Stephen M. Kehne.

**AMOUNT OF MONEY AND SOURCE:**

\$28,517.17 - 1001-000000-3191-308700-601061

**BACKGROUND/EXPLANATION:**

Retroactive payment is due to Mr. Kehne per General Order 43-06 for a promotion on June 14, 2006 that was not processed. The employee performed the full duties in the promoted position.

**APPROVED FOR FUNDS BY FINANCE**



TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfers of Funds  
listed on the following pages:

17 - 18

In accordance with Charter provisions  
reports have been requested from the  
Planning Commission, the Director  
of Finance having reported  
favorably thereon.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. <b>\$ 39,525.00</b> MVR	9950-907312-9528 Constr. Res. Inner Harbor Infrastructure	9950-906312-9527-2 Contingencies Inner Harbor Infrastructure

This transfer will cover the costs associated with the requisition R585094 to furnish all materials, labor, equipment and supervision to perform work at the Fort McHenry Timber Pier by McLean Contracting Co., Inc. .

Department of Recreation and Parks

2. <b>\$ 2,596.10</b> Gen. Funds	9938-903701-9474 Active - Park Master Plans	9938-901748-9474 Active - Baltimore Playlot Program FY'08
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This transfer will provide funds to cover the costs associated with Change Order No. 6 for Baltimore Playlot Project FY'08 under Contract RP-08821.

Department of Housing and Community Development

3. <b>\$ 435,970.00</b> 37 <sup>th</sup> CDBG	9992-919984-9587 Reserve - Home- ownership Program	9992-932010-9593 Direct Homeowner- ship
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This transfer will provide community development block grant funds for Baltimore's Homeownership Program for fiscal year 2012.

AGENDA

BOARD OF ESTIMATES

10/19/2011

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
4. \$3,664,866.00	9916-909900-9194	9916-913900-9197
Federal	ARRA-Energy	ARRA - Energy
Stimulus	Improvements -	Improvements -
	Reserve	Active

This grant was included in the 2010 Capital Improvement Program in the amount of \$6,300,000.00 and will be administered through the Department's Energy Division and Planning's Sustainability Office. The grant will be used in the next three years for energy projects, such as energy improvements in City Buildings, cleaner energy and sustainable systems to serve the City's vehicle fleet, community and small business energy efficiency programs, youth energy conservation initiatives, renewable and sustainable energy initiatives for City government, and a Climate Action Plan for the City. This transfer will cover costs associated with energy improvements.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Office of the State's Attorney - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the Governor's Office of Crime Control and Prevention. The period of the grant award is October 1, 2011 through September 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$ 70,070.00 - 4000-400312-1150-118200-601001 (Federal Funds)  
46,099.00 - 1001-000000-1150-118200-601001 (In-Kind)  
**\$116,169.00**

**BACKGROUND/EXPLANATION:**

The grant award entitled the Domestic Violence Advocacy, Prosecution and Support Grant will fund the Domestic Violence Division with crisis counseling, safety planning, danger assessment and ongoing support to victims of domestic violence. The program will also provide forensically appropriate interviews and trial preparation to children who witness domestic violence.

The award is late because it was just received.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Office of the State's Attorney - Intergovernmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an intergovernmental agreement with the State of Maryland, Department of Juvenile Services. The period of the intergovernmental agreement is July 1, 2011 through June 30, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$386,100.00 - 5000-504712-1150-118300-601001

**BACKGROUND/EXPLANATION:**

The intergovernmental agreement will fund an initiative which makes it possible to expedite the charging process at the Juvenile Justice Center. The primary goal is to reduce case processing time between arrest and final disposition for City youth.

The award is late because it was just received.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Recreation and Parks - On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call Landscape Architectural Design Services agreement with Oasis Design Group, for Project No. 1165. The period of the agreement is effective upon Board approval for three years, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$750,000.00 - Upset limit

**BACKGROUND/EXPLANATION:**

Oasis Design Group will provide landscape architectural design services for renovation and improvement of various City parks and playgrounds.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> EBA Engineering, Inc.	\$97,500.00	13.00%
<b>WBE:</b> Marks, Thomas & Architects	\$75,000.00	10.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Office of the Labor Commissioner - Settlement Agreement  
and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a settlement agreement and release between Baltimore Fire Officers, Local 964, IAFF, Mr. Lawrence W. Hughes, and the Baltimore City Fire Department.

**AMOUNT OF MONEY AND SOURCE:**

\$15,055.15 - 1001-000000-2121-226400-601061

**BACKGROUND/EXPLANATION:**

Mr. Hughes was an employee of the Baltimore City Fire Department (BCFD) from November 11, 1974 through April 14, 2011. He suffered a job-related injury on January 15, 2010. Mr. Hughes was granted and exhausted leave available to him for a "Line of Duty Injury" and subsequently ended his employment after applying for and receiving "Service Retirement." Prior to his retirement, Mr. Hughes filed a grievance under the Memorandum of Understanding asserting the right to add additional Line of Duty Injury Leave on account of a subsequently occurring line of duty illness, the Union advanced the grievance to the point of arbitration, and BCFD denies any liability for additional Line of Duty Leave. The settlement agreement and release resolves this matter.

Mr. Hughes will receive \$15,055.15, which represents 55 days of vacation leave that Mr. Hughes earned but was unable to redeem prior to retirement.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of General Services (DGS) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Prosperity Pail Ministry Works, Inc. The agreement is for the period August 15, 2011 through August 14, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$24,900.00 - 9916-913900-9197-910013-703032

**BACKGROUND/EXPLANATION:**

The DGS has been provided with funds from the Energy Efficiency Community Block Grant (EECBG) for community education and outreach that will inform the public of ways to improve energy efficiency. The DGS Energy Division and the Department of Planning Office of Sustainability have worked in collaboration to critically review applications for education and outreach awards. Prosperity Pail Ministry Works, Inc., based on a strong application, was awarded \$24,900.00 to underwrite an energy conservation education and outreach program. The total program cost is \$35,000.00. The Energy Saver grant contribution represents 71.1% of this cost. The remaining 28.9% (\$10,100.00) will be contributed by Bith Energy Group.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the land disposition agreement (LDA) with Eager Street Development 28, LLC, developer, for the sale of the properties located at 2312, 2316, 2321, 2404, 2405, 2420, 2428, 2431, 2432, 2433, 2439, 2441, 2442, 2444, 2446, 2447, 2454, 2530 E. Eager Street and 900 N. Port Street.

