

NOTICES

1. 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.

2.

**BOARD OF ESTIMATES' RECESS
SEPTEMBER 5, 2012**

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on September 5, 2012.

The Board of Estimates will not receive or open bids on September 5, 2012. The Board of Estimates will reconvene on September 12, 2012.

BOARD OF ESTIMATES' AGENDA - AUGUST 29, 2012

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

Bay City Construction, Inc.	\$ 999,000.00
Commercial Camera & Security, Inc.	\$ 90,000.00
Cynergy Electric Company, Inc.	\$ 8,000,000.00
E. Pikounis Construction Co. Inc.	\$25,281,000.00
HP Electronics, Inc.	\$ 8,000,000.00
James W. Ancel, Inc.	\$39,834,000.00
K & K Adams, Inc.	\$ 8,000,000.00
Livingston Fire Protection, Inc.	\$ 7,344,000.00
R & R Contracting Utilities, Inc.	\$ 1,500,000.00
Warwick Supply & Equipment Company, Inc.	\$ 1,854,000.00

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:

Columbia Engineering, Inc.	Engineer
Dewberry Engineers, Inc.	Architect Landscape Architect Engineer Land Survey

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Findling, Inc.	Engineer
MCS Consulting, Inc.	Engineer
WBCM Construction Services, LLC	Engineer

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnations</u>			
1. Jenny M. Coffield	4668 Park Heights Ave.	L/H	\$ 9,400.00
2. Isaac Zaba, deceased	4668 Park Heights Ave.	G/R \$90.00	\$ 600.00

Funds are available in City Bond Funds, account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Avenue Corridor.

3. Lamont Fullard	904 N. Bradford St.	L/H	\$12,100.00
4. Daniel J. Tracy & Karin Tracy	908 N. Bradford St.	F/S	\$ 9,500.00
5. Jennell Michele St. John & Purnell Duane Robinson	912 N. Bradford St.	L/H	\$ 7,800.00

Funds are available in City Bond Funds, account no. 9910-904488-9588-900000-704040, Milton/Montford Neighborhood.

DHCD - Option

6. Mary Agnes Blumenberg & Joyce Elaine Wells	424 E. 21 st St.	G/R \$61.00	\$ 508.00
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Funds are available in account no. 9910-904713-9588-900000-704040, Barclay Project.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission and Approval of Option</u>			
7. Paul Kopel	402 Worsley St.	G/R \$30.00	\$ 275.00

On July 25, 2012, the Board approved acquisition of the \$30.00 ground rent interest in 402 Worsley Street by condemnation, for the amount of \$250.00. Since the Board's approval, the owner has accepted a voluntary settlement. Therefore, the Board is requested to rescind its prior approval, and approve an option to purchase the ground rent interest in 402 Worsley St.

Funds are available in account no. 9910-904713-9588-900000-704040, Barclay Project.

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

Department of Law - Payment of Settlement

8. Interstate Mortgage	3417 Woodland Ave.	G/R \$120.00	\$ 200.00
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On December 14, 2011, the Board approved acquisition of the \$120.00 ground rent interest in 3417 Woodland Avenue by condemnation for the amount of \$1,000.00. The owner of the property valued the property interest at \$1,500.00. The parties agreed to settle the action for \$1,200.00. Therefore, the Board is requested to approve an additional \$200.00 to settle this action.

Funds are available in account no. 9910-903187-9588-900000-704040.

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Baltimore Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to purchase United States postage from Pitney-Bowes for a postage stamp machine.

AMOUNT OF MONEY AND SOURCE:

\$70,000.00 - 1001-000000-2044-219600-603009

BACKGROUND/EXPLANATION:

Pitney-Bowes is the sole source of postage for the Police Department's official mailings to courts, private sector citizens, and other local and state agencies. Without these funds, the Police Department's U.S. mail operations will cease.

APPROVED FOR FUNDS BY FINANCE

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BOARD OF ESTIMATES

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Police Department - Professional Services Contracts

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the following professional services agreements. The period of the agreement is effective upon Board approval for one year, unless otherwise noted.

1. **FRANK C. MEYER** **\$ 36,000.00**

Account: 6000-611213-2013-197500-603026

Mr. Meyer will provide training development and the administration of legal training programs at the Baltimore Police Department Education and Training Section with a primary teaching focus on in-service and recruit training. The training curriculum will be coordinated with the Director of Education and Training and the Office of the State's Attorney for Baltimore City. The training will focus on criminal procedure, criminal law and Constitutional Law (Fourth and Fifth Amendment). The training commitment may include periodic projects at the discretion of the Director of Education and Training. It is anticipated that the training commitment will be 16 hours per week over a 45 week schedule. The contractor will be responsible for providing all instructors and subject matter experts to provide training modules.

2. **ADRIANA MEDINA** **\$6,000.00**

Account: 6000-611213-2013-197500-603026

Ms. Medina will provide training development and the administration of cultural diversity training programs at the Baltimore Police Department Education and Training Section with a primary teaching focus on recruit training. The training curriculum will be coordinated with the

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Police Department - cont'd

Director of Education and Training. It is anticipated that the training commitment will be ten hours per session/recruit class. The Department plans to hold six Academy Classes during the period of the contract. The contractor will be responsible for providing all subject matter experts to provide the specific training modules.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

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BOARD OF ESTIMATES

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Police Department - Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant award agreement with the United States Department of Justice, Office of Justice Programs, National Institute of Justice. The period of the grant award agreement is October 1, 2012 through March 31, 2014.

AMOUNT OF MONEY AND SOURCE:

\$511,749.00 - 4000-471913-2024-212600-600000

BACKGROUND/EXPLANATION:

This grant award is for the 2012 DNA Backlog Reduction Program. The goal of the project is to reduce the backlog of DNA evidence pending analysis. Through this effort, the Department will extend the contracts of casework technicians, serologists, evidence technicians, DNA technicians, acquire needed equipment, and provide for overtime and outsourcing funds. These improvements are necessary to prevent future DNA backlogs and to assist the criminal justice system in reaching its full potential in DNA technology.

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.)

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BOARD OF ESTIMATES

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Police Department - Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant award agreement with the Governor's Office of Crime Control and Prevention. The period of the grant award agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$33,057.00 - 5000-598913-2013-688000-601009

BACKGROUND/EXPLANATION:

This grant is for the Family Crimes Victim Advocates Program. The program will present a swift and comprehensive service to victims of domestic violence. To work alongside detectives assigned to the Family Crimes Unit, a full-time Victim Advocate will be hired and will be responsible for providing crisis counseling, safety planning and resource identification to victims. The Victim Advocate will also continue to provide support services to victims throughout the course of the investigation and prosecution of the case.

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.)

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BOARD OF ESTIMATES

08/29/2012

Police Department - Recruitment Incentive Program

ACTION REQUESTED OF B/E:

The Board is requested to approve funding for the Recruitment Incentive Program.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 1001-000000-2000-196600-603050

BACKGROUND/EXPLANATION:

The Recruitment Incentive Program was initiated in 1999 as another way to locate and hire persons for the position of Police Officer. Since its inception, the Program has enabled the Department to hire officers while monetarily rewarding current employees for their efforts. It truly has been a win-win situation for the Department.

On February 15, 2006, the Board approved an increased referral amount that for the first time was available to all City employees. Under this provision the referral amount was increased to a flat \$500.00 for each person hired as a police officer. The original funding request was for \$25,000.00 for 50 referrals. At this time, the funding for referrals has been exhausted. Since the program has had a very positive effect on recruitment efforts, it is requested that the Board approve another \$25,000.00 to enable the program to continue in its present form.

APPROVED FOR FUNDS BY FINANCE

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Baltimore Development - Residential Relocation Expenses
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve the residential relocation claim for Mr. Wendell Allen to move from 406 Park Avenue to 1100 Bolton Street.

AMOUNT OF MONEY AND SOURCE:

\$12,096.00 - 9910-905826-9603 Westside Relocation Account

BACKGROUND/EXPLANATION:

In accordance with the Market Center Urban Renewal Plan, a May 06, 2009, Notice of Relocation Eligibility Assistance was sent to Mr. Allen following the 2008 City acquisition of the 406 Park Avenue property where Mr. Allen resided.

The City acquired 406 Park Avenue as part of the Market Center Urban Renewal. The BDC relocation consultant, Diversified Property Services, and Mr. Allen found a suitable replacement residence.

AUDITS REVIEWED AND HAD NO OBJECTION.

APPROVED FOR FUNDS BY FINANCE

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BOARD OF ESTIMATES

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CITY COUNCIL BILL:

12-0087 - An Ordinance concerning Tide Point Special Obligation Bonds - for the purpose of providing for the issuance of special obligation bonds or notes in an amount not exceeding \$35,000,000.00 for the purpose of financing public and other infrastructure improvements; providing for the method and sources of payment for these special obligation bonds or notes; authorizing the Board of Finance to specify, prescribe, determine, provide for and approve the details, forms, documents or procedures in connection with the special obligation bonds or notes and any other matters necessary or desirable in connection with the authorization, issuance, sale and payment of these special obligation bonds or notes; providing for a special effective date; and generally relating to the issuance and payment of special obligation bonds or notes.

ALL REPORTS RECEIVED WERE FAVORABLE.

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BOARD OF ESTIMATES

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Department of Recreation and Parks - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a right-of-entry agreement with Coppin State University (CSU). The period of the agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The CSU desires to establish the equivalent of 1.47 acres of Forest Conservation to satisfy its Forest Conservation mitigation requirement for the Science and Technology Center to be constructed. The CSU will enter upon the Druid Hill Park Bowl to plant the equivalent of 147 trees by December 2012 to satisfy this requirement. The approximate value of the mitigation planting is \$96,054.00.

APPROVED FOR FUNDS

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

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BOARD OF ESTIMATES

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Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Baltimore Mental Health Systems, Inc. The period of the agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$70,000.00 - 1001-000000-6331-478005-603051

BACKGROUND/EXPLANATION:

The organization will provide an array of mental health services on site at the Youth Opportunity Centers. Services will include but not be limited to mental health assessment, screening for at least 70 youth referred by the Youth Opportunity System and on-going mental health services both individual and group sessions for at least 50 youth.

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

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.)

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BOARD OF ESTIMATES

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Department of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1823 Pennsylvania Avenue	Bobby Adams	Outdoor display of merchandise 8' x 4'
Annual Charge: \$337.50		
2. 855 N. Wolfe Street	855 N. Wolfe Street, LLC	Two bracket signs 6.25' each
Annual Charge: \$105.40		
3. 1615 Thames Street	Brown's Wharf, LLC	One bracket sign 2' x 3'
Annual Charge: \$52.70		
4. 1552 Ridgely Street	LHB Benson, LLC	One canopy 20' x 4'
Annual Charge: \$168.00		
5. 1001 Eastern Avenue	Exeter Company, LLC	Single face electric sign 11' x 3'
Annual Charge: \$140.60		

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DGS - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 1303 Greenmount Ave.	LJ Johnston Square, LLC	Service connection seven 4" ducts @ 112 linear feet
Annual Charge: \$2,744.00		
7. 1121 Light Street	Reamer Holdings, LLC	Dumpster 6' x 4'
1123 Light Street	Reamer Holdings, LLC	Dumpster 6' x 4'
Annual Charge: \$672.00		
8. 710 S. Central Ave. k/a 1000 Lancaster	Harbor East Office, LLC	Outdoor seating 886 sq. ft.
Annual Charge: \$11,621.50		

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

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Health Department - Employee Expense Reports

ACTION REQUESTED OF B/E:

The Board is requested to approve the various expense reports for following employees.