**AMOUNT OF MONEY AND SOURCE:**

\$19,000.00 - Sale price  
(19 properties @ \$1,000.00 each)

**BACKGROUND/EXPLANATION:**

The project consists of the renovation of a total of 19 vacant properties, 12 of which are vacant buildings and seven are vacant lots, using latest technology and materials into homeownership and rental units. The Developer currently has an approved LDA for 28 properties that are directly adjacent to those that are now being requested. These 19 properties will complete the assemblage for this project. The project will be privately and publicly financed.

All of the tax sale properties in this project were journalized and approved for sale on February 28, 2011.

The City may dispose of the properties by virtue of Article II, Section 15 of the Baltimore City Charter (2011 Edition) and one or more of the following: (1) Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) (hereinafter, "the City Code"); (ii) Article 13, 2-7 (f) of the City Code; (iii) Article 13, 2-7 (h) of the City Code; and Baltimore City Charter Ordinance, Article V, Section 5 (b), No. 04-798.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

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

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There are nineteen (19) properties for sale in this project. The properties were priced pursuant to the appraisal policy of Baltimore City. The Valuation Waiver procedure was used.

The value for the E. Eager Street vacant lots (2312, 2321, 2431, 2433, 2439, 2441, and 2447) using the Waiver Valuation is \$1,250.00 each.

The other vacant buildings properties (2316, 2404, 2405, 2420, 2428, 2432, 2442, 2444, 2446, 2454, and 2530 E. Eager Street and 900 N. Port Street) were each valued at \$3,800.00.

The properties will be sold to the developer below the prices determined via Valuation Waiver because of the following factors:

1. The sale and rehabilitation promote a specific benefit to the immediate community,
2. the sale and rehabilitation will eliminate blight,
3. the sale and rehabilitation will promote economic development, through returning the subject properties to the City's tax rolls, and
4. the subject properties' condition requires remediation because of structured deterioration.

**MBE/WBE PARTICIPATION:**

The developer has signed the Commitment to Comply with Article 5, Subtitle 28 of the Baltimore City Code, Minority and Women's Business Enterprise Program.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Housing and - Consultant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with Linda Wicklein. The agreement is for the period October 3, 2011 through August 31, 2012.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 4000-486312-6051-425500-603051

**BACKGROUND/EXPLANATION:**

Baltimore City Head Start is mandated under section 640(a)(2)(C)(i)II(aa) to use funds under training and technical assistance to provide a high quality, sustained and intensive training for activities that help to ensure that Head Start Programs have qualified staff who can promote language skills and literacy growth of children. The training funds can also be used to provide children with a variety of skills that have been identified as predictive of later reading achievement and school success. The Head Start mandate includes the requirement to have all programs meet a proficiency level of three or higher in the rating level set by The Reauthorization Act. The Classroom Assessment Scoring System is the required observation tool.

The purpose of this contract is to provide the programs with a Certified Reliable Observer who has the tools and expertise needed to support Baltimore City Head Start in ensuring that children are "ready to learn" and are in developmentally appropriate classrooms.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the property Block 5798, Lot 080, by gift from Mr. William J. Vitale and Ms. Anita Vitale owners, **SUBJECT** to municipal liens, interest, and penalties, other than current water bills.

**AMOUNT OF MONEY AND SOURCE:**

The owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. William J. Vitale and Ms. Anita Vitale will pay all current water bills up through the date of settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for Block 5798, Lot 080 are itemized as follows:

Cumulative Real Property Taxes 2012

Total Taxes	\$	268.94
Interest/Penalties		0.00
Other		0.00
Tax Sale Interest		0.00
Miscellaneous Bills		0.00
Metered Water (Tax Sale)		0.00
Rental Reg.		0.00
<b>Total</b>	<b>\$</b>	<b>268.94</b>

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

The listed municipal liens, other than current water bills, will be administratively abated after settlement.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Housing and - Restructure of Community Development  
Community Development      Block Grant Loan and City Loan

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the restructure of the City's Community Development Block Grant (CDBG) loan and City Loan to Epiphany House Limited Partnership, borrower. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to negotiate final terms, and execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Law Department.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In 1984, the Loan and Guarantee Program of Baltimore City executed a Revised CDBG Promissory Note in the amount of \$150,000.00 with Epiphany House Limited Partnership (Partnership). The loan was made to assist in the redevelopment of a commercial building which was converted into affordable rental housing containing, 33 single room occupancy (SRO) units for senior citizens. The Epiphany House is located at 5606 York Road in the Govans neighborhood.

The original project financing also included tax-exempt bond financing from the State of Maryland Department of Housing and Community Development (MD-DHCD) and the City provided Section 8 Project-based rental subsidy. The Epiphany House was developed and is still operated by Govans Ecumenical Development Corporation (GEDCO), a non-profit organization and housing developer. GEDCO holds a 1% interest as general partner through its for-profit subsidiary in the Partnership. The limited partnership interest is held by private investors.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

After a few years of operation, it was apparent that the project did not generate sufficient positive cash flow to make its debt obligations. As such, in 1990, the MD-DHCD made a capital assistance loan to pay their mortgage arrearages and, an interest free operating assistance loan. Further attempts to aid in stabilizing operating deficits included a \$274,000.00 loan from the City, (City Loan) for operating expenses and physical improvements. Additional investments to the project included a \$65,100.00 grant and the approval of a PILOT from the City of Baltimore. GEDCO, through its subsidiary, provided resources of approximately \$397,000.00 in the form of an unsecured loan to keep the project afloat. In addition, the superior loans with the MD-DHCD were restructured to have their maturity dates coincide and extended until 2017.

According to the MD-DHCD annual audits, the project is not in default of its loans. To date, the Borrower has not been able to make loan repayments to the State or on the City's loans. In this loan restructure the City's interest bearing cash-flow loans will be modified and restructured as deferred loans with no interest charged, and the principal amounts forgiven at the end of the new 5-year term. Repayment will be due upon sale, change in use of the property or ownership or, refinancing of the project debt occurring prior to the maturity date without the permission of the Department. The two mortgages will run coterminously for 5 years and be secured by an Allonge to the Promissory Notes.

**MBE/WBE PARTICIPATION:**

No new City funds will be utilized for this project, therefore, Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Housing and - Local Government Resolutions  
Community Development

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

The below listed organizations are applying to the State of Maryland's Community Investment Tax Credit Program (CITCP). A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. <b>CATHOLIC CHARITIES, INC.</b>	<b>\$50,000.00</b> <b>(CITCP)</b>

Catholic Charities, Inc. located at 320 Cathedral Street, Baltimore, MD 21201 proposes the Rising Hope: Catholic Charities' Project to Improve Lives. The project seeks to provide a comprehensive array of services to Baltimore City's most disadvantaged people. Through a collaborative effort between three centrally located programs, employment services, housing assistance, basic needs support and high quality early education services will be provided to homeless women and children, low-income families, the disadvantaged, disabled and unemployed. The three programs involved are St. Jerome's Head Start, which improves the economic conditions of the families it serves by providing high quality learning experiences for low-income pre-school children. The other two are Our Daily Bread Employment Center and My Sister's Place Women's Center, which offers meals, basic needs support, housing assistance and employment services. Collectively, these programs serve over 6,000 low-income individuals and families each year.

Catholic Charities, Inc. mission states: *Inspired by the Gospel mandates to love, serve and teach. Catholic Charities provides care and services to improve the lives of Marylanders in need.* Catholic Charities, Inc. was created in 1923, and is built on innovation, efficiency and synchronized efforts between agencies. By assisting all people without regard to race, color or religious beliefs, Catholic Charities has earned a reputation for compassionate care and support, and has served over 160,000 individuals annually through the operation of 80 programs.



**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

2. **CAROLINE FRIESS CENTER** **\$25,000.00**  
**(CITCP)**

The Caroline Friess Center, located at 900 Somerset Street, Baltimore, MD 21202, proposes the Health Care Careers Training for Very Low-Income Women in Baltimore City Project. The project will provide training, free of charge, leading to certification in the fields of certified and/or geriatric nursing assistant and pharmacy technician. These programs are certified by the Maryland Board of Nursing, the Maryland Board of Pharmacy and the Maryland Higher Education Commission. Enrollment will be about 165 women during three sessions during a 12-month period. It is anticipated that 80% of enrollees will complete the certification.

The women that are served are predominantly African American, mostly single heads of households with two or more children, have extremely low incomes and the average age is 28. The program provides excellent career and life skills training, placing women in jobs that pay a living wage and supporting them in keeping such jobs. Graduates of the Caroline Friess Center become empowered to create a future full of hope for themselves and their family.

The mission of the Caroline Friess Center is to educate unemployed and underemployed women in Baltimore for careers with potential for advancement. Inspired by the spirit of the School Sisters of Notre Dame, Caroline Friess Center's holistic approach empowers each woman to reach the fullness of her potential.

The School Sisters of Notre Dame founded the Caroline Friess Center in 1996, and it is on the very site of the first educational mission to America in 1847. The Caroline Friess Center is a learning/career center and since opening its doors has trained over 1,500 women.

DHCD - cont'd

3.	<b>EPISCOPAL COMMUNITY SERVICES OF MARYLAND</b>	<b>\$50,000.00 (CITCP)</b>
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The Episcopal Community Services of Maryland, located at 1014 West 36<sup>th</sup> Street, Baltimore, MD 21211, proposes the Jericho Project (Jericho) at 901 N. Milton Avenue, Baltimore, MD 21205. The project is a reentry program for adult, male ex-offenders. The program serves 400 men a year with the focus on workforce development. Every year, the Maryland Department of Corrections releases prisoners of which approximately 9,000 to 10,000 of those ex-offenders return to neighborhoods in Baltimore that suffer poverty and lack basic resources to support this population in terms of employment, substance abuse prevention, mental health and other critical wrap-around services crucial to ex-offender reentry. Jericho offers a proven alternative for ex-offenders and in the past five years has worked with more than 1,000 ex-offenders citywide. One of the most important factors in preventing recidivism of ex-offenders is stability. Stability often comes in the form of a paycheck. Beyond helping clients find employment, Jericho seeks to assist them in re-building their lives after incarceration. The program also provides meals, transitional housing, on-site HIV testing, on-site mental health counseling and referrals to health, educational, addictions and job training programs.

Jericho, maintains multiple service partnerships including Bayview Hospital, Moveable Feast, East Baltimore Development Corporation and Second Chance.

Episcopal Community Services of Maryland's mission, which is guided by faith and commitment to social justice and in collaboration with others, is to strive to address the injustice of severe poverty, which is embedded in communities and disempowers individuals. It also provides education and support systems, as well as advocates for families and individuals seeking to help in overcoming adversity.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

Episcopal Community Services of Maryland was founded in 1927 as the Church Mission of Help. Today, supported by a host of community partners, staff, volunteers and has a successful track record of accomplishments, it operates Jericho, The Ark Preschool and the Club at Collington Square.

**4. UNITED MINISTRIES, INC. \$20,000.00  
(CITCP)**

The United Ministries, Inc., located at 1400 E. Lombard Street, Baltimore, MD 21231, proposes the Improve Building Energy Usage - Phase 1 Project at Earl's Place, 1400 E. Lombard Street. The project will reduce the amount of infiltrating outside air and improve indoor air quality while also lowering energy use. The funds will be used to insulate and air seal the roof decking and exposed brick walls above the suspended ceiling on the 2<sup>nd</sup> floor and air seal exterior doors and roof access hatch.

Earl's Place, the first project of United Ministries, opened in 1997, and is named for Earl Johnson, a homeless man who before his death was involved both as a client and a volunteer at The Supper Club. Earl's Place provides safe affordable housing to 17 homeless men with the primary objectives of assisting them in addressing the issues that led to their homelessness and developing both short and long-term goals. The target population includes men who are not only homeless, but also in recovery from drugs or alcohol. Program objectives include assisting the men with maintaining their recovery, addressing health and mental health issues, obtaining a high school diploma and/or continuing their education, locating job training services that will help them secure a living-wage source of employment, and ultimately locating, moving into and maintaining permanent housing.

Earl's Place is in two row houses that were combined together. The buildings were constructed in 1920 and renovations were completed in 1997. The property is approximately 4,500 sq. ft. with two and a half occupied floors. The property contains two offices, 13 single rooms, two double rooms, and an efficiency apartment for the live-in resident manager, a large communal kitchen, common areas and a laundry room.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

United Ministries, Inc., is a faith and community-based nonprofit and was incorporated in 1993. United Ministries, Inc., was the vision of the former pastor of First Evangelical United Church of Christ and several persons who volunteered at The Supper Club, a feeding program at the church. The name United Ministries was chosen to exemplify a broad-based community organization consisting of both secular and ecumenical groups.

United Ministries, Inc. is a housing and social justice organization dedicated to assisting men who are homeless and who want to change their lives and to changing community attitudes toward the homeless.