1. **JENNIFER PANKEY** **\$ 67.15**

Account: 1001-000000-3080-288700-603002
September 2011 - Mileage

2. **TANNYKA COLEMAN** **\$ 11.66**

Account: 4000-422812-3080-294286-603002
August 2011 - Mileage

These expense reports are late because the Supervisor was working on more pressing assignments and failed to reassign the expense report approvals to another Supervisor.

3. **DEBORAH MARTIN** **\$ 58.29**

Account: 1001-000000-3080-288700-603002 **\$ 48.29**
July 2011

1001-000000-3080-288700-603003 **\$ 10.00**
July 2011

Ms. Martin submitted her expense statement in August 2011. However, it was not processed until now.

The Department apologies for the lateness.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work

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BOARD OF ESTIMATES

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Health Department - cont'd

days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

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Health Department - Ratification of Outstanding Invoices

ACTION REQUESTED OF B/E:

The Board is requested to ratify outstanding invoices and approve and authorize payment to Jay's Restaurant Group, Inc.

AMOUNT OF MONEY AND SOURCE:

\$359.98 - Invoice date - 9/14/2011
136.62 - Invoice date - 10/21/2011
\$496.60 - 4000-436112-3255-316200-604014

BACKGROUND/EXPLANATION:

On June 16, 2011, the Board approved Purchase Order No. P517347 for Jay's Restaurant Group, Inc. for lunches, for the period of May 1, 2011 through October 31, 2011 in the amount of \$984.52.

Due to a program oversight and staff changes, a Change Order to increase the Purchase Order was requested too late to pay the outstanding invoices.

Therefore, the Department is requesting the Board to ratify the invoices and authorize payment to Jay's Restaurant Group, Inc.

The Department apologizes for the lateness of these invoices.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

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Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The agreement is for the period July 1, 2012 through June 30, 2013, unless otherwise indicated.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

1. **THE UNITED STATES OF AMERICA** **\$0.00**
NATIONAL LABOR RELATIONS BOARD

2. **HISTORIC EAST BALTIMORE COMMUNITY** **\$0.00**
ACTION COALITION, INC.

The SCSEP provides part-time work experience and training opportunities for low-income residents of Baltimore City, aged 55 years and older with no upper age limit. The program participants are placed in social, health, welfare, educational, legal and other similar services.

The SCSEP Program seeks new host agencies throughout the fiscal year to facilitate placement of its participants in non-profit/governmental agencies to provide services which would otherwise not be available due to a lack of funds.

The agreements are late because they were recently completed.

SENIOR COMPANION PROGRAM (SCP)

3. **FUTURE CARE CHARLES VILLAGE, LLC.** **\$0.00**

A grant from the Corporation for National and Community Service funds the SCP. The grant pays 100% of the cost for the Senior Companions to volunteer to assist special needs clients who want to remain in their homes. While the Senior Companions are on duty, the grant provides for their life

Health Department - cont'd

insurance, transportation and other benefits.

The agreement is late because it was recently returned to the Department.

APPROVED FOR FUNDS BY FINANCE

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

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BOARD OF ESTIMATES

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Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant award from The Henry and Ruth Blaustein Rosenberg Foundation, Inc. The period of the grant is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - 6000-626613-3080-292301-406001

BACKGROUND/EXPLANATION:

Under the terms of the grant, the funds will be used for the Teen Pregnancy Prevention Initiative. The funds will support activities to reduce teen births by making age appropriate and evidence-based health education, clinical services and purposeful community engagement, accessible to young people to help them grow as civic leaders.

The grant award is late because it was recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

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BOARD OF ESTIMATES

08/29/2012

Health Department - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with The Aaron Straus & Lillie Straus Foundation, Inc. The period of the grant agreement is August 1, 2012 through August 31, 2012.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 6000-626613-3080-292302-406001

BACKGROUND/EXPLANATION:

Under the terms of the grant agreement, the funds will be used for the Teen Pregnancy Prevention Initiative. The funds will support activities to reduce teen pregnancies by making age appropriate and evidence-based health education, clinical services and purposeful community engagement, accessible to young people to help them grow as civic leaders.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

PERSONNEL MATTERS

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The Board is requested to approve
all of the Personnel matters
listed on the following pages:

25 - 37

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.

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PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. KYLE M. WHITT	\$17.50	\$10,500.00

Account: 1001-000000-2401-258300-601009

Mr. Whitt, retiree, will work as an Administrative Coordinator for the Bureau of Animal Control. He will be responsible for entering records into the Customer Service Request system and assisting citizens with their animal complaints and concerns. Mr. Whitt will also record and distribute all incoming and outgoing mail, input and print all Animal Facility Permits, and inform citizens on different matters concerning animal abuse and animal cruelty within their community.

In addition, he will assist with scheduling and coordinating Animal Hearing Board hearings, maintain all Animal Hearing Board decisions, notify all owners and other interested parties of these decisions, and assist the Director of Animal Control in daily operations. The period of the agreement is effective upon Board approval through December 31, 2012.

2. ANNIE RICKS	\$ 8.16	\$ 8,062.08
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Account: 4000-432913-3024-295900-601009

Ms. Ricks will work as a Food Service Manager for the Zeta Senior Center. She will be responsible for maintaining paperwork, meal counts, collecting funds, ordering supplies and preparing daily reports through the Touch Screen System as well as supervising food service aides. The period of the agreement is October 1, 2012 through September 30, 2013.

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BOARD OF ESTIMATES

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PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
3. JOY I. FREEDMAN	\$25.00	\$ 2,000.00

Account: 1001-000000-2401-258300-601009

Ms. Freedman will work as an Animal Hearing Panel Member for the Bureau of Animal Control. She will attend administrative hearing sessions; conduct hearings, and insure procedural due process in accordance with City procedures and guidelines. She will assure that all documents and items presented at the hearing are made part of the hearing record; receive relevant evidence concerning the issues related by aggrieved parties and the Department; and produce clear, definitive, written recommendations setting forth her findings of facts and conclusion of law. She will be responsible for the mailing and delivery of a copy of the written final decision and/or order within 30 days of the determination of the hearing. The period of the agreement is effective upon Board approval through June 30, 2013.

4. KATHY DEAVER	\$ 7.40	\$ 7,311.20
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Account: 4000-432913-3024-295900-601009

Ms. Deaver will work as a Kitchen Aide for the Zeta Senior Center. She will be responsible for setting-up and breaking down the kitchen and dining area for breakfast and lunch; checking food for appropriate temperature and making sure food products are properly stored, and stocking the kitchen for the next day. The period of the agreement is October 1, 2012 through September 30, 2013.

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PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
5. DARLENE KESS	\$ 9.00	\$ 8,892.00

Account: 4000-433513-3024-295900-601009

Ms. Kess will work as an Office Assistant for the Zeta Center. She will provide office support to the Center Manager and act as liaison between the public and Center Director. She will use basic office equipment such as the telephone, computer, copy and fax machine. She will register participants for membership and classes, maintain membership information, maintain filing system, and collect fees for membership. She will send out brochures and information to the public, including center members. She will enter membership and class information in the UPT System and greet visitors and members. The period of the agreement is October 1, 2012 through September 30, 2013.

6. ROOSEVELT FENNOY	\$14.00	\$15,400.00
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Account: 5000-520133-3030-702900-601009

Mr. Fennoy will work as a Building Repairer for the Healthy Teens and Young Adults Program. His duties will include, but are not limited to repairing, maintaining and providing a variety of custodial services. The period of the agreement is September 3, 2012 through June 30, 2013.

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PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
7. RONALD S. SAVAGE	\$25.00	\$ 7,500.00

Account: 1001-000000-2401-258300-601009

Mr. Savage, retiree, will work as a Chairperson for the Animal Hearing Panel. He will provide for the resolution of disputes arising from the enforcement of Title 10 of the Baltimore City Health Code and administer the activities of the Panel. The period of the agreement is effective upon Board approval through June 30, 2013.

8. ROBERT L. ANDERSON	\$25.00	\$ 1,750.00
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Account: 1001-000000-2401-258300-601009

Mr. Anderson, retiree, will work as an Animal Hearing Panel Member for the Bureau of Animal Control. He will be responsible for providing notices of hearings in writing to the aggrieved party and interested party and the Office at least five day before the hearing. He will attend meetings as scheduled by the Chairperson of the panel and conduct hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations. He will obtain all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearings on the issue involved at the hearings. The period of the agreement is effective upon Board approval through June 30, 2013.

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PERSONNEL

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
9. OTTOLIE McJILTON	\$15.00	\$18,720.00

Account: 4000-433513-3024-268400-601009

Ms. McJilton will work as a Program Assistant II at the Hatton Senior Center. Her duties will include assisting in the day-to-day operations of programs in the absence of the Program Director; assisting with gathering of statistical data relative to program operation, collecting, compiling, examining, and reporting data regarding program activities and participants. She will also be responsible for preparing reports in relation to State required reporting; assisting with information and assistance to seniors by telephone or direct person-to-person contact, as well as assisting with the planning and implementation of educational and health, recreational, social and other programs. The agreement is for the period October 1, 2012 through September 30, 2013.

10. Reclassify the following vacant position:

Job No. 3080-49451

From: 61113 - Health Program Administrator III
Grade: 116 (\$53,900.00 - \$76,000.00)

To: 61224 - Director, Health Program Planning & Evaluation
Grade: 118 (\$58,800.00 - \$83,800.00)

Costs: \$6,113.00 - 4000-499012-3030-513200-601001

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PERSONNEL

Health Department

11. Upgrade the following classification:

From: 61193 - Director, Adolescent and Reproductive Health
Grade: 118 (\$58,800.00 - \$83,800.00)

To: 61193 - Director, Adolescent and Reproductive Health
Grade: 119 (\$61,900.00 - \$87,500.00)

Costs: \$4,241.00 - 4000-422713-3030-279200-601001

12. Create the following position:

Job Code: 61291 - Epidemiologist
Grade: 113 (\$46,700.00 - \$65,500.00)
Job No. to be assigned by BBMR

Costs: \$69,894.00 - 1001-000000-3150-307700-601001

Department of Law

13. **MELODIE HAHN HENGERER** \$30.00 **\$55,000.00**

Account: 2036-000000-1752-175200-601009

Ms. Hengerer will work as a Special Assistant Solicitor in the Department/Litigation Practice Group. She will be responsible for assisting the Litigation Group in defending City departments, agencies, and representing the City. The period of the agreement is September 4, 2012 through September 3, 2013.