5. **THE SEED SCHOOL OF MARYLAND, INC.** **\$50,000.00**  
**(CITCP)**

The SEED School of Maryland Inc., located at 200 Font Hill Avenue, Baltimore, MD 21223, proposes the General Operating Support Project. The funds will be used to continue The SEED School of Maryland, which opened in 2008, and is located on a 52-acre campus in Southwest Baltimore. Students participate in structured and challenging academic student life, and community-building activities. Daily, weekly and year-long calendars have been designed to infuse programs in art, life skills and physical education. Small class sizes and other advantages ensure that each student receives individualized attention that will provide them with the tools to succeed.

The SEED School of Maryland, Inc. combines a rigorous and engaging academic curriculum with a nurturing boarding program to provide students with a thoughtfully balanced learning and living experience. Students and their families commit to a seven-year education program that offers small class size, high quality teaching and learning experiences, mentoring, community service and extracurricular activities such as sports and art. The staff actively partners with parents, families and communities to guide and support student success.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

The SEED School's mission is to provide an exemplary education and living experience that equips students with the academic, critical thinking and social skills necessary for success in college and beyond. It is a teaching, learning and living community that values respect for one self and others, responsibility, compassion, empathy, perseverance, integrity, self-discipline and self-determination. The SEED School is place of hope and possibility that makes a difference in the lives of students and their families.

The SEED School of Maryland, Inc. is a statewide public, college preparatory boarding school that presents underserved students from across the State with an extraordinary opportunity to receive a tuition-free education that prepares them for success in and beyond college. In the 2011 - 2012 school year, the school will serve more than 300 students in grades six through 9.

6. **GARDENVILLE BELAIR ROAD BUSINESS ASSOCIATION (GBRBA)** **\$200,000.00 (CITCP)**

The GBRBA located at 5807 Harford Road, c/o HARBEL Community Organization, Baltimore, MD 21214, proposes the Belair Road Market Study Project. The area to be included in this project is Belair Road with the following boundaries: South - North Avenue, North - Northern Parkway; West - Harford Road, East - Pulaski Highway.

In order to revitalize Belair Road, a commercial corridor struggling with a bloated inventory of commercial space it is necessary to understand the market and what types of uses can be economically viable. The primary goal of the project is to analyze area housing, retail, office, entertainment and mixed-use market conditions and determine the type, scale and intensity of uses that can be supported on Belair Road. The study area extends from Elmley Avenue in the City to Interstate 695 in the County because the market does not necessarily change at political borders. All activity for this project will be coordinated between GBRBA and HARBEL Community Organization.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

The GBRBA is focused on promoting and maintaining a favorable business environment by developing and implementing programs and services that expand business opportunities and add to the economic activity of the Gardenville-Belair Road community. HARBEL is to unite organizations and groups in order to provide a vehicle in which to define and solve problems common to the community. The goals of HARBEL are to provide a forum through which citizens can democratically and effectively improve their community and to provide direct service to meet community needs.

7. **COURT APPOINTED SPECIAL ADVOCATES** **\$10,000.00**  
**(CASA) OF BALTIMORE, INC.** **(CITCP)**

The CASA of Baltimore, Inc., located at 4 S. Frederick Street, 1<sup>st</sup> Floor Avenue, Baltimore, MD 21202, proposes the Court Appointed Advocacy and Support for Children Project. The project will enable CASA of Baltimore, Inc. to serve 40 to 60 new children in the next fiscal year and will require the recruitment, preparation and on-going supervision of the new volunteers.

There are over 6,000 children in foster care in Baltimore City who can benefit from the advocacy and support of CASA of Baltimore, Inc. The children are victims of maltreatment. Without appropriate intervention, these children are more likely to head towards drug abuse, teen pregnancy, mental illness, homelessness, unemployment and crime.

The volunteers are appointed by the Juvenile Court and are assigned to only one child with a minimum commitment of one year. Each volunteer visits the child wherever the child lives, reviews records, interviews parents and foster parents, teachers, social workers, attorneys relatives and other people relevant in the child's life. This enables them to become informed of any issues that must be addressed and identifies needs each child has that are not served. Armed with this unique relationship and information, the volunteer is able to assist the Court in making decisions, providing recommendations in the form of a written report at each court hearing and personally attending each hearing.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

Established in 1988, CASA of Baltimore, Inc. recruits, trains and supervises volunteers who are appointed to individual foster children by the Baltimore City Juvenile Court. The volunteers provide written, objective recommendations to the Court, to serve as a consistent adult presence and to monitor the child's well-being.

8. **MARYLAND NEW DIRECTIONS, INC.** **\$50,000.00**  
**(CITCP)**

The Maryland New Directions, Inc., located at 2700 Charles Street, Suite 200, Baltimore, MD 21218, proposes the Career Focus Project. The project offers job readiness training to Baltimore City residents who are struggling with significant barriers to employment. Clients attend workshops to learn to think like an employer, identify skills, set goals, search for jobs online and much more. Also, in one-on-one appointments, clients learn to write resumes, practice interviewing and receive career counseling. Clients use the computer lab to conduct job searches and may continue to meet with staff members for guidance after the program ends. Job-ready clients may meet with an Employment Specialist to connect with partner employers who are looking for workers. Many clients also enroll in computer literacy classes to help them learn programs and use the Internet.

The mission of Maryland New Directions, Inc. is to provide comprehensive career counseling, employment assistance and post-employment support to people who are in life and career transitions. Clients often face multiple barriers to job success, such as no or little work experience, low levels of education, computer literacy, substance abuse history, criminal backgrounds and/or mental health barriers.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

DHCD - cont'd

Established in 1973 as Baltimore New Directions for Women, Maryland New Directions, Inc. has changed the lives of over 135,000 individuals across the state of Maryland and particularly in Baltimore. The organization was founded to assist women entering the job market and quickly earned a reputation as a leader in understanding women's employment needs. Later services were expanded to include men and programs were developed to help low-income populations, welfare recipients, ex-offenders, recovering substance abuse abusers, and dislocated workers. In 2000, it became the first workforce provider in Baltimore to offer career services behind the fence for female ex-offenders and remains at the forefront of ex-offender career services for men and women.

Currently, Maryland New Directions, Inc. partners with Morgan State University to implement the New Beginnings Program, which helps welfare recipients become job ready and find employment. In addition, it participates in the Access to Recovery program to provide job readiness training and counseling for those recovering from substance abuse.