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

Department of Law - cont'd

14. Reclassify the following vacant position:

Job No. 8620-15554

From: 10198 - Assistant Solicitor
Grade: 937 (\$44,200.00 - \$ 84,600.00)

To: 10199 - Chief Solicitor
Grade: 958 (\$77,200.00 - \$121,400.00)

Costs: \$4,428.00 - 2036-0000000-8620-175200-601001

Enoch Pratt Free Library

15. Reclassify the following position:

Job No. 4501-15835

From: Job Code: 00656
Class: Librarian I
Grade: 087

To: Job Code: 00657
Class: Librarian II
Grade: 090

Cost: (\$5,745.00) - 1001-000000-4501-349900-601001

Fire Department

Reclassify the following ten vacant positions:

16. From: 41210 - Firefighter/Paramedic
Grade 312 (\$35,148.00 - \$56,094.00)
Job Numbers: 2121-13196, 2121-13554,
2121-13400, 2121-13324, 2121-13395,
2121-13749, 2121-45300, 2121-13642,
2121-13896, 3191-13542

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

Fire Department - cont'd

TO: 41209 - EMT Firefighter
Grade: 311 (\$34,146.00 - \$54,567.00)

Cost: (\$20,160.00) - 1001-000000-2121-226400-601061

Department of Recreation and Parks

17. a. Change class titles and upgrade the following two classifications:

1. Job Code: 53693

From: Class: Tree Service Technician
Grade: 082 (\$31,225.00 - \$36,934.00)

To: Class: Forestry Technician
Grade: 084 (\$33,510.00 - \$39,994.00)

2. Job Code: 71411

From: Class: Assistant City Arborist
Grade: 088 (\$38,939.00 - \$47,176.00)

To: Class: Urban Forester
Grade: 090 (\$42,267.00 - \$51,371.00)

b. Create the following four positions:

Positions

1 Class: Forestry Technician
Grade: 084 (\$33,510.00 - \$39,994.00)

3 Class: Urban Forester
Grade: 090 (\$42,267.00 - \$51,371.00)

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

Department of Recreation and Parks - cont'd

c. Reclassify the following three filled positions:

Job Numbers: 4783-24606, 4783-24629, and 4783-48294

From: Job Code: 53693
Class: Tree Service Technician
Grade: 082 (\$31,225.00 - \$36,934.00)

To: Job Code: 71411
Class: Urban Forester
Grade: 090 (\$42,267.00 - \$51,371.00)

Cost: \$301,329.00 - 1001-000000-5051-385300-601001

Department of Public Works/Bureau of Solid Waste

18. a. Reclassify nine filled and vacant positions:

Job Numbers: 5152-35928, 5152-34733, 5152-36139,
5152-36093, 5152-34744, 5161-36353, 5152-36168, and
5152-36082

From: Job Code: 33371
Class: Radio Dispatcher I
Grade: 078 (\$27,958.00 - \$32,241.00)

To: Job Code: 33112
Class: Data Entry Operator II
Grade: 078 (\$27,958.00 - \$32,241.00)

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

DPW/Bur. of Solid Waste - cont'd

b. Job Number: 5152-34658

From: Job Code: 33371
Class: Radio Dispatcher I
Grade: 078 (\$27,958.00 - \$32,241.00)

To: Job Code: 33115
Class: Data Entry Supervisor I
Grade: 084 (\$33,510.00 - \$39,994.00)

Cost: \$53,765.00 - 1001-000000-5152-386500-601001

Mayor's Office of Human Services/Homeless Services Division
(MOHS)

19. a. Change class titles and upgrade the following two non-Civil Service classifications:

1. Job Code: 00417

From: Class: Homeless Housing Developer I
Grade: 087 (\$37,407.00 - \$45,218.00)

To: Class: Program Compliance Officer II
Grade: 110 (\$40,000.00 - \$48,900.00)

2. Job Code: 00418

From: Class: Homeless Housing Developer II
Grade: 089 (\$40,540.00 - \$49,222.00)

To: Class: Program Compliance Supervisor
Grade: 114 (\$48,600.00 - \$59,100.00)

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

MOHS/Homeless Services Division

b. Reclassify the following five filled positions and create one position:

1. Job No. 3573-48880

From: Job Code: 00416
Class: Program Compliance Officer I
Grade: 087 (\$37,407.00 - \$45,218.00)

To: Job Code: 00417
Class: Program Compliance Officer II
Grade: 110 (\$40,000.00 - \$48,900.00)

2. Job No. 3573-47343

From: Job Code: 00420
Class: EDP Communications Coordinator
Grade: 089 (\$40,540.00 - \$49,222.00)

To: Job Code: 00417
Class: Program Compliance Officer II
Grade: 110 (\$40,000.00 - \$48,900.00)

3. Job No. 3573-36522

From: Job Code: 00015
Class: ADM Assistance
Grade: 940 (\$48,900.00 - \$67,000.00)

To: Job Code: 00417
Class: Program Compliance Officer II
Grade: 110 (\$40,000.00 - \$48,900.00)

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

4. Job No. 3573-14255

From: Job Code: 00419
Class: Homeless Program Coordinator
Grade: 088 (\$38,939.00 - \$47,176.00)

To: Job Code: 00417
Class: Program Compliance Officer II
Grade 110: (\$40,000.00 - \$48,900.00)

5. Job No. 3573-34826

From: Job Code: 00180
Class: Administrative Assistant
Grade: 941 (\$49,400.00 - \$84,800.00)

To: Job Code: 00418
Class: Program Compliance Supervisor
Grade: 114 (\$48,600.00 - \$59,100.00)

6. Create the following one position:

Job Code: 00417
Class: Program Compliance Officer II
Grade 110: (\$40,000.00 - \$48,900.00)

Cost: \$ 74,987.12 - 4000-496313-3573-267800-601001
85,846.85 - 6000-685213-3571-591400-601001
\$160,833.97

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

Department of Human Resources

20. a. Upgrade and change title of the following
current classification:

From: 36621 - Personnel Policy Analyst
Grade 111 (\$41,700.00 - \$52,200.00)

To: 33621 - Human Resources Policy Analyst
Grade 116 (\$53,900.00 - \$65,600.00)

b. Reclassify one vacant position:

Job Number: 1603-4629

From: 33621 - Personnel Policy Analyst

To: 33621 - Human Resources Policy Analyst

Cost: \$15,934.00 - 1001-000000-1603-172500-601001

AGENDA

BOARD OF ESTIMATES

08/29/2012

State's Attorney's Office - Grant Agreements

The Board is requested to approve and authorize acceptance of the following grant award agreements.

1. **GOVERNOR'S OFFICE OF CRIME** **\$17,500.00**
CONTROL AND PREVENTION (GOCCP)

Account: 5000-501313-1156-117900-600000

The GOCCP awarded the grant renewal for the Latino Victim Advocate. The funds will be used for the partial salary of a victim advocate dedicated to service Spanish speaking victims and cooperating witness in the District Court. The grant is for the period July 1, 2012 through June 30, 2013.

2. **GOVERNOR'S OFFICE OF CRIME** **\$98,280.00**
CONTROL AND PREVENTION (GOCCP)

Account: 5000-504813-1150-118000-600000

The GOCCP awarded the grant renewal for Project EXILE. The funds will be used to provide support for the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the City-wide effort to reduce gun violence. The grant is for the period July 1, 2012 through June 30, 2013.

The Department recently received the award from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Mayor's Office of Human Services - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a consultant agreement with Shawn M. Flower, Ph.D. d/b/a Choice Research Associates. The amendment extends the period of the agreement through December 31, 2012.

AMOUNT OF MONEY AND SOURCE:

No funds are requested.

1001-000000-3571-327200-603026

BACKGROUND/EXPLANATION:

On March 14, 2012, the Board approved the agreement in the amount of \$10,000.00, for a six-month period.

Under the agreement, the consultant will assist in creating and implementing the development of strategies and policies to reduce offender recidivism, including identifying programs and strategies to prepare offenders for release from incarceration, collaboration between City agencies, and partnerships with the Department of Public Safety and Correctional services, and community and faith-based organizations to provide post release services.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Mayor's Office of Human Services (MOHS) - Grant Agreements

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

HOMELESS SERVICES PROGRAM

1. **MARIAN HOUSE, INC.** **\$ 30,396.00**

Account: 4000-496211-3573-367819-603051

The organization will provide permanent housing and comprehensive supportive services to 19 homeless women in its Serenity Place permanent housing program. The period of the agreement is December 1, 2011 through November 30, 2012.

2. **MARIAN HOUSE, INC.** **\$201,023.00**

Account: 4000-496212-3572-591419-603051

The organization will provide transitional housing and comprehensive supportive services to 43 single homeless women and four families. The period of the agreement is February 1, 2012 through January 31, 2013.

MWBOO GRANTED A WAIVER.

3. **PROJECT PLASE, INC.** **\$230,284.00**

Account: 4000-496211-3573-591435-603051

The organization will provide permanent housing for homeless persons and/or families with disabilities that include physical, mental or emotional impairment and HIV/AIDS. The period of the agreement is July 1, 2012 through June 30, 2013.

MWBOO GRANTED A WAIVER.

The agreements are late because of the delays at the administrative level.

AGENDA

BOARD OF ESTIMATES

08/29/2012

MOHS - cont'd

4. THE SALVATION ARMY, BALTIMORE \$ 151,845.00

Account: 4000-496211-3572-591430-603051

The organization will operate a 19-bed transitional housing program, to serve 76 families, at its Booth House facility located at 1114 N. Calvert Street in Baltimore City. The facility is designed to provide a safe, caring environment where homeless women with children may learn the life skills needed to become self-sufficient, productive members of society. The services to be provided will include but not be limited to screening and assessment of clients for appropriateness and to determine the level and type of services needed. The period of the agreement is October 1, 2011 through September 30, 2012.

This agreement is late because more time was required than anticipated for the Department and organization in reaching an acceptable agreement on the terms and conditions.

MWBOO GRANTED A WAIVER.

HEAD START PROGRAM

5. DAYSPRING PROGRAMS, INC./ \$3,059,983.00
DAYSPRING HEAD START PROGRAM

Account: 4000-486313-6051-515600-603051

The organization will provide Head Start services to 511 children and their families. A two month advance of \$606,433.00 was approved by the Board on June 27, 2012. The total contract amount is \$3,666,416.00. The period of the agreement is July 1, 2012 through June 30, 2013.

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

MOHS - cont'd

MBE:	Charm City Caterers, Inc.	\$200,000.00	5.45%
WBE:	Sue-Ann's Office Supply, Inc.	\$ 4,000.00	0.11%

The provider requested and was granted a waiver of the balance of the MBE/WBE goals. Of the total amount of \$3,666,416.00, \$3,087,868.00 are for items that are proprietary and non-segmentable. The goals were set on the non-exempt amount of \$578,548.00.

6. ST. VERONICA ROMAN CATHOLIC CONGREGATION, INC./ST. VERONICA HEAD START PROGRAM **\$1,719,431.00**

Account: 4000-486313-6051-515900-603051

The organization will provide Head Start services to 289 children and their families. A two-month advance of \$341,006.00 was approved by the Board on June 27, 2012. The total contract amount is \$2,060,437.00.

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

MBE:	Rufus Ingram, P.A.	\$ 15,600.00	.76%
	DSQ Solutions, LLC	\$ 22,800.00	1.10%

WBE: None

The provider requested and was granted a waiver of the balance of the MBE/WBE goals. Of the total amount of \$2,060,437.00, \$1,818,142.00 are for items that are proprietary and non-segmentable. The goals were set on the non-exempt amount of \$242,295.00.

The agreements (item nos. 5 and 6) are late because the MOHS received the notice of grant awards from the Department of Health and Human Services Administration for Children and Families on July 10, 2012.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/29/2012

MOHS - cont'd

- 7. **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)** **\$9,038,879.00**

Account: 4000-490913-3571-333700-404001

On July 27, 2012, the City received notification from HUD that the FFY 2012 Housing Opportunities for Persons with Aids Grant was awarded for the period July 1, 2012 through June 30, 2015. The funds are to be used for housing and supportive services for persons living with HIV/AIDS in the Baltimore Metropolitan Area. The City is the grantee for the City and the six surrounding counties. The City contracts with the governments of the surrounding counties to distribute their funding and issues a competitive grant application for City service providers.

- 8. **UNITED WAY OF CENTRAL MARYLAND (UWCM)** **\$ 56,000.00**

Account: 6000-612812-1191-594700-406001

On July 25, 2012, the UWCM notified the MOHS-Baltimore Community Action Partnership that it was awarded a FY2012 Access to Healthy Food Initiative grant. The FY2012 award amount is \$56,000.00. The Community Action Partnership will implement Project Fresh Beginning. This innovative program provides nutritional education and food resources to help low-income families sustain a healthy lifestyle and household budget. The period of the grant is July 1, 2012 through December 31, 2012.

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

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Housing and - Local Government Resolutions
Community Development

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

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

- 1. COMMUNITY LAW CENTER, INC. \$30,000.00**
(CLP)

The Community Law Center, Inc., located at 3355 Keswick Road, proposes the Neighborhood Revitalization Project. The project will focus on the Community Legal Services Program which provides legal representation to community associations in Baltimore City. The Community Law Center, Inc. represents the interests of community leaders to protest liquor license renewals and license transfers for bars and package goods stores that refuse to be good neighbors, engages legal strategies to combat vacant properties and stop drug dealers from using houses for the distribution of narcotics, and provides other legal assistance to help neighborhood associations realize their revitalization goals.

The mission of the Community Law Center, Inc. is to provide legal services to communities and nonprofit organizations throughout Maryland and to promote stronger nonprofits and more vibrant neighborhoods. Founded in 1986 by a group of lawyers and community organizers who saw the need for residents in Baltimore City to band together and with the assistance of volunteer attorneys, advocate effectively for the neighborhoods. The Community Law Center, Inc. also develops self-help publications, workshops and training programs for the pro bono attorneys, clients and community leaders. As a result, the organizations are properly structured, well organized, in compliance with Federal and State laws and regulations and properly represented in all matters requiring an attorney.

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

2. B & O RAILROAD MUSEUM, INC.

\$50,000.00
(CLP)

The B & O Railroad Museum, Inc., located at 901 W. Pratt Street proposes restoring the B & O J.C. Davis #600 - The last of eight locomotives damaged by the B & O Railroad Museum's Roundhouse roof collapse. This engine is the last of eight historically significant locomotives in need of restoration resulting from damages caused by the 2003 President's Day blizzard and the resulting collapse of the B & O's Roundhouse roof. The funds will allow the museum's experienced restoration staff to focus on and complete the project in a one-year time period.

Built in 1875, the B & O J.C. Davis #600 is one of only two locomotives surviving from the 1876 Centennial Exposition in Philadelphia. Its size and power, and stylistic beauty are considered high-water marks for the post-Civil War period of American Railroading. The wooden cab and wooden running boards have been almost completely destroyed, the metal of the engine and tender have been dented and punctured, asbestos beneath the boiler's jacketing have been significantly disturbed and the surface is either peeling paint or rust because of the engine's exposure to the elements of the collapse. The intent of the project is to restore the engine to as close to its 1875 appearance as possible.

The mission of the B & O Railroad Museum, Inc. is to preserve the physical legacy and the experience of American railroading and to interpret and present its history to the widest possible audience. The museum emphasizes the history of the Baltimore & Ohio Railroad, Western Maryland Railway, CSX Corporation and other Maryland Railroads and those entities with which they are connected or closely interact with to develop programs which help broaden and deepen public appreciation of the past, present and future significance of the railroad industry in the development of American life.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Housing and Community Development (DHCD) - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Mr. Joseph Kershner for February 2012.

AMOUNT OF MONEY AND SOURCE:

\$33.77 - Mileage
8.00 - Parking
\$41.77 - 1001-000000-5824-408999-603002

BACKGROUND/EXPLANATION:

Mr. Kershner is the managing attorney for the Land Resources Division of the DHCD and is in part responsible for representing the City in legal forums, including but not limited to the General Assembly and various legal proceeding.

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.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Housing and - HOME Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnership Program (HOME) loan to Renaissance Gardens, Inc. The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>SOURCES</u>		<u>USES</u>	
\$7,976,640.00	HUD 202 Grant	\$6,864,600.00	Constr. Costs
400,000.00	HUD 202 Pre-Development	752,493.00	Fees Related to Construction
550,000.00	HOME Funds	133,500.00	Financing Fees
50,000.00	Borrower Equity	155,000.00	Acquisition
<u>\$8,976,640.00</u>		801,047.00	Develop. Fees
		15,000.00	Acct./Audit Fee
		225,000.00	FFE
		<u>\$8,976,640.00</u>	

Account: 9910-902-194-9610

BACKGROUND/EXPLANATION:

The loan funds will be used to support a portion of the hard construction costs of a four story building that will provide 60 elderly rental units to be located at 4311 Pimlico Road.

Comprehensive Housing Assistance, Inc. (CHAI) is the neighborhood and housing agency of the Associated Jewish Community Federation of Baltimore. CHAI currently provides services in the three basic areas: elderly housing

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

planning and development, residential housing services, and neighborhood organization and development. CHAI is committed to and provides a range of services that promote fair housing and improved opportunities for low-income groups, minorities, the disabled and the elderly.

The Park Heights Renaissance, Inc. (PHR) has joined CHAI as a co-developer for this project. Incorporated in November 2007, the PHR is a non-profit organization representing residents, businesses, religious institutions, schools, and other stakeholders committed to shaping a better future for the Park Heights community. Created by the Pimlico Community Development Authority, the PHR is the non-profit community development corporation for implementing the Park Heights Master Plan.

CHAI and the PHR submitted a proposal for the new construction of a 65,000 square foot, four story structure which will contain 60 one-bedroom units affordable to persons with incomes at or below 50% of the area median income, common laundry rooms to be used by all residents, multi-purpose room with seating for 100, administrative offices, a common living room to be located near the entry for social interaction and 33 parking spaces. The property has been consolidated from two parcels (4309-4311 Pimlico Road and 4410 Pall Mall Road, upon which was located the former Pall Mall Apartments, a 1970's garden apartment complex that recently had a substantial, on-going crime issue) and is now known as 4311 Pimlico Road. The site is governed by a HUD Deed of Foreclosure and owned by the Mayor and City Council of Baltimore. The previous structures have been demolished, and the Land Disposition Agreement and two amendments have been approved. Units will include a bathroom that can be adapted to meet accessibility requirements, a kitchen, living room, bedroom and closets.

DHCD - cont'd

The project will be designed to enable older adults to live independently for a far longer period than they will be able to in a conventional apartment building or in their own home. Nonetheless, the building will have the feel of an independent building and be designed to be a welcome, friendly environment to people of all ages that will visit the building and participate in a variety of senior and intergenerational activities.

An appraisal is not required since the HUD capital advance and the City funds are both grants to the project.

Participating Parties:

A. Developer

The owner of the project will be an entity whose member consists of representatives of CHAI and PHR, the co-developer of record.

B. General Contractor/Architect

Southway/McCoy Joint Venture will be the general contractor and will post a 100% payment and performance bond. Architectural services will be provided by Grimm+Parker.

C. Participating Lenders

U.S. Department of Housing and Urban Development (HUD)

HUD will provide construction financing in the amount of \$7,976,640.00 through its Section 202 Supportive Housing Program for the elderly. The HUD Capital Advance will be at zero percent interest per annum on sums advanced and secured by a first lien on the project. The construction

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

phase will not exceed 24 months. The permanent loan period will be 40 years, commencing at the end of the construction period. Payments of principal and interest will not be required provided that the project remains affordable to low-income elderly individuals. At the conclusion of the 40 year term, the Capital Advance will be forgiven.

In addition to the capital grant for construction costs, the U.S. Department of Housing and Urban Development will provide Section 202 funding that will include a Project Rental Assistance Contract to provide an operating subsidy for the entire project.

HOME Loan

During the construction loan period, interest will be at the rate of zero percent per annum on sums advanced. During the permanent loan period, the interest rate charged will be at the rate of zero percent per annum. The construction phase will be for a period not to exceed 24 months from the date of closing. The permanent loan period will be 40 years commencing at the end of the construction loan period. The Borrower will execute a Deed of Trust and Security Agreement securing the HOME loan, which will constitute a valid second lien on the project. The City's loan will be long-term, non-recourse debt.

The entire principal and any interest will be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the project or portions thereof without the prior written consent of the Department. Should an event of default occur under the loan documents, interest will accrue from the default at

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

the prime rate of interest declared by the Wall Street Journal from time to time, plus four percent.

MBE/WBE PARTICIPATION:

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

THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$550,000.00	9910-915011-9609	9910-902194-9610
Federal HOME	Home FY 2011	Renaissance Gardens
FY 2011	Reserve	Senior Apartments

This transfer will provide Federal HOME funds to Renaissance Gardens, Inc. for the construction of a-four story building that will provide sixty rental units for the elderly.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Housing and - Amendment to Land
Community Development Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to land disposition agreement (LDA) with Penn Square II Limited Partnership, developer.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 13, 2011, the Board approved a LDA with the developer for certain parcels located at 2614 - 2626 Pennsylvania Ave. The developer will construct thereon a sixty unit workforce rental housing complex.

This amendment to the LDA amends the conditions precedent to settlement and the settlement schedule. The DHCD recommends approval of the amendment to the LDA because of the tremendous benefits of this project to the community which includes the creation of sixty units of workforce housing, elimination of long-term blighting conditions, stabilization of the community, construction job opportunities and a substantial increase in property values.

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a land disposition agreement (LDA) for the sale of nine properties known as 2805, 2807, 2809, 2817, 2821, 2823, 2833, 2837 and 2839 Remington Avenue to Remington Row LLC, Developer. The Board is further requested to approve the Purchase Money Mortgage (PMM).

AMOUNT OF MONEY AND SOURCE:

\$40,500.00 - Purchase Money Mortgage

BACKGROUND/EXPLANATION:

Based on a fair market appraisal report, the vacant properties in the 2800 block of Remington Avenue are valued at \$4,500.00, each. The houses on this block consist of 3-story dwellings approximately 900 square feet in size that has been vacant for quite a while. The Developer estimates the cost to rehab each structure to be \$125,000.00, and the resale price will be approximately \$125,000.00 to \$144,000.00. The City will enter into a PMM with the Developer, in the amount of \$40,500.00 for the 9 structures. Once a property is rehabbed by Remington Row LLC, and sold to an occupying homeowner, the Developer will receive a credit of \$4,500.00, which will result in a zero balance it will owe the City for each successful sale. However, should the Developer rent any of the properties due to its inability to sell, it is then required to pay the City \$4,500.00 (the appraised purchase price), per rented structure. Funding for this project will be provided by The Reinvestment Fund (TRF).