**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Housing and - Modification of Sideyard Policy  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a modification of the City's Sideyard Policy.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 17, 2011, the following amendment was read into the minutes:

"The Board is requested to approve a policy that will allow the DHCD's Land Resources Division, on behalf of the Mayor and City Council, to dispose of City-owned vacant lots up to 1,500 square feet to adjacent owner-occupants and non-owner occupants for a fixed price of \$500.00 per 1,500 square feet and \$1,000.00 per 1,500 square feet, respectively."

This modification to the Sideyard Policy will allow the disposal of side yards greater than 1,500 square feet. The Department requests the modification as follows:

The Board is requested to approve a policy that will allow the DHCD's Land Resources Division, on behalf of the Mayor and City Council, to dispose of City-Owned vacant lots to adjacent owner-occupants and non-owner occupants for a fixed price of \$500.00 per 1500 square feet and \$1,000.00 per 1500 square feet, respectively. In the event the total square footage of the lot exceeds 1,500 square feet, the additional square footage will be calculated at a rate of \$0.33 per square foot for adjacent owner occupants and \$0.66 per square foot for adjacent non-owner occupants.

The DHCD's Land Resources division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods. It is understood that the policy is a City policy applying to all City-owned land. Currently, there are a number of City-owned vacant lots that are adjacent to occupied

## AGENDA

### BOARD OF ESTIMATES

10/19/2011

DHCD - cont'd

properties. Unfortunately, some of these lots have become blighting influences in their community enabling illegal dumping, drug-related activities and other undesirable behaviors. Many property owners have expressed interest in extending the boundaries of their property by acquiring a City-owned lot and many have taken the initiative to maintain the lots through their own labor and investments. In doing so, residents increase property values and creating social and environmental benefits that beautify Baltimore's neighborhoods. In recognition of the effort put forth by the adjacent owners and the increasing demand for side yards, the Department of Housing and Community Development proposes a new initiative to allow adjacent owners the opportunity to purchase the vacant lots adjacent to their homes at a low-fixed price.

The rationale behind this initiative is that by conveying the vacant lot adjacent owners with a vested interest in the site will return the property to productive use, eliminate blight and generate tax revenue for the City. This policy lays out the criteria and procedures for the transfer of vacant lots to adjacent property owners.

In order to determine whether a vacant lot qualifies for a sale as a side yard, the DHCD's Land Resources Division will ensure:

1. it is immediately adjacent to an owner-occupied property or a business (left, right or rear of the property),
2. the prospective purchaser must be current on taxes, water bills and have no open citations, and
3. the prospective purchaser agrees that the lot will not be developed for a minimum of ten years.

#### Disposition Procedure

A qualified adjacent owner making application to acquire a City-owned vacant lot must apply to the DHCD's Land Resources Division, which will check that the criteria are satisfied; check that there are no major development plans in which the sideyard could not be accommodated; and will inform agencies with potential interest in the property.

AGENDA

BOARD OF ESTIMATES

10/19/2011

DHCD - cont'd

Once the Department approves the transfer, it will convey the property under a Land Disposition Agreement for the subject site(s). In recognition of the adjacent owner's commitment to preserve the lot as an undeveloped site, appraisals will be waived and the price per lot will be set at \$500.00 per 1,500 square feet and for owner-occupied adjacent properties and \$1,000.00 per 1,500 square feet for non-owner occupied adjacent properties. In the event the total square footage of the lot exceeds 1,500 square feet, the additional square footage will be calculated at a rate of \$0.33 per square foot for adjacent owner occupants and \$0.66 per square foot for adjacent non-owner occupants.

Each LDA will specify the conditions under which the Purchaser must abide by in exchange for the fixed purchase price. An example of such language is as follows:

**Permissible Uses:** For purposes of this agreement a side yard is defined as the open space at grade level between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except (subject to zoning approval) the following permissible items:

1. deck
2. garage/shed
3. temporary storage container
4. gazebo

**Policy Against Speculation:** The Purchaser 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 an undeveloped lot for use as a side yard. The Purchaser further recognizes that its proximity to the vacant lot and commitment to use the Property as a side yard are one of several criteria influencing the City to enter into this Agreement and that any use that is not in accordance with the terms of this agreement is of particular concern to the City.

AGENDA

BOARD OF ESTIMATES

10/19/2011

DHCD - cont'd

**Default by Purchaser:** Notwithstanding anything in this Agreement to the contrary, the provisions contained in this paragraph will only apply during the period subsequent to the conveyance of the City Property, or any part thereof, to the side yard Purchaser. In the event that the Purchaser 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 the cure of any default is not commenced within thirty (30) days after written demand by City, and continued diligently thereafter, City will 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 state conveyed to the Purchaser. Purchaser will pay upon demand by City, any and all charges incurred as a result of such default. In the event the estate conveyed to Purchaser be terminated thereby, title to said City Property will immediately revert in City. That any reversion of title as a result thereof in the City will always be subject to and limited by, and subordinate to and will 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 reversion or title hereunder, the City will 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 may have been submitted by the side yard Purchaser 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.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Health Department - Work Study Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Work Study Agreement with Ms. Shani Agar, School Health Aide. The period of the agreement is August 29, 2011 through December 18, 2011.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Memorandum of Understanding between the City and the American Federation of State, County and Municipal Employees, (AFSCME) Council 67 and Local 44, Article 25, makes available to full-time staff, with a minimum of two years continuous service within the Baltimore City Health Department, certain education benefits, including work study and/or tuition reimbursement.

Ms. Shani Agar, a School Health Aide, is requesting approval to attend the Baltimore City Community College RN Program. Her work study schedule will be Tuesday, 8:00 a.m. to 4 p.m. and Thursday 9:00 a.m. to 12:30 p.m.

The agreement is late because of the delays in getting the correct work study schedule information.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Public Works - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with Cost Plans Plus, LLC. The period of the agreement is effective upon Board approval through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$24,250.00 - 2070-000000-5541-399300-603026

**BACKGROUND/EXPLANATION:**

The Department of Public Works would like to retain the services of Cost Plans Plus, LLC to conduct a study for central City services to determine indirect costs attributable to Water and Wastewater and other City agencies. In FY 2008, Cost Plans Plus, LLC performed the last study.