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

The project was awarded to Seawall Development Company LLC, in response to a Request for Proposal offered by the DHCD on December 22, 2011. The block consists of 20 houses, 10 are occupied, 1 is owned by the Developer and 9 are vacant and owned by the City. Remington Row LLC, plans to conduct a complete renovation of the 10 three-story properties in the 2800 block of Remington Avenue and convert them into affordable owner-occupied dwellings under the business entity of Remington Row LLC.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an intergovernmental agreement for land disposition for the UFAS/Bailey Project with the Housing Authority of Baltimore City (HABC), for ten vacant lots located at 4403 Colborne Road, 6411 Dillon Street, 3908 Dorchester Road, 3405 Duvall Avenue, 4005 Fernhill Avenue, 4105 Garrison Boulevard, 5908 & 5910 Highgate Drive, 4617 Parkwood Avenue, and descriptive address (Block 4484 Lot 008).

AMOUNT OF MONEY AND SOURCE:

\$10.00 - Purchase Price
(\$1.00 per property)

BACKGROUND/EXPLANATION:

The total fair market value of the properties was determined, pursuant to the appraisal policy using the waiver valuation process in lieu of appraisals to be \$55,961.66. The fair market value was determined to be \$.63 per square foot.

On December 20, 2004, the HABC entered into the Bailey Consent Decree with the United States District Court for the District of Maryland (the Court) to redress alleged violations of Section 504, Title II of the American Disabilities Act (ADA), and the Fair Housing Act and their implementing regulations, 24 CFR Part 8 and 40, 28 CFR Part 35 and 24 CFR Part 100.

The Bailey Consent Decree stipulates that the HABC will make available for occupancy 755 public housing units accessible for persons with mobility impairments in accordance with the Uniform Federal Accessibility Standards (UFAS). The units are to be designed as long term affordable and will remain affordable for a minimum of 40 years. The unit mix will consist of 289 one-bedroom units, 194 two-bedroom units, 153 three-bedroom units,

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

40 four-bedroom units, six five-bedroom units, six six-bedroom units, and 67 one-bedroom convertible units that are UFAS compliant. A one-bedroom convertible unit can be converted to provide separate, private sleeping accommodations for the person with a disability who resides there and a personal care attendant.

To date the HABC has completed 609 of the 755 units with 146 units remaining to be completed. Of the 146 units remaining approximately 30 are under construction, 20 are under contract with a developer to be constructed and another 26 are planned to be produced through future public housing rehabilitation and development. It is the HABC's intent to hire contractors to construct the remaining 70 units on land currently in its possession or acquired from the City. The HABC will ultimately own and operate the residential public housing units. Once the units are constructed they will be offered to current public housing residents needing the features of the unit or to eligible families who need the features of the unit and who are on the HABC's public housing waiting list.

All of the units will comply with all applicable Federal regulations including, but not limited to UFAS/Section 504 Federal procurement requirements. In addition to the Federal laws and regulations, all of the units will satisfy the compliance requirements of the State of Maryland laws and regulations and the City Building Codes. The HABC proposes to develop the Bailey UFAS Scattered Site Public Housing Project (the Project) using the conventional method of public housing development. The HABC proposes to utilize its Moving to Work Reserves (MTW) up to the Total Development Costs (TDC) limit for the 70 units. The HABC will develop the Project as the owner entity, the HABC will procure the services of a residential construction contractor in accordance with 24 CFR Part 85. In addition, the HABC's Office of Engineering and Capital Improvements will manage the construction of at least five units.

DHCD - cont'd

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

The properties will be conveyed to the HABC for below the valuation waiver price to allow for the construction of UFAS units. The properties were valued as follows:

<u>Property</u>	<u>Valuation Waiver Proposed Price</u>	<u>Purchase Price</u>
4403 Colborne Road	\$9,053.10	\$1.00
6411 Dillon Street	\$7,717.50	\$1.00
3908 Dorchester Road	\$5,292.00	\$1.00
3405 Duvall Avenue	\$4,488.75	\$1.00
4005 Fernhill Avenue	\$9,450.00	\$1.00
4105 Garrison Boulevard	\$4,725.00	\$1.00
5908 Highgate Drive	\$3,310.97	\$1.00
5910 Highgate Drive	\$3,271.84	\$1.00
4617 Parkwood Avenue	\$3,937.50	\$1.00
Descriptive Address (Block 4484 Lot 008)	\$7,708.68	\$1.00

This sale will provide the following benefits:

- this development will eliminate neighborhood blight caused by City-owned vacant lots,
- the new construction will be to the specific benefit of the immediate communities, and
- will allow the HABC to fulfill part of its UFAS requirement.

MBE/WBE PARTICIPATION:

The purchaser has agreed to comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals.

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Housing and - Agreements
Community Development (DHCD)

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

1. JOHNSTON SQUARE COMMUNITY DEVELOPMENT CORPORATION, INC. (JOHNSTON SQUARE) \$ 27,800.00

Accounts: 2089-208913-5930-432926-603051	\$ 10,100.00
2089-208913-5930-432981-603051	\$ 11,570.00
2089-208913-5930-432923-603051	\$ 6,130.00

Johnston Square is the authorized Project Area Committee for the Johnston Square Urban Renewal Area. The organization is responsible for facilitating citizen participation in the planning and implementation of Community Development Block Grant activities in the Johnston Square Community. These activities include committee meetings, referrals for public services and community clean-ups. Under the terms of this agreement, the funds will be used to subsidize the organization's operating costs. The period of the agreement is August 1, 2012 through July 31, 2013.

2. PUBLIC JUSTICE CENTER, INC. \$ 30,010.00

Account: 2089-208913-5930-433329-603051

Under the terms of this agreement, the funds will support the Tenant Advocacy Project (TAP). The TAP pairs indigent tenants facing eviction and/or living in substandard housing with well-trained volunteer advocates and pro bono supervising attorneys who will counsel and represent them during summary eviction and rent escrow proceedings. The

AGENDA

BOARD OF ESTIMATES

08/29/2012

DHCD - cont'd

TAP also provides community education and outreach, initiates and participates in coalition building for low-income communities and advocates for important legal reform in landlord/tenant law. The period of the agreement is July 1, 2012 through June 30, 2013.

On May 2, 2012, 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 2012 Annual Action Plan for the following formula programs:

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

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2012 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

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

08/29/2012

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Rummel, Klepper & Kahl, LLP, for S.C. 845R, PAS Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$5,399,632.69 - State Fund
581,832.08 - City Revenue Bonds
1,237,295.51 - Baltimore County
\$7,218,760.28 - 9956-905527-9551-900010-703032

BACKGROUND/EXPLANATION:

The consultant will provide Post Award Engineering Services during construction of S.C. 845R. The engineering services will include: review of shop drawings, respond to requests for information, prepare operational and maintenance manuals, provide training to the plant operations personnel on the wastewater treatment systems provided in this project, provide instrumentation and control loop check out for plant-wide process control system, participate in system start up and develop record drawings. The consultant will also provide personnel for on-site observation, pile driving monitoring, and advise on the condition of potentially chrome containing soils and ground water. In addition, the consultant will conduct conditional and final acceptance inspection and prepare punch list items.

AGENDA

BOARD OF ESTIMATES

08/29/2012

BW&WW - cont'd

The consultant was approved by the Architectural and Engineering Awards Commission.

MBE/WBE PARTICIPATION:

MBE:	Sidhu Associates, Inc.	\$ 844,783.87	11.70%
	TLB Associates, Inc.	193,500.00	2.68%
	AS Architects, Inc.	513,881.22	7.11%
	EBA Engineering, Inc.	175,338.31	2.43%
	Glyndon Engineering & Technology Co.	55,871.21	0.77%
	Findling, Inc.	<u>194,167.41</u>	<u>2.69%</u>
	Total MBE:	<u>\$1,977,542.02</u>	<u>27.38%</u>
WBE:	Constellation Design Group, Inc.	\$ 230,829.57	3.20%
	Mahan Rykiel Associates, Inc.	69,087.27	0.96%
	CL Warfield and Associates, Inc.	85,805.34	1.19%
	Ross Technical Services, Inc.	<u>275,259.59</u>	<u>3.81%</u>
	Total WBE:	<u>\$ 660,981.77</u>	<u>9.15%</u>

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Bureau of Water and Wastewater - Settlement and Release Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a settlement and release agreement with V&S Contractors, Inc., for Contract No. 779.

AMOUNT OF MONEY AND SOURCE:

\$173,846.07 - 9956-905515-9551-900020

BACKGROUND/EXPLANATION:

On March 26, 2003, the Board of Estimates awarded Sanitary Contract No. 779 to V&S Contractors, Inc. On April 21, 2003, a Notice-to-Proceed was issued by the City to V&S Contractors to provide work under this contract. V&S Contractors, Inc. alleges services were rendered under this contract and are demanding payment. The City acknowledges receipt of work and agrees to final payment. This agreement has been negotiated by the Law Department to settle and resolve any and all claims between the City and V&S Contractors, Inc.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Public Works - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to agreement with E-Bid Systems, Inc. for the Public Bidding Process Automation System (e-Bid Construction).

AMOUNT OF MONEY AND SOURCE:

\$ 21,000.00 - Board of Estimates Security and MBE Requirements
8,700.00 - Additional on-site training of COB staff
25,000.00 - Provide Closed Captioning of Online
Video Tutorial and Compliance with MOIT
and ADA Standards (Catalpha Advertising - WBE
\$10,000.00)
32,000.00 - Planning and Design of Contract Administration
Module
(413,520.00) - Reduction in Software License & Maintenance, and
Hosting Expenses
(\$326,820.00) - 1001-000000-1901-1909000-603026

BACKGROUND/EXPLANATION:

The original RFP and agreement did not include all of the elements which are required to meet the City requirements for computer security, City and Federal standards for access by the disabled to the e-Bid Construction System, revision of the system to increase its accuracy in meeting MWBOO requirements, development of an engineering estimate front-end for the system, additional training for City staff, and development work for the final phase of system implementation; a Contract Administration Module that was part of the original contract.

Contract administration software, a minor component of the original project scope, is being removed so that the City can

AGENDA

BOARD OF ESTIMATES

08/29/2012

DPW - cont'd

pursue a separate procurement of such software to provide a more comprehensive solution that will provide the City with more functionality than originally desired and obtained as part of the original agreement. The net change in cost will be applied to this procurement.

Delays in implementation of the Project have reduced the cost of some project elements over the term of the contract for hosting services and software maintenance.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The amendment no. 2 to agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/29/2012

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to agreement with the Rummel, Klepper & Kahl, LLP, for Project 1143R, On-Call Construction Project Management, Scheduling, Inspection, and Engineering Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On June 29, 2011, the Board approved the original agreement in the amount of \$750,000.00 per year for a period of four years, for a total upset limit of \$3,000,000.00. The original agreement will expire on June 28, 2015.

Due to the increase in construction projects scheduled to begin in the near future, the Bureau is in need of additional consultant assistance per year that was not anticipated at the time of the advertisement/award.

The Bureau desires to make Section G, Engineering Fees of the original agreement have similar language to that of the other consultant agreement awarded under Project 1143 to EA Engineering, Science, and Technology, Inc. which does not limit the consultant to \$750,000.00 per year. This will allow the Consultant to provide services in an amount greater than \$750,000.00 per year, but not modify the total upset limit of \$3,000,000.00 during the term of the agreement. In addition, this amendment will correct some typographical errors. Tasks will be written as the need is identified and funds allocated accordingly at that time.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a right-of-entry agreement with the Housing Authority of Baltimore City. The period of the right-of-entry agreement is May 11, 2012 through May 10, 2016.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 9950-902256-9508-900020-706065

BACKGROUND/EXPLANATION:

On March 21, 2012, the Board approved the award of TR 08310, Rehabilitation of Central Avenue and Storm Drain from Eastern Avenue to Madison Avenue, to Monumental Paving & Excavating, Inc.

The Housing Authority of Baltimore City agreed to allow Monumental Paving & Excavating, Inc. to utilize 500 N. Central Avenue to store staging and construction materials and equipment associated with the project.

This request is late because of the development of the terms of the agreement.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - Mitigation Agreements

The Board is requested to approve and authorize execution of the traffic mitigation agreements with the developers. The agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

<u>Developer</u>	<u>Amount</u>
1. BARCLAY SQUARE LIMITED PARTNERSHIP	\$ 6,265.00

Account: 9950-907074-9512-000000-490375

The Developer proposes to perform the scope of work for redevelopment of Barclay Neighborhood II located at 400 E. 20th Street constructing 69 residential units. The developer agrees to make a one-time contribution of \$6,265.00 to fund the City's multimodal transportation improvements in the project's vicinity.

2. MOUNT SAINT JOSEPH'S COLLEGE, INC.	\$ 5,000.00
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Account: 9950-907074-9512-000000-490375

The Developer proposes to perform the scope of work for Mount Saint Joseph High School located at 4403 Frederick Avenue renovating a 23,000 square foot gymnasium and expanding it to a 45,000 square foot gymnasium. The developer agrees to make a one-time contribution of \$5,000.00 to fund the City's multimodal transportation improvements along Frederick Avenue.

Baltimore City Ordinance 06-345, approved November 11, 2006, determined that a Traffic Impact Study was required for the developments.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - Selected Source Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a selected source award to John W. Brawner Contracting Co. to make repairs to the Russell Street Bridge between Bush Street and Hamburg Street under terms equal to those on contract no. TR-08053, Repairs for Russell Street Bridge Over Ostend Street.

AMOUNT OF MONEY AND SOURCE:

\$211,610.73 - 9950-907753-9506-900020-702064 (State Rev. Bonds)

BACKGROUND/EXPLANATION:

On January 14, 2009, the Board awarded contract TR-08053 to the John W. Brawner Contracting Co. The contract TR-08053 was to be completed in 150 calendar days and included a one-year maintenance period. One year after the contract was completed, the Department of Transportation performed the required bridge inspection and discovered that additional repairs were needed to accommodate the joint openings at the north and south abutments of the Russell Street Bridge. These repairs were unrelated to the work performed by John W. Brawner Contracting Co. but are critical to preserve the structural integrity of the bridge. It is important to complete these repairs prior to the winter months when corrosion is most likely to occur due to deicing and freeze/thaw conditions.

As John W. Brawner Contracting Co. recently completed work on the structure, the Department believes that John W. Brawner Contracting Co. is in the best position to perform the work. To ensure that future repairs of this sort are conducted within a more appropriate contract, the Department of Transportation has advertised for Job Order Contract TR-12018 and expects to issue a Notice to Proceed on this contract in mid-October.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - cont'd

However, due to the long lead time to order materials for the Russell Street Bridge repairs, the Department believes that permitting John W. Brawner Contracting Co. to proceed is the best solution for the City. John W. Brawner Contracting Co. has agreed to perform the work in accordance with the prices established in TR-08053.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Whitman, Requardt & Associates, LLP, for Project No. 1055, Rehabilitate Roadways Around East Baltimore Life Science Park, Phase IC. The amendment no. 1 to the agreement extends the period of the agreement through August 18, 2014.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 19, 2009, the Board approved Project 1055, Rehabilitate Roadways Around East Baltimore Life Science Park Phase 1C with Whitman, Requardt & Associates, LLP in the amount of \$584,894.41, with a three-year term expiring August 19, 2012, for engineering design services.

This two-year time extension is needed to provide post award services and to complete East Baltimore Development Incorporated (EBDI) related work which has been delayed by EBDI. Project 1055 will now have an expiration date of August 18, 2014.

The consultant will continue to comply with Title 49 Code of Federal Regulations Parts 26 and the DBE goal established in the original agreement.

AGENDA

BOARD OF ESTIMATES

08/29/2012

DOT - cont'd

DBE: 25.00%

DBE: Sabra, Wang & Assoc.	\$108,968.73	18.63%
Prime Engineering & Architecture, Inc.	\$ 35,902.58	6.14%
Datta Consultants, Inc.	\$ 40,663.51	6.96%

AUDITS NOTED THE TIME EXTENSION.

(The amendment no. 1 to the agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Sabra Wang & Associates, Inc. for Project No. 979, Signal Timing Optimization. The amendment no. 1 to agreement extends the period of the agreement through August 12, 2013.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 12, 2009, the Board approved Project 979, Signal Timing Optimization for the City of Baltimore Central Business District and Principal Gateway Arterials in the amount of \$1,383,341.30. Under this agreement, Sabra Wang & Associates, Inc. will provide traffic engineering services. The one-year time extension is needed to complete additional work.

AUDITS NOTED THE TIME EXTENSION.

The consultant will continue to comply with Title 49 Code of Federal Regulations Parts (26) and the DBE goal established in the original agreement.

Sabra, Wang & Associates, Inc.	\$816,714.34	59.04%
Daniel Consultants, Inc.	\$ 94,520.73	6.84%
Norine Walker & Associates	\$ 33,777.50	2.45%
T3 Design Associates, Inc.	\$ 96,172.83	6.96%
Williams Associates	\$ 93,229.59	6.74%

(The amendment no. 1 to agreement has been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

* * * * *

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

74 - 76

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

08/29/2012

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Mayoralty-Related/Department of Planning</u>		
1. \$100,000.00 23 rd EDL	9904-907787-9129 Port Discovery Children's Museum - Reserve	9904-908787-9127 Port Discovery Children's Museum - Active

This transfer will provide funds to cover various capital costs at Port Discovery Children's Museum. These upgrades include upgraded flooring, including playground flooring for enhanced safety, electrical upgrades and other capital improvements.

2. \$200,000.00 23 rd EDL	9904-902782-9129 Everyman Theatre Renovations - Reserve	9904-903782-9127 Everyman Theatre Renovations - Active
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This transfer will provide funds for the renovations to the Town Theatre at 315 W. Fayette Street as the new permanent home of Everyman's Theatre, providing an additional 18,000 sq. ft. over its current outgrown leased space. The renovations to the Town Theatre will increase the production capacity of the theatre.

Department of Recreation and Parks

3. \$ 10,000.00 State	9938-908808-9475 Community Park and Playgrounds grounds FY11 - Reserve	9938-907808-9474 Community Park and Playgrounds FY11 - Active
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This transfer will provide funds to cover the costs associated with the renovation of Federal Hill Park and to reconcile the account's deficit.

AGENDA

BOARD OF ESTIMATES

08/29/2012

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Dept. of Rec. and Parks - cont'd</u>		
4. \$10,000.00 MVR	9938-902740-9475 Jones Falls Greenway Phase V - Reserve	9938-907740-9474 Jones Falls Greenway Phase V - Active

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #10 to Greenman-Pedersen, Inc.

5. \$20,000.00 Rec. & Parks 26 th Series	9938-903777-9475 Park Rehabilitation Program FY12 - Reserve	9938-901746-9474 Park & Playgrounds Renovation FY08 - Active
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This transfer will provide funds to cover the costs associated with Change Order No. 1 for Union Square Park renovation, Contract RP 10812 and to reconcile the account's deficit.

Department of Housing and Community Development (DHCD)

6. \$392,474.00 38 th CDBG	9993-920984-9587 Homeownership Incentives - Reserve	9993-941010-9593 Direct Homeownership
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This transfer will provide community development block grant funds for the Department's Homeownership Incentive Program for fiscal year 2013.

7. \$161,000.00 30 th CDB FY 2012	9910-904984-9587 Homeownership Incentive Program	
540,000.00 30 th CDB FY 2013	" "	
\$701,000.00		

AGENDA

BOARD OF ESTIMATES

08/29/2012

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
DHCD - cont'd		
\$406,000.00	-----	9910-906011-9588 Employees Home- buying Assistance
134,000.00	-----	9910-910017-9588 Buy Into Baltimore Program
161,000.00	-----	9910-911029-9588 Live Near Your Work Program
<u>\$701,000.00</u>		

This transfer will provide funds for the Department's Homeownership Incentive's Program for fiscal year 2013.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|--------------------|-----------------|
| 1. <u>FLUID SOLUTIONS, INC.</u> | <u>\$32,850.00</u> | <u>Only Bid</u> |
| Solicitation No. 07000 - Replacement Sleeves for EVR Pinch Valve - Department of Public Works - Req. No. R606005 | | |
| 2. <u>FALCON EXPRESS TRANSPORTATION</u> | <u>\$16,000.00</u> | <u>Renewal</u> |
| Solicitation No. B50002039 - Courier Services - Health Department - Req. No. P518013 | | |

On August 31, 2011, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$16,000.00 is for the period October 1, 2012 through September 30, 2013, with two one-year renewals remaining.

- | | | |
|--|--------------------|----------------|
| 3. <u>AGILENT TECHNOLOGIES</u> | <u>\$15,112.09</u> | <u>Renewal</u> |
| Solicitation No. 08000 - Instrument Maintenance Items - Police Department - Req. No. R555101 | | |

On September 22, 2010, the Board approved the initial award in the amount of \$15,112.09. The award contained five 1-year renewal options. This renewal in the amount of \$15,112.09 is for the period September 1, 2012 through August 31, 2013, with three one-year renewals options remaining.

- | | | |
|--|--------------------|----------------|
| 4. <u>FISHER SCIENTIFIC</u> | <u>\$16,000.00</u> | <u>Renewal</u> |
| Solicitation No. B50002081 - Drug Lab Daily Use Consumables - Police Department - Req. No. R580791 | | |

On September 12, 2011, the Board approved the initial award in the amount of \$16,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$16,000.00 is for the period September 9, 2012, through September 8, 2013, with two one-year renewals remaining.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

5. SIRCHIE FINGER PRINT LABORATORIES, INC.	\$16,000.00	Renewal
Solicitation No. B50001635 - Forensic Supplies for the Mobile Crime Lab - Police Department - Req. No. R552799		

On September 12, 2011, the Board approved the initial award in the amount of \$16,000.00. The award contained four 1-year renewal options. On August 10, 2012, the Board approved the first renewal in the amount of \$16,000.00. This renewal in the amount of \$16,000.00 is for the period September 29, 2012 through September 28, 2013, with three 1-year renewal options remaining.