Due to organizational changes, it has become necessary to get new rates for indirect cost allocation and overhead. Cost Plans Plus, LLC possesses the expertise and skills that makes it uniquely qualified to provide the services required by the Department of Public Works.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Police Department - Grant Award and Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance and execution of a grant award and agreement from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the award is September 1, 2011 through December 31, 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$1,800.00 - 4000-470312-2041-195800-600000

**BACKGROUND/EXPLANATION:**

The grant is from the program entitled "Trauma Treatment Training - LETS". Each year the Department, in coordination with the Department of Housing and Community Development, provides temporary emergency safe house relocation to approximately 110 Baltimore City Residents. Often these crime victims and witnesses have limited resources and difficulty accessing services available to them. Many have rarely ever left their neighborhood. Victimization, in addition to leaving behind everything familiar to them to move to a safe house is a traumatic experience.

The training will provide information on a strength based approach to assessment and treatment of adolescent and adult survivors of trauma, abuse and neglect. Grant funds cover the tuition, all hand-out materials, CEU Certificates for each part of the training and the final certificate upon completion.

The item is late because it was just received.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Police Department - Grant Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a grant award agreement from the U.S. Department of Justice, Office of Violence Against Women. The period of the award is October 1, 2011 through September 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$749,373.00 - 4000-470212-2021-212600-600000

**BACKGROUND/EXPLANATION:**

The grant funds will increase the Department's Family Crime Unit's capacity to conduct home visits to "high danger" domestic violence victims, serve protective orders in instances where there is high danger and reduce the current backlog of domestic violence warrants. Funding would also be used to hire a legal advocate at the House of Ruth, Maryland, who will work with "high danger" victims and prosecutors in an effort to achieve better outcomes. Grant funding would be used to support Baltimore's Domestic Violence Reduction Initiative. This initiative will seek to expand the successful Lethality Assessment pilot to a citywide program and grow the capacity of the Family Crimes Unit.

**APPROVED FOR FUNDS BY FINANCE**

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Department of Real Estate - Option Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an option agreement with Gerald L. Harkins and Denise Michelle Harkins, owners, for the purchase of 523 Island Point Road, consisting of approximately 20,296 square feet.

**AMOUNT OF MONEY AND SOURCE:**

\$275,000.00 - 9956-906642-9551-900020-4  
(Appraised value)

**BACKGROUND/EXPLANATION:**

The City is purchasing the property for the Department of Public Works, Bureau of Water and Wastewater, Back River Wastewater Treatment Plant (Back River Plant). The property is adjacent to the Back River Plant. The acquisition will extend the existing property line and provide an additional buffer for the Back River Plant.

The option agreement has been reviewed by the Department of Public Works.

**APPROVED FOR FUNDS BY FINANCE**

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

AGENDA

BOARD OF ESTIMATES

10/19/2011

TRAVEL REQUESTS

Office of the President of City Council

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
1. Helen Holton	National Assoc. of Counties, Large Urban County Caucus Retreat Palm Beach, FL October 26 - 28, 2011	Elected Officials Expense Account	\$719.18

The subsistence rate for this location is \$153.00 per day. The hotel rate is \$179.00 per night, plus a resort fee of \$20.00 per night and occupancy taxes in the amount of \$21.89 per night. The Office is requesting an additional \$46.00 per day to cover the cost of the hotel and resort fee, and \$40.00 per day to cover the cost of meals and incidental expenses. Ms. Holton will be attending the retreat from October 26 - 28, 2011, but will remain in Palm Beach from October 28 - 31, 2011 at her own expense.

Department of Housing and Community Development

2. Edward Griffin	International Assoc. of Emergency Security Management Conf. Las Vegas, NV Nov. 13 - 17, 2011 (Reg. Fee \$605.00)	Homeland Security	\$1,916.00
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The Department has prepaid the registration fee in the amount of \$605.00 on EA000077371. The disbursement to the attendee will be in the amount of \$1,311.00.

Health Department

3. Laura Fox	Community Food Security Coalition Conference Oakland, CA Nov. 4 - 9, 2011 (Reg. Fee \$190.00)	Walmart Foundation Grant	\$ 729.40
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AGENDA

BOARD OF ESTIMATES

10/19/2011

TRAVEL APPROVAL/REIMBURSEMENT - cont'd

Health Department

4. Brian Schleiter	2011 National Conf. on Health Communication, Marketing & Media Atlanta, GA August 9 - 11, 2011 (Reg. Fee \$415.00)	General Funds	\$1,018.33
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Mr. Schleiter traveled to Atlanta, GA from August 9 - 11, 2011 to attend the 2011 National Conference on Health Communication, Marketing and Media. The Department paid the registration and airfare in the amount of \$627.40 using a City issued credit card assigned to Ms. Dourakine Rosarion. The Department is requesting the Board to retroactively approve the total travel expenses in the amount of \$1,018.33, which includes a reimbursement of \$390.93 to Mr. Schleiter for the following:

Food	\$ 46.83
Hotel	303.60
Limo/Taxi	<u>40.50</u>
<b>Reimbursement Total</b>	<b>\$390.93</b>

The subsistence rate allowed for this request at the time of travel was \$188.00 per day for a total of \$376.00.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 1. ALTY CLEANING<br>SERVICES, INC.   | \$ 6,480.00 | Renewal |
| Solicitation No. B50000686 - Janitorial Services Branch No. 8<br>- Enoch Pratt Free Library - Req. No. R587540 |             |         |

On October 15, 2008, the Board approved the initial award in the amount of \$6,480.00. On September 20, 2009, the Board approved ratification in the amount of \$1,620.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$6,480.00 is for the period October 20, 2011 through October 19, 2012.

- |  |             |         |
|--|-------------|---------|
| 2. ALTY CLEANING<br>SERVICES, INC.   | \$17,280.00 | Renewal |
| Solicitation No. B50000706 - Janitorial Services Branch Nos. 10 and 22 - Enoch Pratt Free Library - Req. No. R587525 |             |         |

On October 22, 2008, the Board approved the initial award in the amount of \$17,280.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$17,280.00 is for the period November 1, 2011 through October 31, 2012.

- |   |             |         |
|---|-------------|---------|
| 3. ALTY CLEANING<br>SERVICES, INC.  | \$ 7,200.00 | Renewal |
| Solicitation No. B50000704 - Janitorial Services Branch No. 14<br>- Enoch Pratt Free Library - Req. No. R587521 |             |         |

On October 29, 2008, the Board approved the initial award in the amount of \$7,200.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$7,200.00 is for the period November 1, 2011 through October 31, 2012.

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

Bureau of Purchases

- |  |             |         |
|--|-------------|---------|
| 4. <u>PRODUCTS UNLIMITED</u>   | \$26,344.80 | Low Bid |
| Solicitation No. B50002143 - Vials and Caps - Police Department - Req. No. R585922 |             |         |

The period of the award is October 19, 2011 through October 18, 2012, with three 1-year renewal options.

- |   |             |         |
|---|-------------|---------|
| 5. <u>R&amp;S NORTHEAST, LLC</u>  | \$26,553.80 | Low Bid |
| Solicitation No. B50002109 - Provide Epipen Auto Injectors - Health Department - Req. No. R582506 |             |         |

Vendors were solicited nationwide via CitiBuy. The five bids received were opened on September 1, 2011.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 6. <u>CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.</u>  | \$200,000.00 | Low Bid |
| Contract No. 09-125 - Household Hazardous Waste: Collection and Disposal Services - Department of Public Works, Bureau of Solid Waste - Req. Nos. Various |              |         |

The City has a requirement for services for the scope of work covered by the competitively bid Anne Arundel County contract. The Bureau of Solid Waste will use this contract as a pilot to develop the specifications for a City contract. The period of the award is October 31, 2011 through October 30, 2012.

- |  |              |         |
|--|--------------|---------|
| 7. <u>WECARE ORGANICS, LLC</u>   | \$ 50,000.00 | Renewal |
| Solicitation No. B50000864 - Digester Cleaning at Back River Waste Water Treatment Plant - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P506752 |              |         |

On December 24, 2008, the Board approved the initial award in the amount of \$64,546.00. The award contained two 1-year renewal options. On October 27, 2010 the Board approved the first renewal. This final renewal in the amount of \$50,000.00 is for period December 21, 2011 through December 20, 2012.

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

8. SECURITY EQUIPMENT

COMPANY	\$100,000.00	Renewal
Solicitation No. B50000725 - New Holland OEM Parts and Service - Department of General Services - P.O. No. P505767		

On December 10, 2008, the Board approved the initial award in the amount of \$120,000.00. The award contained two 1-year renewal options. This renewal in the amount of \$100,000.00 is for the period December 10, 2011 through December 9, 2012, with one 1-year renewal option remaining.

**MWBOO GRANTED A WAIVER.**

9. HARBOR TRUCK SALES & SERVICE, d/b/a BALTIMORE

FREIGHTLINER	\$500,000.00	Increase
Solicitation No. 06000 O.E.M. Parts, Service and Warranty Repairs for Freightliner Heavy Trucks - Department of General Services - P.O. No. P510047		

On September 30, 2009, the Board approved the initial award in the amount of \$450,000.00. On April 14, 2010, the Board approved an agreement. Subsequent actions have been approved. Additional funds are required due to an increased demand for parts and service. This increase in the amount of \$500,000.00 will make the award amount of \$1,250,000.00.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

10. MARYLAND INSTITUTE, d/b/a MARYLAND INSTITUTE COLLEGE OF ART	\$ 30,000.00	Selected Source/ Agreement
Solicitation No. 06000 - Communications Campaign - Health Department - Req. No. R583794		

The Board is requested to approve and authorize execution of an agreement with the Maryland Institute College of Art (MICA). The period of the agreement is October 19, 2011 through May 4, 2012.

MICA was specifically identified in a grant proposal submitted to the Abell Foundation to develop a communications plan and strategy for teen pregnancy prevention efforts. MICA will create a communications campaign targeted towards 12-24 year old Baltimore City residents to prevent teen pregnancy. The foundation selected the proposal for funding because of the innovative approach of having college art students who represent the ages targeted in the campaign working under the guidance of a designated faculty member.

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.**

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

AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

11. MERKLE RESPONSE

SERVICES, INC.	\$800,000.00	Renewal
Solicitation No. BP-07197 - Provide Lock Box Services - Department of Finance - Req. No. R587529		

On December 5, 2007, the Board approved the initial award in the amount of \$2,231,380.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$800,000.00 is for the period December 5, 2011 through December 4, 2012, with no renewal options remaining.

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

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

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

CMS & Sons, LLC continued service is contingent upon coming into good standing with the Maryland Department of Assessments and Taxation.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

12. SCHAEFER CENTER FOR

PUBLIC SAFETY POLICY, UNIVERSITY OF BALTIMORE	\$ 59,741.00	Renewal
Solicitation No. B50000748 - Baltimore Citizens Planning Survey - Department of Finance - Req. No. R585932		

On November 26, 2008, the Board approved the initial award in the amount of \$59,741.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$59,741.00 is for the period November 26, 2011 through November 25, 2012, with one 1-year renewal option remaining.



AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

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

**WBE:** Maryland Marketing Source, Inc. 17%

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

**ON OCTOBER 30, 2008 MWBOO GRANTED A WAIVER FOR THE MBE GOAL AND SET THE WBE GOAL AT 17%.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

13. ACCOUNTEMPS		Extension and
	\$63,008.80	Increase
<u>Solicitation No. 06000 - Provide Temporary Executive - Level</u>		
<u>Accountant Services - Department of Finance - P.O. No. P517874</u>		

On August 10, 2011, the Board approved the initial award in the amount of \$42,369.60 to fulfill the Finance Department's immediate need for temporary skilled accountants. Due to delays in recruitment for permanent positions, the agency requests an extension until the end of December to complete the recruitment process. The temporary accounting services are needed to maintain current operational levels of service.

This increase in the amount of \$63,008.00 is for the period October 19, 2011 through December 31, 2011 and will make the total award amount \$105,378.40.

**MBE/WBE PARTICIPATION:**

Due to an administrative error, this requirement was not submitted to MWBOO asking that no goals be set because of no opportunity to segment the contract.

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

AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

14. ADP, INC.	\$ 0.00	Amendment to Agreement
Solicitation No. 08000 - Human Resource Data Processing, E-time and Enterprise Payroll Systems Licensing - Human Resources and Finance Departments - Req. No. N/A		

The Board is requested to approve and authorize execution of an amendment to agreement with ADP, Inc. The amendment extends the agreement through June 30, 2015.

On April 7, 2004, the Board approved the initial award for Phase I with completion and acceptance of all phases in 2006. The current agreement for maintenance, support and licensing expires August 9, 2012. This amendment to agreement extends the Maintenance, Support and Licensing Agreement through June 30, 2015 at specified annual price increases, with the exception of Fiscal 2012. For Fiscal 2012 there will be no price increase from the prior fiscal year.

The vendor is the sole originator and provider of licensing for the Human Resource Information, E-time and Enterprise Payroll Systems in use by the Bureau of Accounting and Payroll Services and Human Resources Department.

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

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

AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

<u>Vendors</u>	<u>1st Call</u>	<u>2nd Call</u>	<u>3rd Call</u>
15.			
a) 1st Choice Staffing Agency, LLC	8, 9, 18, 19	10	None
b) Abacus Corporation	None	5, 6	None
c) America on Demand of MD, Inc.	1, 2, 3, 4, 7	None	None
d) Arbor E&T, LLC, d/b/a Care Resources	None	None	17
e) Dependable Nursing Services	None	17	None
f) Excel Staffing & Personnel Services, Inc.	17	16, 8	None
g) NEC Staffing Services	5,6, 10, 11, 12, 20	1,2,3, 4, 7	None
h) Obverse, Inc.	15	14, 19	None
i) Trustworthy Staffing Solutions	13, 14, 16, 17	15	None
	<b>\$16,105,000.00</b>		<b>Renewal</b>

Solicitation No. B50001026 - Provide Temporary Personnel - Agencies - Various - P.O. Nos. Various

On July 29, 2009, the Board approved the initial award in the amount of \$5,000,000.00 to eight bidders. On September 02, 2009, the Board approved the addition of two vendors. The contract with Townsend Careers is not being renewed because of failure to meet MBE/WBE goals. Subsequent actions have been approved. The Board is requested to approve the first of two 2-year renewal options to cover the period of November 01, 2011 through July 31, 2013.

AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

1<sup>st</sup> Choice Staffing

MBE: Magnificus Corp.	0.00%	
WBE: Beacon Staffing Alternatives, Inc.	42.00%	

MWBOO approved the substitution of a new MBE subcontractor, Aspen Group, to meet the MBE goals going forward.

**MWBOO FOUND VENDOR NON-COMPLIANT**

Abacus Corporation

MBE: Proper Staffing, Inc.	6.70%	
WBE: SYM, Inc.	13.33%	
Marge Fox	3.82%	

**MWBOO FOUND VENDOR IN COMPLIANCE**

America on Demand of MD, Inc.

MBE: Proper Staffing, Inc.	15.00%	
WBE: Beacon Staffing Alternatives, Inc.	15.00%	

**MWBOO FOUND VENDOR IN COMPLIANCE**

Arbor E&T, LLC d/b/a Care Resources

Vendor earned less than \$25,000.00 during the period reviewed.

MBE: 1st Choice Staffing	0.00%	
WBE: Mary Kraft & Associates, Inc.	0.00%	
Kennedy Personnel Services, Inc.	0.00%	
Staff Quest, Inc.	0.00%	
Sigman & Summerfield Associates, Inc.	0.00%	

**MWBOO FOUND VENDOR IN COMPLIANCE**



AGENDA

BOARD OF ESTIMATES

10/19/2011

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

Trustworthy Staffing Solutions

<b>MBE:</b> Lacy's Professional Staffing Services	10.82%
<b>WBE:</b> All Staffing, Inc.	5.11%
Excel Staffing & Personnel Services, Inc.	7.20%

**MWBOO FOUND VENDOR IN COMPLIANCE**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following page:  
63  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

10/19/2011

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- |    |  |                    |              |
|----|--|--------------------|--------------|
| 1. | B50002113, Crew<br>Cab Truck w/<br>Utility Body,<br>Snow Plow &<br>Transfer Tank | Chapman Auto Group | \$ 49,575.00 |
|----|--|--------------------|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |                                    |                               |               |
|----|------------------------------------|-------------------------------|---------------|
| 2. | B50002124, Ten<br>Wheel Dump Truck | Beltway<br>International, LLC | \$ 178,523.00 |
|----|------------------------------------|-------------------------------|---------------|

**MWBOO GRANTED A WAIVER.**

- |    |                                 |                               |              |
|----|---------------------------------|-------------------------------|--------------|
| 3. | B50002129, Small<br>Load Packer | Maryland Industrial<br>Trucks | \$ 86,524.00 |
|----|---------------------------------|-------------------------------|--------------|

**MWBOO GRANTED A WAIVER.**

- |    |  |                  |               |
|----|--|------------------|---------------|
| 4. | B50002133, Sodium<br>Hydroxide (25%<br>Solution) | Univar USA, Inc. | \$ 122,265.00 |
|----|--|------------------|---------------|

**MWBOO GRANTED A WAIVER.**



**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Mayor's Office of Human Services/- Agreements  
Homeless Services Program

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$113,546.00**  
**(ACC)**

Accounts: 4000-480012-3572-333605-603051  
5000-529112-2572-333705-603051

The ACC will provide 50 day shelter units to homeless women and women with children of Baltimore City. The funds will be used to provide shelter, food, outreach and case management services to help clients access services and have a safe alternative from the streets during the day.

**MWBOO GRANTED A WAIVER.**

2. **NEW VISION HOUSE OF HOPE, INC.** **\$ 67,483.00**  
**(NVHOH)**

Account: 5000-525612-3572-333733-603051

The NVHOH will provide emergency shelter and convalescent care services to up to 11 single female adults who are homeless in Baltimore City. The NVHOH will comply with the appropriate Habitability Standards to ensure that the shelter/facilities funded under the terms of the agreement are safe, sanitary and adequately maintained.

**MWBOO GRANTED A WAIVER.**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Mayor's Office of Human - Employee Expense Report  
Services (MOHS)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Ms. Olga Maria Lopez for the months of May and June 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$ 38.12 - May 2011 - 5000-586211-1191-607200-604014  
35.21 - May 2011 - 5000-586211-1191-607200-603002  
27.77 - June 2011 - 5000-586211-1191-607200-603002  
\$101.10

**BACKGROUND/EXPLANATION:**

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

The request is late because of the employee did not complete the form in a timely manner.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Mayor's Office of Human - Employee Expense Report  
Services (MOHS)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Ms. Jacqueline A. Powell for the month of May 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$35.70 - May 2011 - 5000-586211-1191-607200-603002

**BACKGROUND/EXPLANATION:**

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

The request is late because of the employee did not complete the form in a timely manner.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**10/19/2011**

Mayor's Office of Human - Employee Expense Report  
Services (MOHS)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expense report for Mr. David Smith for the month of April 2011.

**AMOUNT OF MONEY AND SOURCE:**

\$ 45.57 - April 2011 - 5000-586211-1191-607200-604014  
155.50 - April 2011 - 5000-586211-1191-607200-603002  
**\$201.07**

**BACKGROUND/EXPLANATION:**

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

The request is late because of the employee did not complete the form in a timely manner.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**12:00 NOON**

**ANNOUNCEMENT OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**