6. MES/MARYLAND	\$24,500.00	Renewal
Solicitation No. B50002049 - Fire Tool and Equipment Repairs - Fire Department - Req. No. R580409		

On September 12, 2011, the Board approved the initial award in the amount of \$24,500.00. The award contained three 1-year renewal options. This renewal in the amount of \$24,500.00 is for the period August 31, 2012 through August 30, 2013, with two one-year renewals remaining.

7. F.L. ANDERSON COMPANY	\$35,367.00	Low Bid
Solicitation No. B50002562 - Turn-Out Boots - Fire Department - Req. No. R610064		

The period of the award is August 29, 2012 through August 28, 2013.

AGENDA

BOARD OF ESTIMATES

08/29/2012

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

8. <u>L/B WATER SERVICE, INC.</u>	\$25,422.60	Low Bid
Solicitation No. B50002565 - American Darling Hydrant Parts B62B - Department of Public Works - Req. No. R609231		

9. <u>HIBON, INC. DBA</u>		
<u>INGERSOLL-RAND COMPANY</u>	\$32,600.00	Only Bid
Solicitation No. B50002526 - Hibon Blower - Department of Public Works - Req. No. R607712		

10. <u>PITNEY BOWES, INC.</u>	\$36,304.00	Selected Source
Solicitation No. 06000 - Mail and Postage Machine Lease Payments - Police Department - Req. No. R610722/R605710		

Lease payments for rented postage equipment are in place in multiple sections of the Police Department.

11. <u>SIGMA-ALDRICH CORP.</u>	\$31,512.31	Only Bid
Solicitation No. B50002540 - 200 Proof Ethanol - Police Department - Req. No. R608452		

12. <u>FASTENAL COMPANY</u>	\$ 0.00	Renewal
Solicitation No. B50002162 - Railroad Spikes - Department of Public Works - Req. No. P518755		

On November 16, 2011, the Board approved the initial award in the amount of \$40,000.00. The award contained two 1-year renewal options. This renewal is for the period November 18, 2012 through November 17, 2013, with one 1-year renewal option remaining.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

13. HD SUPPLY	\$ 0.00	Renewal
Solicitation No. B50002187 - Water Supply Repair Tools - Department of Public Works - Req. No. P518766		

On November 17, 2011, the City Purchasing Agent approved the initial award in the amount of \$25,000.00. The award contained two 1-year renewal options. This renewal is for the period November 17, 2012 through November 16, 2013, with one 1-year renewal option remaining.

14. VANGUARD UTILITY SERVICE, INC.	\$500,000.00	Renewal
Solicitation No. B50001595 - Provide Large Water Meter Testing, Repair and Replacement - Department of Public Works, Revenue Measuring & Billing - P.O. No. P514854		

On September 15, 2010, the Board approved the initial award in the amount of \$382,789.35. The award contained four 1-year renewal options. On September 14, 2011, the Board approved the first renewal in the amount of \$400,000.00. This renewal in the amount of \$500,000.00 is for the period October 16, 2012 through October 15, 2013, with two 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

15. ALWAYS RECYCLING, LLC	Revenue	Renewal
Solicitation No. B50001505 - Provide Pickup & Payment for Unclean Brass Water Meters - Department of Public Works - P.O. No. P515136		

On September 22, 2010, the Board approved the initial award. The award contained two 2-year renewal options. This renewal is for the period September 30, 2012 through September 29, 2014, with one 2-year renewal option remaining.

MWBOO GRANTED A WAIVER.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

16. L/B WATER SERVICE, INC.	\$400,000.00	Renewal
Solicitation No. B50000696 - Mechanical Joint Ductile Iron Pipe - Department of Public Works, Bureau of Water and Wastewater - Req. No. P504889		

On October 22, 2008, the Board approved the initial award in the amount of \$150,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount \$400,000.00 is for the period October 22, 2012 through October 21, 2014.

MWBOO GRANTED A WAIVER.

17. MOSAIC CROP NUTRITION,	\$ 0.00	Renewal
LLC Solicitation No. B50001612 - Hydrofluorosilicic Acid for Water Filtration Plants for Baltimore - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P516589		

On November 3, 2010, the Board approved the initial award in the amount of \$1,278,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal is for the period November 15, 2012 through November 14, 2013, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

18. <u>R & S NORTHEAST</u>	<u>\$ 30,000.00</u>	<u>Renewal</u>
Solicitation No. 06000 - Contraceptives - Health Department - P.O. No. P517885		

On August 10, 2011, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. This renewal in the amount of \$30,000.00 is for the period September 1, 2012 through August 31, 2013, with two 1-year renewal options remaining.

MWBOO GRANTED A WAIVER.

19. <u>MARTEL LABORATORIES</u>		
<u>JDS, INC.</u>	<u>\$150,000.0</u>	<u>Renewal</u>
Solicitation No. B50000839 - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P505605		

On November 26, 2008, the Board approved the initial award in the amount of \$529,932.55. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$150,000.00 is for the period December 2, 2012 through December 1, 2013.

MWBOO GRANTED A WAIVER.

20. <u>WERT BOOKBINDING, INC.</u>	<u>\$ 75,000.00</u>	<u>Renewal</u>
Solicitation No. B50000688 - Library Binding Service - Enoch Pratt Free Library - P.O. No. P515044		

On October 15, 2008, the Board approved the initial award in the amount of \$75,000.00. The award contained two 1-year renewal options. On October 13, 2010, the Board approved the first renewal in the amount of \$75,000.00. This final renewal in the amount of \$75,000.00 is for the period November 1, 2012 through October 31, 2014.

MWBOO GRANTED A WAIVER.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

21. JESCO, INC.	\$2,500,000.00	Sole Source/ Agreement
Solicitation No. 08000 - Repair Service and Warranty Repairs - Department of General Services, Fleet Management Division - Req. No. R606457		

The Board is requested to approve and authorize execution of an agreement with JESCO, Inc. The period of the agreement is October 1, 2012 through September 30, 2015, with two 1-year renewal options.

The vendor is the manufacturer's sole authorized dealer for John Deere in the State of Maryland.

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

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

22. THE TRI-M GROUP, LLC	\$500,000.00	Increase
Solicitation No. B50000404 - High and Medium Voltage Electric Systems - Agencies - Various - Req. Nos. Various		

On May 14, 2008, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase is necessary due to an increase in usage. This increase in the amount of \$500,000.00 will make the award amount \$2,300,000.00.

AGENDA

BOARD OF ESTIMATES

08/29/2012

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

MBE: AM & Son Electric, LLC 8%

WBE: Ideal Electric Supply, Inc. 3%

MWBOO FOUND VENDOR IN COMPLIANCE.

23.MOTOROLA SOLUTIONS, INC.	\$1,516,800.00	Master Services Agreement
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Solicitation No. 06000 - 311 Call Center System Hosting - Mayor's Office of Information Technology - Req. Nos. Various

The Board is requested to approve and authorize execution of a master services agreement with Motorola Solutions, Inc. The period of the master services is September 29, 2012 through September 28, 2013.

On September 28, 2008, the board approved the initial award to Motorola Solutions, Inc. in the amount of \$5,364,000.00. Subsequent actions were approved. The extension of the existing contract is needed to maintain the continuity of services until a new contract is put in place.

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

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

24. DEPENDABLE RELIABLE SERVICE	\$ 10,000.00	
PB HEALTH HOME CARE AGENCY, INC.	20,000.00	
	<u>\$ 30,000.00</u>	Extension

Solicitation No. B50000747 - Provide In-Home Personal Care/ Homemaker Service - Health Department - P.O. Nos. P510684 & P510614

On November 26, 2008, the Board approved the initial awards to the above vendors in the amount of \$505,000.00. Subsequent actions were approved. A new solicitation for this requirement, B50002394, has been issued with bids due on September 12, 2012. An extension of this contract is needed to maintain the continuity of services until a new contract is put in place. This extension will make the total contract value \$1,461,015.26. The period of the extension is October 1, 2012 through October 31, 2012.

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

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

08/29/2012

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

25. P-B HEALTH HOME CARE AGENCY	\$ 12,600.00	
(P510682)		
S.T.A.R ASSOCIATES, INC.	9,600.00	
(P510685)		
TRUSTWORTHY STAFFING	13,050.00	
SOLUTIONS (P5106580)	\$ 35,250.00	
	\$ 11,750.00	Ratification
	23,500.00	Term Order
	\$ 35,250.00	

Solicitation No. 06000 - Provide Personal Care/Chore Services
 - Health Department - Req. Nos. Various

On July 23, 2008, the Board approved the initial award to the above vendors in the amount of \$105,000.00. Subsequent actions were approved.

Due to an administrative error, Contract No. B5000387 for Personal Care/Chore Services expired on July 30, 2012, with no renewal options. However, the vendors continued to supply services to meet the City's needs. It is requested that the expenditures from August 1, 2012 through August 29, 2012 be ratified, and that a Term Purchase Order be approved under the same terms and conditions as B5000387. A new solicitation for this requirement, B50002394, has been issued with bids due on September 12, 2012. An extension of this contract is needed to maintain the continuity of services until a new contract is awarded. The ratification and term order will make the total contract value \$691,490.00. The period of the ratification is August 1, 2012 through August 29, 2012. The period of the term order is August 30, 2012 through October 31, 2012.

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

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve the various expense Statements for Uniform expenses for the following employees.

1.	GLORIA JULIUS-ASKEW	\$200.00
	April 2011	\$131.99
	May 2011	\$101.92

The total uniform expenditure was \$233.91 however; the Local Union agreement lists a maximum Uniform reimbursement of \$200.00 per year.

2.	ALICE KEY	\$184.26
	July 2010	\$ 47.98
	February 2011	\$ 37.61
	March 2011	\$ 9.99
	April 2011	\$ 20.98
	May 2011	\$ 56.73

3.	DEBORAH MARTIN	\$200.00
	December 2010	\$ 34.97
	February 2011	\$ 11.99
	April 2011	\$ 69.26
	May 2011	\$ 91.95

The total uniform expenditure was \$208.17 however; the Local Union agreement lists a maximum uniform reimbursement of \$200.00 per year.

Account: 1001-000000-3080-288700-604003

These employees submitted their uniform expense statement in as instructed. The employees were incorrectly following an old uniform policy that instructed staff to accumulate

AGENDA

BOARD OF ESTIMATES

08/29/2012

Health Department - cont'd

receipts through the year and submit them at one time. The staff did not know that AM-240-11 was applicable to uniforms. The Department is now aware of the policy.

4. SUSAN BORINSKY \$ 79.93

Account: 1001-000000-3100-295900-604003
January 2012

Ms. Borinsky submitted her expense statement within the required time period, but it was misplaced during the Department's internal review process.

5. SHERIAN KELLY \$200.00

Account: 4000-425511-3041-268500-604003
February 2011 \$ 56.14
March 2011 \$175.32

The total uniform expenditure was \$218.35 however; the Local Union agreement lists a maximum uniform amount of \$200.00 per year.

Ms. Kelly's expense statement was lost during the routing process.

6. NANCY WOODHEAD \$161.17

Account: 1001-000000-3100-295900-604003
December 2010 \$ 74.99
January 2011 \$ 86.18

Ms. Woodhead submitted her expense statement two months after purchasing uniforms because she did not understand that she was responsible for submitting the original receipts to her supervisor within 30 days of purchase.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Health Department - cont'd

7. ANN PURCELL \$199.75

Account: 1001-000000-3100-295900-604003

Jan. 2011 \$ 89.90

Feb. 2011 \$109.85

Ms. Purcell submitted her request for reimbursement two months after purchasing uniforms because she did not understand that she was responsible for submitted the original receipts to her supervisor within thirty days of purchase.

8. MARY REGINA GROCHMAL \$186.80

Account: 1001-000000-3100-295900-604003

Mar. 2011 \$186.80

Ms. Grochmal expense statement was submitted because it was misplaced.

After receipt of the statements from the employees, the submission of these statements could not be finalized until other questions were researched about compliance with the uniform policy. 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.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with James Williams, lessee, for the rental of a portion of the property located at 1427 Light Street, Studio #203, known as School 33 Art Center. The period of the lease agreement is August 01, 2012 through July 31, 2013.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$ 3,900.00	\$ 325.00

BACKGROUND/EXPLANATION:

The lease has an option to automatically renew for one additional year. The lease may be terminated by the City during the original term and terminated during the renewal by giving a 60-day notice to the lessee. Mr. Williams will be responsible for heat, electricity, water, content insurance, all janitorial services, trash receptacles, and security. The lease agreement is late because of the delay of getting the lessee's signature.

The Space Utilization Committee approved this lease at its meeting on August 20, 2012.

AGENDA

BOARD OF ESTIMATES

08/29/2012

TRAVEL REQUESTS

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>				
1.	Lori Toscano	Ceasefire National Partner Meeting Chicago, IL Sept. 17 - 20, 2012 (Reg. Fee \$0.00)	OJJP FY2011	\$1,227.37

The Department has prepaid the airfare in the amount of \$310.60 on a City issued credit card assigned to Jacquelyn Duval-Harvey. The disbursement to Ms. Toscano will be in the amount of \$916.77.

2.	Catharine Watson Daphne Hicks Cynthia Mobley	National Family Planning & Repro- ductive Health Meeting (NFPRHA) Omaha, NE Sept. 9 - 12, 2012 (Reg. Fee \$0.00)	Family Planning Special Needs Account	\$ 840.56
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The Department has prepaid the airfare in the amount of \$271.70 on a City issued credit card assigned to Jacquelyn Duval-Harvey. The disbursement to Ms. Watson will be in the amount of \$568.86. Ms. Hicks and Ms. Mobley will receive a scholarship from NFPRAH covering all costs. Permission leave is requested for these employees.

Department of Planning

3.	Lynette Boswell- Washington Jill Lemke	Inner City Economic Conference Boston, MA Sept. 18 - 21, 2012 (Reg. Fee \$395.00 ea.)		\$2,582.45
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AGENDA

BOARD OF ESTIMATES

08/29/2012

TRAVEL REQUESTS

	<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement Systems</u>				
4.	Thomas Taneyhill Peter Keith Paul DeSimone	2012 Client Conference Summit Strategies Group St. Louis, MO Sept 19 - 20, 2012 (Reg. Fee \$157.00 ea.)	Spec- ial Funds Fire & Police	\$2,159.28

TRAVEL REIMBURSEMENT/APPROVAL

Bureau of Water and Wastewater

APPROVAL

5.	Bharat Patel	2012 City Works Conference Park City, Utah June 24 - 29, 2012 (Reg. Fee \$0.00)		\$1,578.70
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REIMBURSEMENT

The subsistence rate for this location is \$165.00. The Bureau is requesting reimbursement in the following amounts:

Airfare:	\$ 561.60
Ground	60.00
Transportation	
Hotel, Meals and	825.00
Incidental Exp.	
Occupancy Taxes	132.10
	<u>\$1,578.70</u>

AGENDA

BOARD OF ESTIMATES

08/29/2012

TRAVEL REIMBURSEMENT/APPROVAL

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			

REIMBURSEMENT

6.	Tonya Johnson	Healthy Teen Network Annual Conference Pittsburgh, PA (Oct. 11 - 14, 2011)	State Prep Grant	\$ 207.58
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On October 5, 2011, the Board approved a travel request for Ms. Catherine Watson and Ms. Tonya Johnson to attend the Healthy Teen Network Annual Conference in Pittsburgh, PA on October 11 -14, 2011. The Board approved a disbursement of \$588.00 to Ms. Johnson for subsistence. Ms. Watson and Ms. Johnson were going to carpool. However, Ms. Watson, the driver was unable to attend. Therefore, Ms. Johnson had to drive her vehicle and incurred additional expenses. The funds advanced to Ms. Watson were returned to the Baltimore City Health Department.

Ms. Johnson's reimbursement for additional expenses are as follows:

\$271.74	(489.6 miles x .555)
<u>(64.16)</u>	(remaining subsistence)
\$207.58	- reimbursement amount

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contract
listed on the following page:
95
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

08/29/2012

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- | | | | |
|----|---------------------|-------------------------|-------------|
| 1. | B50002393, Various | J. Gilbert, Inc. d/b/a | \$41,472.42 |
| | Trophies and Awards | Lamb Awards & Engraving | |

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Finance - Revisions to Municipal Post Office, AM-503-1

ACTION REQUESTED OF B/E:

The Board is requested to approve the revisions to Municipal Post Office, AM-503-1, dated October 8, 1987.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The major revisions to Municipal Post Office, AM-503-1, are the addition of personal mail policy and the revision of procedures for obtaining postage supplies. The revised policy on Municipal Post Office states that the Municipal Post Office does not deliver personal mail and magazines to employees. In addition, agencies will obtain postage supplies through CityDynamics, upon approval. The revisions to AM-503-1 are to reflect current practices by the Municipal Post Office.

AM-503-1 also standardizes address placement for better mailing results and to minimize cost in mail processing.

The revisions to AM-503-1 was recommended and reviewed by the Office of the Comptroller and the Bureau of Budget and Management Research, Department of Finance.

AGENDA

BOARD OF ESTIMATES

08/29/2012

Department of Finance - Revisions to Administrative Manual for Pagers and Cellular Phones, AM-509-02, and related forms AM-509-2-2 and AM-509-2-3

ACTION REQUESTED OF B/E:

The Board is requested to approve a revision to the Administrative Manual, Pagers and Cellular Phones, AM-509-02, dated January 6, 1999. The Board is further requested to approve the new Pagers and Cellular Phones Request Form, AM-509-2-2, and the new Justification Form for Pagers and Cellular Phones, AM-509-2-3, to the Administrative Manual.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The policy on Pagers and Cellular Phones, AM-509-2, provides guidance for the City department heads and supervisors, and establishes responsibility for the acquisition, management and cost control of pagers and cellular telephone equipment and services. The major revision to AM-509-2 is the removal of responsibilities related to the Page and Mobile Telephone Board since they are no longer applicable.

AM-509-2 clearly states that the initial request for pager or cellular equipment and services must be authorized by the agency head, in accordance with the Pager and Cellular Equipment/Services Policy and a Request Form and a Justification Form must be submitted to the Municipal Telephone Exchange.

AM-509-2-2 and AM-509-2-3 make available the Request Form and the Justification Form to employees who need to request new pager or cellular equipment.

The revision of AM-509-02 and the addition of AM-509-2-2 and AM-509-2-3 to the Administrative Manual was recommended and reviewed by the Office of the Comptroller and the Department of Finance.

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL

Baltimore City Circuit Court

	<u>Hourly Rate</u>	<u>Amount</u>
1. BEVERLY WISE	\$42.23	\$58,125.00

Account: 1001-000000-1100-109700-601009

Ms. Wise will work as an Administrative Director of the Medical Services Division. Her duties will include, but will not be limited to long-term planning both clinically and fiscally, establishment of policy and protocol for staff and student staff, preparation of grants and memoranda of understanding for programs exceeding \$1,000,000.00, and assisting in the annual preparation of the Bench Budget. In addition, Ms. Wise will provide liaison and direct contact between the Division and the Judges, Masters, and Court administrative staff, and ensure that all matters referred by the Courts to the Medical Services Division are managed in a timely and efficient manner. The period of the agreement is effective upon Board of Estimates approval for ten months.

Mayor's Office of Information Technology

2. DANIEL W. ATZMON	\$21.82	\$40,000.00
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Account: 1001-000000-1471-165700-601009

Mr. Atzmon will work as a Special IT Policy Analyst. His duties will include, but will not be limited to conducting research and analysis of IT issues that may impede development and deployment of IT strategic plan activities and researching IT issues and emerging technology for consideration of possible inclusion or revision of plans, policies and standards. Mr. Atzmon will prepare draft plans, policies, and standards, meet and discuss IT requirements with subject matter experts, stakeholders, and

AGENDA

BOARD OF ESTIMATES

08/29/2012

PERSONNEL - cont'd

program staff, and assist in documenting and designing metrics for new policies, processes, plans, and standards. He will draft responses to surveys; prepare recommendations for enhancements to existing policies, standard processes and systems. His additional duties will include working in the Project Management Office where he will assist in providing oversight to all the projects that comes in from all City agencies and providing social media where he provides service in the transparency to the community for the Mayor's Office in regards to IT. The period of the agreement is effective upon Board of Estimates approval for one year.

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|---------------------------|---------|--------------------|
| 3. GEORGE CANNOLES | \$ 8.50 | \$10,200.00 |
|---------------------------|---------|--------------------|

Account: 5000-578711-4711-361870-601009

Mr. Cannoles, a retiree, will serve as an Curator in the Horticulture Division. He will serve as curator of the orchid exhibit at the Howard P. Rawlings Conservatory and gardening work in and around the grounds of the Conservatory. The period of the agreement is effective upon Board approval for one year.

- | | | |
|-----------------------------|---------|---------------------|
| 4. ANDRE R. ROBINSON | \$55.00 | \$114,400.00 |
|-----------------------------|---------|---------------------|

Account: 2042-000000-1474-165700-603018

Mr. Robinson will work as a Project Manager. He will be responsible for overseeing the Inter Connect Broadband Network implementation on the southern fiber ring of 800 MHz and the connectivity of all 42 Public Safety and three government offices, and overseeing the overbuilding of the northern fiber ring of 800 MHz. The agreement is effective upon Board approval for one year.

The expenditure Control Committee reviewed and approved the personnel matters. The agreements have been approved by the Law Department as to form and legal sufficiency.

AGENDA

BOARD OF ESTIMATES

08/29/2012

PROPOSAL AND SPECIFICATIONS

1. Bureau of Water & Wastewater - SC 887, Upgrade of the SCADA System for the Pumping and Metering Stations
BIDS TO BE RECV'D: 09/26/2012
BIDS TO BE OPENED: 09/26/2012

2. Bureau of Water & Wastewater - SWC 7760R, Leakin Park Stream Restoration at Fairmount Storm Drain
BIDS TO BE RECV'D: 09/26/2012
BIDS TO BE OPENED: 09/26/2012

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED