

**MINUTES****REGULAR MEETING**

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

In the absence of the Honorable Bernard C. "Jack" Young, President, the Honorable Edward Reisinger, Vice President, sat and acted on his behalf.

The Vice President called the meeting to order.

Vice President: "I would direct the Board Members attention to the memorandum from the President's Office dated October 1, 2012 identifying matters to be considered as routine agenda items together with any corrections and additions that have been Noted by the Deputy Comptroller. I move to approve all the items contained on the routine agenda."

City Solicitor: "Second, the motion."

Vice President: "All those in favor say Aye. All opposed say Nay. The motions carries, the routine agenda items have been adopted."

## MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

American Infrastructure Technologies Corporation	\$	8,000,000.00
BLD Services, LLC & Subsidiary	\$	64,485,000.00
Chamberlain Contractors, Inc.	\$	7,146,000.00
ESCO Technologies, Inc. d/b/a Aclara Technologies, LLC	\$	40,700,000.00
Hammer Head Trucking, LLC.	\$	1,500,000.00
J.A. Argetakis Contracting Company, Inc.	\$	7,128,000.00
Long Fence Company, Inc.	\$	126,000,000.00
Luna Concrete, Inc.	\$	1,500,000.00
McFarland Construction Co.	\$	45,000.00
Paul J. Rach, Inc.	\$	8,000,000.00
Safety Grooving & Grinding, L.P.	\$	51,210,000.00
Schummer, Inc.	\$	8,000,000.00
Short's Trucking, LLC	\$	72,000.00
Spear Window & Glass Co., Inc.	\$	8,000,000.00
Stewart & Tate, Inc. and subsidiaries d/b/a Lewis Contractors	\$	100,000,000.00
Total Environmental Concepts, Inc. and Subsidiary	\$	8,000,000.00
William T. King, Inc.	\$	1,431,000.00

**MINUTES****BOARDS AND COMMISSIONS** - cont'd2. Prequalification of Architects and Engineers

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

Gilbert Architects, Inc.	Architect Engineer
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Steven Winter Design Associates, Inc.	Architect
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There being no objections the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

## MINUTES

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. Maurice Solomon	1130 Homewood Ave.	L/H	\$11,360.00
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Funds are available in CDBG funds, account no. 9990-907714-9593-900001-704040, Johnston Square Project.

**(FILE NO. 57070)**

2. National Railroad Passenger Corp.	SS Ellsworth St., 84 ft. E. of Register St.	F/S	\$ 7,000.00
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3. National Railroad Passenger	1323 N. Gay St.	F/S	\$ 9,350.00 Corp.
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Funds are available in State funds, account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

**(FILE NO. 56017)**

DHCD - Options

4. Jesse Weinberg	917 N. Chester St.	G/R	\$ 316.50 \$34.50
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Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Phase II Project.

**(FILE NO. 56017)**

5. Donald McLendon	SS 20 ft. alley 1 <sup>st</sup> S of E. Hoffman St. rear 1301-1307 Homewood Ave.	F/S	\$53,000.00
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Funds are available in account no. 9910-910715-9588-900000-704040, Johnson Square Project.

**(FILE NO. 57070)**

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - cont'd</u>			
In the event that the option agreement/s fail and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.			
<u>Department of Law - Payment of Settlement</u>			
6. Silas Brown (previous owner)	3319 Woodland Ave.	L/H	\$ 7,840.00

On December 07, 2011, the Board approved by condemnation the acquisition of the leasehold interest in 3319 Woodland Avenue for the amount of \$6,660.00. The former owner valued the property interest at \$22,000.00. The parties agreed to settle the case for \$14,500.00. Therefore, the Board is requested to approve an additional \$7,840.00 in settlement of this case.

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

**(FILE NO. 57083)**

UPON MOTION duly made and seconded, the Board approved the condemnations and the payment of settlements. The Comptroller **ABSTAINED** on item no. 1.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

3985

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

Acting on behalf of the Honorable

Bernard "Jack" Young, President, the Honorable Vice-

President Edward Reisinger, **ABSTAINED** on item nos. 1-4.

## MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater

- EWO #002, \$66,666.29 - SC 855, ENR Modifications to Existing Facilities at Patapsco Wastewater Treatment Plant

\$22,727,000.00	\$ 18,581.11	Fru-Con Construction, LLC	0	-
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- EWO #007, \$63,226.00 - WC 1168, Deer Creek Pumping Station Improvements

\$23,320,000.00	\$ 191,383.48	UllimanSchutte Construction, LLC	0	37
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- EWO #004, \$25,384.99 - SC 867, Rehabilitation/Replacement of Southwest Diversion Pressure Sewer-Phase II

\$ 6,674,000.00	\$ 517,773.23	Spiniello Companies	0	99
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- EWO #009, \$40,430.70 - SC 867, Rehabilitation/Replacement of Southwest Diversion Pressure Sewer-Phase II

\$ 6,674,000.00	\$ 596,900.92	Spiniello Companies	0	99
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## MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3987 - 3989

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

Item no. 3 was **DEFERRED**.

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

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 33,000.00 MVR	9950-902627-9528 Constr. Res. Park Circle Intersection Improvement	9950-905627-9527 DOT Park Circle Intersection

This transfer will cover the costs associated with BD No. 34065, Task No. 10, Project 1161, for Constructability Review Services for the project "Park Circle Intersection Improvements," with Rummel, Klepper&Kahl, LLP.

Baltimore Development Corporation

2. 5,275.00 19 <sup>th</sup> EDF	9910-902875-9600 Constr. Res. Business & Tech. Init.	9910-905852-9601 Economic Dev. Incentive
676.44 20 <sup>th</sup> EDF	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	9910-903483-9601 S. Balto.Ind. & Coml. Dev.
78.76 20 <sup>th</sup> EDF	9910-906983-9600 Constr. Res. Arts &Ent. Init.	9910-902879-9601 Coml. Rev.
36,894.52 20 <sup>th</sup> EDF	9910-994001-9600 Constr. Res. Unallocated Res.	9910-902879-9601 Coml. Rev.
6,391.00 21 <sup>st</sup> EDF	9910-902483-9600 Constr. Res. S. Balto. Ind. & Coml. Dev.	9910-903483-9600 S. Balto. Ind. & Coml. Dev.

## MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
BDC - cont'd		
12,259.05 21 <sup>st</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	9910-903873-9600 Brownsfield Incentive Fund
296.12 22 <sup>nd</sup> EDF	9910-902873-9600 Constr. Res. Brownsfield Incentive Fund	9910-903873-9601 Brownsfield Incentive Fund
125.00 22 <sup>nd</sup> EDF	9910-903354-9600 Constr. Res. W. Balto. Ind. & Coml. Rev.	9910-904354-9601 W. Balto. Ind. & Coml. Rev.
560.01 22 <sup>nd</sup> EDF	9910-904115-9600 Constr. Res. Westside Downtown	9910-906835-9603 Westside Project Init.
11,373.12 23 <sup>rd</sup> EDF	9910-913990-9600 Constr. Res. Coml. Rev.	9910-902879-9601 Coml. Rev.
<u>\$ 73,929.02</u>		

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending August 31, 2012.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms.

Trueheart's Protest. As Ms. Trueheart does not have a

## MINUTES

TRANSFER OF FUNDS

specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

Department of General Services

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
3. \$100,000.00	9916-904845-9194	9916-911802-9197
5 <sup>th</sup> Public	Capital Constr.	Abel Wolman Bldg.
Bldg. Loan	& Maintenance	8 <sup>th</sup> Floor
	Reserve	Renovations
		Active

The 8<sup>th</sup> floor of the Abel Wolman building is being renovated to create additional space for the many City agencies located within the building. Most offices in the building are very cramped and crowded. This renovation provides employees needed space to perform their duties more comfortably.

# Kim A. Trueheart

October 2, 2012

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal and asset management and a complete failure by the Mayor of Baltimore City and the Baltimore Development Corporation (BDC) to negotiate development deals on behalf of citizens that provide economic benefit to citizens instead of corporations.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 8, item #2, Baltimore Development Corporation (BDC) – TRANSFER OF FUNDS, if approved:
    - i. This transfer appears to provide scarce tax-payer funds to sustain the monthly expenditure for a municipal entity which has proven to provide NO benefit to the residents of Baltimore City.
    - ii. Please provide for inspection the documents delineating the “eligible capital expenses for the month of August 31, 2012” as described in the following statement in the agenda:
      1. “This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending August 31, 2012.”
3. How the protestant will be harmed by the proposed Board of Estimates’ action: As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden will be exacerbated by this continued monthly sustaining of the NO valued added municipal entity.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 3, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Housing and - Local Government Resolutions  
Community Development

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

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

- |   |                                |
|---|--------------------------------|
| 1. <b>MEALS ON WHEELS OF CENTRAL MARYLAND, INC.</b> | <b>\$20,000.00<br/>(CITCP)</b> |
|---|--------------------------------|

The Meals on Wheels of Central Maryland, Inc. located at 515 S. Haven Street, operates regionally in Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard counties as well as in parts of Frederick and Montgomery counties in Maryland feeding between 1,500 - 1,700 persons daily. The proposed project, the "Home Delivered Meals Program" provides funding for meals for approximately 512 clients within the City limits of Baltimore City.

The Meals on Wheels of Central Maryland, Inc.'s program operates with a central kitchen located in downtown Baltimore, a network of volunteer delivery sites and a volunteer corps of just over 2,000 who deliver meals but also provide social contact and serve as a vital community link for clients. Over 80% of the clients are over 65 and 30% are 85 years or older.

Established in 1960, Meals on Wheels of Central Maryland, Inc. is one of the largest and oldest continuously operating, non-profit, volunteer-based, home-delivered meal programs in the United States.

## MINUTES

DHCD - cont'd

The organization's mission is to enable people to live independently at home through the provision of nutritious meals, personal contact and related human services. The target populations are individuals who live alone, and are homebound due to advanced age, disability and/or recuperation from illness/injury or elderly as well as people who are temporarily homebound and unable to shop or cook for themselves. By continuing to provide daily delivery of food, Meals on Wheels of Central Maryland, Inc. is helping clients to remain in their homes thereby preventing premature institutionalization, protecting clients from food insecurity and hunger, as well as further helping clients to maintain their independence in their communities and to age in place.

2. **BLUE WATER BALTIMORE, INC.** **\$25,000.00**  
**(CITCP)**

Blue Water Baltimore, Inc., located at 3545 Belair Road, proposes to partner with 10 schools to plant an average of 250 trees at each school. The project will involve hundreds of students in helping to restore the tree canopy, improve air quality and reduce runoff into streams and the health of waterways.

The organization was formed in 2010 through a merger of five grassroots organizations working to improve their neighborhood streams or water bodies. The five organizations are: The Jones Falls Watershed Association, Herring Run Watershed Association, Gwynns Falls Watershed Association, Baltimore Harbor Watershed Association, and Baltimore Harbor Waterkeeper.

Blue Water Baltimore, Inc.'s mission is to restore clean water in Baltimore's rivers and streams and harbor for a vibrant natural environment, strong economy and thriving community through the use of community based restoration, education and advocacy.

## MINUTES

DHCD - cont'd

3. **BOYS HOPE GIRLS HOPE OF BALTIMORE,  
INC. (BHG)** **\$50,000.00  
(CITCP)**

The BHGH, located at 3700 E. Northern Parkway, proposes as a project, "College Road - College Preparation and Success Programs - Phase 2". The project will support the College Road program for up to 16 scholars. The program provides opportunities for students to get exposed to and participate in college preparatory programs that complement their attendance at college preparatory schools. Phase 2 adds a component to support the students in college to determine their success academically through graduation from college, maintaining their grade point averages, scholarships and community service.

The mission of the BHGH is to help academically capable and motivated children-in-need to meet their full potential and become men and women for others by providing value-centered family-like homes, opportunities and education through college. The BHGH targets at-risk children aged 10 to 18, who demonstrate a clear ability to succeed in education but lack a stable environment or access to a challenging curriculum. They are typically children who emerge from situations of significant economic hardship and have only one parent or no parent at all. These children are often abused, neglected or poorly supervised. Without sustained, long-term intervention, they are at risk for dropping out of school, delinquent behavior and even criminal activity. The BHGH provides the intervention, home and education that make it possible for them to avoid such destructive pitfalls.

## MINUTES

DHCD - cont'd

4. **ARTS EVERY DAY, INC.**

**\$25,000.00**  
**(CITCP)**

The Arts Every Day, Inc., located at 1800 North Charles Street, proposes the Arts Every Day School Program. The funds will allow the program to match local foundation funding to support a new group of Arts Every Day Schools and to provide additional funding incentives to existing successful schools within the program.

The Arts Every Day Schools Program, which began in 2006, identifies schools ready to integrate the arts into their curriculum and whole school culture. In addition to professional development opportunities for educators, the program also includes an Arts Every Day subsidized arts and cultural experiences component such as visits to museums, concerts, in-schools arts programs and artist residencies for every student. The goals of this program are to increase student achievement, improve teacher practice and foster a more positive school climate within Baltimore City Schools through arts-based and arts-integrated learning.

In August 2009, the Arts Every Day Schools Program reached 3,672 students and 183 educators in six City schools. Since that time, the program has grown significantly as need for the Program has grown. By August 2010, the program expanded exponentially to reach an estimated 11,180 students and 800 educators in 25 City schools. Of these 25 schools, all but two were Title I, with an average of 84% of the student population qualifying for free or reduced meals. By August of 2011, the Program expanded its access to arts and cultural programming to include 44 high-need City schools in School year 2011-12, Arts Every Day will be accepting a maximum of 40 Arts Every Day Schools in order to sustain the quality of the Program and provide the best possible service while building organizational capacity.

## MINUTES

DHCD - cont'd

5. **DOWNTOWN SAILING CENTER, INC.** **\$50,000.00**  
**(DSC)** **(CITCP)**

The DSC located at 1425 Key Highway, proposes, as the project to strategically replace the organization's aging fleet, most of which are 30 years old and older. The worn-out vessels present an ever increasing danger, especially to the children and those with disabilities. The DSC will upgrade the already accessible docks with new gates, better ramps, handrails and transfer lifts for those in wheelchairs. As the organization has participants who are also blind, they will add auditory and tactile safety as well.

Central to the DSC mission is increasing access to the waterfront and ensuring that sailing is for everyone, especially those who are disadvantaged and those with disabilities. Each day, the DSC has groups that serve these individuals spending a day or a week or more with them, learning to sail, using the STEM curriculum and experiencing how sailing can open a new world of achievement and leadership opportunity right in our center City.

The DSC provides quality education and life enriching programs that promote self-esteem and teamwork through the joy of sailing. The DSC is committed to promoting an environment of inclusiveness and accessibility, especially to youth, persons with disabilities and those with limited opportunity. Located on Baltimore's Inner Harbor, the DSC is a 19 year old award winning community sailing center offering sailing instruction and access to sailing without the high cost of private ownership and boat maintenance.

## MINUTES

DHCD - cont'd

6. **YOUNG AUDIENCES OF MARYLAND, INC.** **\$40,000.00**  
**(YA)** **(CITCP)**

The YA, located at 2601 North Howard Street, proposes to continue the "Access for All Initiative" to provide children and youth of the Baltimore City's pre-K, early childhood learning centers of Baltimore City to access the Young Audiences' curriculum of enhancing arts education programs. Young Audiences will provide underserved Baltimore City schools with music, dance, visual arts and theatre experiences.

The "Access for All Initiative" includes the following programs:

- Assembly programs - 45 minute performances that introduce students to an artistic discipline and/or culture.
- Workshops - Hands-on opportunities for students to "try-on" an art form, led by a professional artist.
- Artist-in-Residence programs - Building on the introductory assembly program, this program consists of a series of workshops, led collaboratively by teaching artists and classroom teachers.
- Professional Development for Educators - Training is provided to increase teachers' comfort level and skills in teaching both in and through the arts and provides the basis for improving student achievement in the arts and other academic subjects. YA also provides planning/technical assistance to schools.

## MINUTES

DHCD - cont'd

The program goals are to expand the program to serve the needs of pre-k, preschool, Head Start and other Early Childhood learning programs. As the City has increased its commitment to early childhood education, a wealth of new research shows the substantial benefits of arts exposure at early ages.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

- |                            |                    |
|----------------------------|--------------------|
| 7. <b>NUEVA VIDA, INC.</b> | <b>\$15,000.00</b> |
| <b>(NV)</b>                | <b>(CITCP)</b>     |

The Neuva Vida, Inc., located at 430 S. Broadway, proposes "Access and Survivorship Support Services to Latinas at Risk and/or with Cancer" as its project. The project seeks to reduce the breast health disparities among Latinas throughout the State of Maryland. NV, through the project will continue to expand its comprehensive breast-health program in Baltimore City. The organization will provide support services that include outreach activities promoting

## MINUTES

DHCD - cont'd

breast-health and screening access and awareness, as well as ensuring a continuum of care for those diagnosed with breast cancer. With 14 years of experience working with the Latino community, NV opened the first support group for breast cancer survivors in Spanish in Baltimore and will offer those services to women diagnosed in the future along with additional navigation services to all clients through the cancer continuum.

NV is a non-profit 501(3)(c) organization founded in 1996 by a group of Latina breast cancer survivors and health professionals to fill the gap for culturally sensitive bilingual support services for the Latina community in the Washington, DC area (MD, VA AND DC).Originally serving the Washington metropolitan area (DC, MD and VA), NV has provided services to Latinas in the Baltimore metropolitan area since 2009, offering a comprehensive support model of services tounder-served/uninsured Latinas at risk and with breast and cervical cancer at the Experanza Center. From 2010 to 2011, the number of new clients grew to 11% and today NV is serving almost 500 women and their familiesa year. The mission of NV is to inform, support and empower Latinas whose lives are affected by cancer and to advocate for and facilitate the timely access to state of the art cancer care, including diagnosis, treatment and care. Through its educational program, NV intends to change perceptions about the importance of breast screening and provide direct access to free/low cost clinical breast exams and annual mammograms.

## MINUTES

DHCD - cont'd

8. **FRIENDS OF PATTERSON PARK, INC.** **\$50,000.00**  
**(FRIENDS)** **(CITCP)**

The Friends of Patterson Park, Inc., located at 27 S. Patterson Park Avenue, proposes a project known as the "Friends of Patterson Park Volunteer Program." The Friends of Patterson Park, Inc. depends on hundreds of community volunteers to help achieve the mission and goals of the organization. Funding secured through the Community Investment Tax Credit Program will be used for tools and equipment for the park stewardship volunteers, soccer and tennis equipment for the volunteer coaches who provide free soccer and tennis programs to area youth and families, volunteer and coach shirts and beverages and snacks for volunteer groups.

Since 1998, the Friends of Patterson Park, Inc. has been instrumental in facilitating a renaissance in Patterson Park and its surrounding Southeast Baltimore neighborhoods. In the first 12 years of operation the organization successfully partnered with the Baltimore City Department of Recreation and Parks and many neighborhood organizations and volunteers to create a safe and welcoming park and community. Volunteer residents, historians, planners and architects came together to renovate the park's Pagoda, Boat Lake and Marble Foundation and add park benches, perimeter lighting, playgrounds, and gardens.

The Friends of Patterson Park, Inc's, work brought life back into a park that once suffered from crime and decay. With this renaissance came a return of people and families to the park and surrounding neighborhoods and an increased demand for park programs and services. In partnership with Baltimore City, neighborhood organizations and hundreds of volunteers, the Friends of Patterson Park, Inc. works to fulfill the organization's mission: "to ensure the park's vitality as a treasured green space and encourage use and appreciation by neighbors, visitors and future generations."

## MINUTES

DHCD - cont'd

9. **CHESAPEAKE SHAKESPEARE COMPANY, INC.** **\$50,000.00**  
**(CITCP)**

The Chesapeake Shakespeare Company, Inc., located at 8510 High Ridge Road, Ellicott City, proposes restoring the Mercantile Deposit and Trust Building into a theatre to house classrooms, offices, a costume shop, a scene shop and storage place.

The Chesapeake Shakespeare Company, Inc. was founded in 2002, by artists who wanted to produce "Shakespeare plays." After their original stage debut, the organization gathered support and with the group of artists, a skillful and experienced management team and a community that was rapidly engaged, the Chesapeake Shakespeare Company, Inc. grew into a regional voice for new approaches to classic theater.

The Chesapeake Shakespeare Company, Inc. has become the largest non-Actor's Equity, professional Shakespeare Company in America. The original small group of artists has grown into a company of 50 artists from all across Maryland that reached nearly 12,000 audience members and students last year. In 2007, Chesapeake Shakespeare Company, Inc. was selected to represent Maryland in the "Shakespeare in Washington" festival, and its productions have won multiple Baltimore theatre awards. The education program reaches all parts of the community through free admission for 1,000 children each summer season, wide-ranging in-school workshops, pre-show talks and pub nights for adults. The mission of the Chesapeake Shakespeare Company, Inc., is to create performances and education programs out of classic theatre.



## MINUTES

DHCD - cont'd

11. **MOUNT VERNON PLACE CONSERVANCY, INC.** **\$50,000.00**  
(CITCP)

Mount Vernon Place Conservancy, Inc., located at P.O. Box 26285, Baltimore, proposes a project to restore, rehabilitate and repair the Mount Vernon Place park hardscape and landscape, including the Washington Monument. Phase 1 of the restoration project includes the Washington Monument and the North South Park Squares. Mount Vernon Place is a National Historic Landmark; it is bisected by Charles Street, a National Scenic Byway. The restoration is based on a Master Plan prepared by the award-winning landscape architecture firm, Olin Partnership of Philadelphia, PA.

The Mount Vernon Place Conservancy, Inc., (Conservancy) has launched a \$12 million capital campaign to complete the restoration project. The work for the project will proceed in phases, beginning with Phase I, the restoration of the Monument and the North and South Park Squares and costing \$7.5 million. Pre-construction work is already in progress with restoration work to begin on the Monument in early 2013. There is a compelling need to finish the Monument for it to re-open to the public for the War of 1812 bicentennial celebrations in summer 2014.

The Conservancy's mission is to restore and manage Mount Vernon Place including the Washington Monument in order to create a world class destination for tourism and to enhance community investment in midtown Baltimore City. The organization was incorporated in October 2008 as a 501(c)(3) and received its tax exemption in spring 2009. The important mission of the Conservancy is to attract a dedicated Board from across Baltimore that is eager to restore this iconic Baltimore treasure.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing local government resolutions. Acting on behalf of the Honorable Jack Young,

**MINUTES**

President, the Honorable Vice-President Edward Reisinger,

**ABSTAINED** on item no. 6.

## Kim A. Trueheart

October 2, 2012

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration by the Department of Housing and Community Development (DHCD).

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self.
2. What the issues are:
  - a. Pages 16, Item #6, Department of Housing and Community Development (DHCD) – Local Government Resolutions, if approved:
    1. Please provide access to the attendant documents for inspection.
      - a. The description for this item is confusing and is NOT clear as to the locations where underserved children and youth will be served.
        - i. “The YA, located at 2601 North Howard Street, proposes to continue the “Access for All Initiative” to provide children and youth of the **Baltimore City’s pre-K, early childhood learning centers** of Baltimore City to access the Young Audiences’ curriculum of enhancing arts education programs. Young Audiences will provide underserved **Baltimore City schools** with music, dance, visual arts and theatre experiences.”
      - b. The description fails to include the number of underserved children and youth to be served.
3. How the protestant will be harmed by the proposed Board of Estimates’ action: As a citizen I have witnessed questionable management and stewardship of municipal funds by this Mayoral administration and DCHD/HABC specifically. I seek the dissolution of DHCD and HABC in their current form and the establishment of a new single entity under the direct auspicious of the municipal government of Baltimore City, thus allowing for appropriate levels of oversight and scrutiny by the citizens of Baltimore City and our duly elected representatives.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 3, 2012.

5519 Belleville Ave  
Baltimore, MD 21207

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Housing and - Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with Comprehensive Housing Assistance, Inc. (CHAI). The period of the agreement is July 1, 2012 through June 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$25,632.79 - 2089-208913-5930-437191-603051  
21,117.21 - 2089-208913-5930-437191-603051  
**\$46,750.00**

**BACKGROUND/EXPLANATION:**

CHAI will assist low and moderate-income households in purchasing a home for owner-occupancy by providing home buying education and counseling services. CHAI will also provide default and delinquency counseling to assist low and moderate-income existing homeowners with foreclosure prevention, and in obtaining mortgage modifications.

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 Solutions Grant (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.

**MINUTES**

DHCD - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Comprehensive Housing Assistance, Inc.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a land disposition agreement with Sandtown Habitat for Humanity, Inc., developer, for the property located at 1377, 1379 N. Gilmore Street; 1409, 1411, 1315, 1329 Presstman Street; and 1538 and 1542 N. Woodyear Street, in the Sandtown Winchester Urban Renewal Area.

**AMOUNT OF MONEY AND SOURCE:**

\$	500.00	-	1377 N. Gilmore Street
	500.00	-	1379 N. Gilmore Street
	2,000.00	-	1409 Presstman Street
	2,000.00	-	1411 Presstman Street
	2,000.00	-	1315 Presstman Street
	2,000.00	-	1329 Presstman Street
	2,000.00	-	1538 N. Woodyear Street
	2,000.00	-	1542 N. Woodyear Street
	<u>\$13,000.00</u>	-	Purchase Price

**BACKGROUND/EXPLANATION:**

Sandtown Habitat for Humanity, Inc., a non-profit nationally known organization, proposes to gut and rehabilitate the six vacant properties into single family homeownership units for low-income families. The two lots will be used as part of their school expansion in the Sandtown-Winchester Urban Renewal Area. The purchaser plans to invest a total of \$825,000.00 into this project. The developer will provide its own financing, which will include 330 hours of sweat equity from the prospective low-income homeowners. The financing will not include any City funds.

The sale of these properties once developed, will generate considerable amount of revenue in the form of real estate property taxes to the City. Once transferred and redeveloped the properties will be active on the tax rolls of Baltimore City, thereby preventing tax abandonment. The properties were journalized for sale on October 19, 2011.

## MINUTES

DHCD - cont'd

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

In accordance with the City's appraisal policy, the waiver valuation process was used in lieu of an appraisal. The DHCD determined the price of the properties using available real estate data. The vacant lots located at 1377 and 1379 N. Gilmore were priced at \$1,000.00 each. The properties located at 1315 and 1329 Presstman Street (three-story buildings) were each priced at \$7,333.00. The properties located at 1409, 1411 Presstman Street, and 1538, 1542 N. Woodyear Street (two-story buildings) were each priced at \$5,580.00.

The properties will be sold to Sandtown Habilitat for Humanity for the price of \$2,000.00 per vacant property and \$500.00 per vacant lot. They will be sold below the prices determined pursuant to the Appraisal Policy of Baltimore City because of the following factors:

1. the sale and rehabilitation will help to promote specific benefit to the immediate community,
2. the sale and rehabilitation will eliminate blight,
3. the sale and rehabilitation will promote the economic development through the placement of the subject properties on the City's tax rolls, and
4. the opportunity to have a quick sale and rehabilitation of multiple properties at one time.

**MBE/WBE PARTICIPATION:**

The properties are not subject to Article 5, Subtitle 28, of the Baltimore City Code, because the properties will be sold for less than \$49,999.99.

(FILE NO. 57211)

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Sandtown Habitat for Humanity, Inc., developer, for the property located at 1377, 1379 N. Gilmor Street; 1409, 1411, 1315, 1329 Presstman Street; and 1538 and 1542 N. Woodyear Street, in the Sandtown Winchester Urban Renewal Area.

**MINUTES**Dept. of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2100 Ashland Ave.	East Baltimore Development, Inc.	Six 5" conduits @ 44 liner feet
\$924.00 Annual Charge		
2. 3131 Foster Ave.	D. Carey Development, LLC	Garage extension 12'8" x 2'
\$ 88.62 Annual Charge		

There are no objections, since no protests were received.

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

**MINUTES**

Department of General Service - Standard Highway Option Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a standard highway option agreement with Jenstar of Baltimore, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$196,000.00 - 9950-902416-9506-900020-704040  
(Fair Market Value)

**BACKGROUND/EXPLANATION:**

The City will acquire in fee simple a portion of the property owned by Jenstar of Baltimore, Inc. located at 2201 Hawkins Point Road, Ward 25, Section 9, Block 7000, lots 1 and 2. This standard highway option will allow the City to widen and reconstruct Hawkins Point Road in conjunction with the Department of Transportation, Project No. 00073.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57322)**

UPON MOTION duly made and seconded, the Board approved and authorized the standard highway option agreement with Jenstar of Baltimore, Inc.

**MINUTES**

Department of General Services - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the right-of-entry agreement with Ashland Park View LLLP, the owner of 1705 East Eager Street. The period of the right-of-entry is effective upon actual physical entry for 120 days.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Transportation is proposing to rehabilitate roadways around East Baltimore Life Science Park. The City's contractor will need to reconstruct a portion of the alley located on the property owned by Ashland Park View LLLP located at 1705 East Eager Street in conjunction with the Department of Transportation Project No. TR-07309, Phase 1C.

This right-of-entry will allow the City access onto the property to make these improvements.

**MBE/WBE PARTICIPATION:**

N/A

(FILE NO. 57080)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreement with Ashland Park View LLLP, the owner of 1705 East Eager Street.

**MINUTES**

Board of Trustees of the Employees' - Actuarial Services and  
Retirement System of the City      Consulting Agreement  
of Baltimore (ERS)

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an actuarial services and consulting agreement with Cheiron, Inc. (Cheiron). The period of the agreement is effective upon Board approval through June 30, 2017, with the option to renew for two successive one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

No general Fund monies are involved in this transaction.

\$98,000.00 - \$130,500.00      - (approximate annual fee,  
6000-604013-1520-169800-603018      total fee not to exceed  
\$1,100,000.00)

**BACKGROUND/EXPLANATION:**

The annual fee is dependent on projects completed in a given year plus hourly rates on additional services and software license payments, if applicable. All fees will be expended from the ERS trust funds. Cheiron will be paid a fixed annual fee.

Cheiron will be hired to serve as the actuary for the ERS and the Elected Officials' Retirement System (EOS).

Cheiron has served as the ERS and the EOS actuary since 2005, under a contract that expired at the end of FY 2012. The ERS published a Request for Proposal (RFP) for actuarial services for FY 2013 and beyond. Cheiron was one of five firms responding to the RFP. The ERS Board narrowed the firms to three finalists, conducted interviews, and selected Cheiron.

**MINUTES**

ERS - cont'd

Pursuant to the agreement, Cheiron will serve as the ERS's and the EOS's actuary and advise the ERS Board on actuarial matters, including preparing the annual valuations of and conducting multi-year studies for both retirement systems.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the actuarial services and consulting agreement with Cheiron, Inc. The Comptroller **ABSTAINED.**

**MINUTES**

Mayor's Office - Governmental/Charitable Solicitation  
Application

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**ACTION REQUESTED OF B/E:**

The Board is requested to endorse execution of a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations for the Baltimore City Youth Commission. The solicitation will be on an ongoing basis and not specific to a particular event. The period of the campaign will be effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The Baltimore City Youth Commission will be soliciting funding and sponsorship to help support The Baltimore City Youth Commission's operations and events.

The purpose of the Youth Commission is to allow the opportunity to provide advice, recommendations, and information for the Mayor, the City Council, and municipal agencies on the development of community and governmental policies, programs, and services that support children, youth, and their families.

The Youth Commission is comprised of 17 voting members and 14 non-voting members. The 17 voting members include one young person from each of the 14 council districts and three at-large seats.

**(FILE NO. 57133)**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that

## MINUTES

Mayor's Office - cont'd

is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board endorsed execution of the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations for the Baltimore City Youth Commission. The Mayor **ABSTAINED.**

**MINUTES**Baltimore Police Department - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with The Family League of Baltimore City, Inc. The period of the agreement is July 01, 2012 through June 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$39,776.00	-	1001-000000-2252-511200-607001
<u>39,776.00</u>	-	<u>1001-000000-2252-511300-607001</u>
<b>\$79,552.00</b>		

**BACKGROUND/EXPLANATION:**

The City is required to provide a 25% cash match and has appropriated \$79,552.00 for the Department's Fiscal Year 2012 operating budget as the City's local matching cash funds.

The Governor's Office for Children provides the funding for the Northwest Youth Service Bureau and the East Youth Service Bureau. This agreement transfers Baltimore City's required cash matching funds to the Local Management Board, The Family League of Baltimore City, Inc. The Family League of Baltimore City, Inc. in turn, through contracts, provides the Youth Service Bureaus their operational expenses. The City will pay its matching share directly to The Family League of Baltimore City, Inc.

This agreement is late because the Baltimore Police Department recently received the required information from The Family League of Baltimore City, Inc.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Baltimore Police Department - cont'd

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 40** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on August 15, 22, 29 and September 12, and 19, 2012.

The Board **NOTED** receipt of the 40 favorable reports.

**MINUTES**

Department of Planning (DOP) - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a consultant agreement with the Baltimore and Ohio Railroad Museum, Inc. (B&O). The agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$180,000.00 - 1001-000000-0000-000000-125011

**BACKGROUND/EXPLANATION:**

On August 24, 2011, the Board approved a consultant agreement between the DOP and Cultural Resources Management Group (CRMG) in which CRMG would create a strategic and operational plan for insuring the financial sustainability of the Poe House. The CRMG recommended the creation of a new entity to manage the site. It will be named Poe Baltimore, and the City will engage the B&O to provide professional support to the organization, including assisting with its incorporation as a 501(c)(3) organization.

In addition to providing administrative and financial oversight during the one-year transition period, the B&O will recruit Board members and establish business practices; develop a fundraising plan and a membership database; physically prepare the Poe House for new interpretation; develop and produce two introductory videos and basic branding; and design a visitor friendly website. The Poe House will close for approximately six months during the transitional period for necessary renovations and new exhibit installation. It will then have a grand reopening and will continue serving as an attraction for visitors, engaging the imagination and involvement of a wider audience and becoming an active contributor to the surrounding community.

## MINUTES

DOP - cont'd

The B&O was selected because it has a solid track record for financial management and professional leadership within the community and has experience in providing visitor services at two satellite locations.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

Vice President: "Before we adjourn, Madam Mayor, you have to say a few words?"

Mayor: "Thank you, very much Mr. Vice President. Ah, good morning to everyone. For years, Baltimore has celebrated its connection with Edgar Allan Poe in many ways and Edgar Allan Poe House and Museum have played an important role in that celebration. Opened in 1948, the Poe House Museum draws thousands of visitors from all over the world -- ah -- to Baltimore. In the past year, we have worked to develop a plan

## MINUTES

to help not only the Poe House grow and thrive but also develop a Baltimore-based campaign for Edgar Allan Poe. Today, the Board of Estimates approved a consultant agreement between the Baltimore City Department of Planning and the B&O Railroad Museum for services in the area of Museum Management and Development for the historic Poe House. The agreement supports the newly established non-for-profit Poe - um Baltimore Board. They hope to position both the Poe House to be an independent and sustainable historic attraction, as well as promote the legacy of Poe in Baltimore. This agreement will set the Poe House on a new course towards self-sufficiency and growth as one of Baltimore's premiere cultural attractions. The non-profit Board of Poe Baltimore will manage the operation, the marketing and development of the Poe House and Museum and I want to thank the Planning Department as well as the B&O Museum and the new Board Members for their work in support of the Poe House. Thank you."

Vice President: "Thank you, Madam Mayor."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the consultant agreement with the Baltimore and Ohio Railroad Museum, Inc.

## Kim A. Trueheart

October 2, 2012

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that some details noted are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Pages 35, Department of Planning (DOP) – Consultant Agreement, if approved:
    - i. Fails to make public the following:
      1. On August 24, 2011, the Board approved a consultant agreement between the DOP and Cultural Resources Management Group (CRMG) in which CRMG would create a strategic and operational plan for insuring the financial sustainability of the Poe House.
    - ii. I wish to inspect all records in your custody and control pertaining to this item, specifically, please provide access to the strategic and operational plans for inspection.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden will be exacerbated by potentially unwise and wasteful spending of scarce municipal resources. The sustainability of the Poe House is an important undertaking, which I fully support, however, I have great reservations that this administration has the vision and foresight to fulfill that end goal successfully, as evidenced by numerous failings with similar endeavors.

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records

5519 Belleville Ave  
Baltimore, MD 21207

described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**Baltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with the Baltimore City Police Department, Equal Employment Opportunity Commission (EEOC) Division, tenant, for the rental of a portion of the City-owned property known as 7 East Redwood Street, on the 4<sup>th</sup> Floor, consisting of approximately 4,500 square feet. The period of the agreement is September 1, 2012 through October 31, 2016.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$ 0.00	\$ 0.00 - Sept. 1, 2012 - Dec. 31, 2012
38,700.00	\$4,837.50 - Jan. 1, 2013 - Aug. 31, 2013
59,791.50	\$4,982.63 - Sept. 1, 2013 - Aug. 31, 2014
61,585.20	\$5,132.10 - Sept. 1, 2014 - Aug. 31, 2015
63,432.81	\$5,286.07 - Sept. 1, 2015 - Aug. 31, 2016
<u>10,889.30</u>	\$5,444.65 - Sept. 1, 2016 - Oct. 31, 2016

**\$234,398.81** - 1001-000000-2002-195600-603013

**BACKGROUND/EXPLANATION:**

The premises will be used by the Police Department's EEOC Division. The landlord will perform no tenant improvements.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57341)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Baltimore

**MINUTES**

BDC - cont'd

City Police Department, Equal Employment Opportunity Commission Division, tenant, for the rental of a portion of the City-owned property known as 7 East Redwood Street, on the 4<sup>th</sup> Floor, consisting of approximately 4,500 square feet.

**MINUTES**

Baltimore Development - Lease  
Corporation (BDC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a lease, by and through the Department of Recreation and Parks (Lessor) and the State of Maryland for the use of the University of Maryland Baltimore County. The period of the agreement is July 1, 2012 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$2,500.00 - annual lump sum rental

No City Funds will be expended

**BACKGROUND/EXPLANATION:**

This lease is for the University of Maryland Baltimore County for the use of the City-owned kiosk located on the southern end of the Inner Harbor Promenade.

The BDC and the Department of Recreation and Parks jointly issued a Request for Proposals for a vendor for the city-owned kiosk located on the southern end of the Inner Harbor Promenade. An affiliate of the University of Maryland Baltimore County, the Choice Jobs Program, a non-profit entity, was the selected vendor for the kiosk. The Choice Jobs Program will operate under the name of the Flying Fruit Fantasy. The lessee will be selling fruit shakes, smoothies, soft frozen yogurt, grilled cheese sandwiches, pastries, coffee, soda, and water.

The operation will provide on-the-job training for Baltimore City young adults who are leaving the foster care system in order to transition to independent living. The Choice Jobs Program has an operation at Oriole Park at Camden Yards. The

## MINUTES

BDC - cont'd

Inner Harbor location will provide a permanent daily location where the youth are offered more working hours. The lease is late because of the schedules of the attorneys working on the documents and delays in the administrative review process.

**(FILE NO. 57340)**

UPON MOTION duly made and seconded, the Board approved and authorized the lease, by and through the Department of Recreation and Parks and the State of Maryland for the use of the University of Maryland Baltimore County.

**MINUTES**Parking Authority - Seventh Amendment to Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the seventh amendment to agreement for Pay and Display parking stations, with CALE America, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$232,500.00 - 32075-000000-5800-408700-606003  
(30 Meters)

**BACKGROUND/EXPLANATION:**

On July 19, 2006, the Board approved the original agreement to allow for the purchase and installation of 30 parking meters. The Agreement had an original term of five years with five 1-year renewals. The first two 1-year renewals have been exercised.

The original agreement allowed for the purchase of 375 meters. The Board has approved five amendments to the original agreement, to increase the number of meters that may be purchased:

- October 17, 2007 to purchase 120 meters (495 total),
- July 30, 2008 to purchase 200 meters (695 total),
- April 8, 2009 to purchase 25 meters (720 total),
- August 25, 2010 to purchase 75 meters (795 total), and
- April 25, 2012 to purchase 75 meters (870 total).

An amendment, approved by the Board February 17, 2010 allowed for upgrading the method of credit card processing at selected meters. The original agreement was assigned by CALE Parking Systems USA Inc. to CALE America, Inc. with approval from the Board on February 15, 2012. This seventh amendment will allow for the purchase of 30 additional meters, making the total 900 meters.

**MINUTES**Parking Authority - cont'd

The advantages of these new high-tech parking meters, compared to the old single-space meters, are numerous:

- EXPANDED PAYMENT OPTIONS - EZ Park meters not only accept coins for payment of parking charges, but they offer the convenience of accepting credit cards for payment as well. Currently, about 55% of revenues collected at EZ Park meters are through credit card transactions, and parking patrons appreciate the payment option.
- ADDITIONAL PARKING SPACES - Because conventional meters must be spaced to accommodate the longest cars, they are separated by more space than necessary for small cars. At unmarked curbs, smaller cars can fit into spaces too small for longer cars, and about 10 to 15 percent more cars can typically fit into the available curb space.
- ENHANCED STREETSCAPES - One EZ Park meter can replace up to 15 (or more) single-space meters, and EZ Park meters do not require marking individual curb spaces on the street. EZ Park meters thus reduce street clutter by removing unnecessary hardware and signs.
- WIRELESS COMMUNICATIONS - Each of the EZ Park meters communicate continuously in real-time with central computers at Parking Authority offices providing current parking data at our fingertips. EZ Park meters also let us know when they are in need of repair or supplies, and when cash needs to be collected.
- PRICING AND DURATION FLEXIBILITY - EZ Park meters have the ability to charge different prices by time of day or day of the week, thus responding to variations in parking demand. Price schedules can be remotely reconfigured in any neighborhood through wireless technology.

## MINUTES

Parking Authority - cont'd

- PROOF OF PAYMENT PROVIDED - the receipt that is printed by EZ Park meters is proof of payment for the parker's business and tax records. Also, parkers who wish to appeal a ticket from parking enforcement will have evidence of payment.
- REDUCED METER DOWNTIME - EZ Park meters automatically report mechanical failures wirelessly to a central computer. Rapid service response can then make it likely that meters are up and running when motorists try to pay for parking.
- ECONOMICAL - One EZ Park meter can cost less to purchase and maintain than the eight to fifteen (or more) individual single-space meters that one EZ Park meter replaces. Payment by credit and debit cards, and the fact that the EZ Park meters will send a wireless alert when cash needs to be collected, reduces the cost of collecting, transferring and counting coins.
- SUPERIOR DATA COLLECTION - EZ Park meters produce records of parking occupancy on each block by time of day, day of the week, for particular months, and for particular seasons. The information can then be utilized to analyze usage patterns and set prices to manage the parking supply.
- INCREASED REVENUE CONTROLS - EZ Park meters automatically record how much money is collected from the various payment options. Each meter keeps a running tally of the day's receipts, and that tally is sent wirelessly to the central computer. This allows auditors to detect any discrepancies when the revenue is collected and counted.

## MINUTES

Parking Authority - cont'd

**MBE/WBE PARTICIPATION:**

The organization will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

**MWBOO FOUND THE VENDOR IN COMPLIANCE.**

**(FILE NO. 56650)**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

Clerk: Ms. Trueheart's protests and correspondences had been sent to the Board Members for their review. As Ms. Trueheart's interests are not specific and are not different from other members of public, the Board will not hear her protests. Her protests and correspondences have been sent to the respective departments and agencies to review and respond directly to Ms. Trueheart.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the seventh amendment to agreement for Pay and Display parking stations, with CALE America, Inc.

**MINUTES**

Bureau of Water & Wastewater - Modification Number Three to  
Dept. of Natural Resources  
Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of modification number three to the memorandum of understanding with the Department of Natural Resources (DNR). The modification number three to the memorandum of understanding extends the period through September 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Under modification number three, the DNR will provide funds to the City to construct storm-water best management practices (BMP) in Watershed 263 to treat storm-water runoff. This no-cost extension of one-year to September 30, 2013 is necessary to complete work under this contract.

Watershed 263 is a 930 acre storm-drain drainage area located in the west and southwest portion of Baltimore City. In Watershed 263, storm-water runoff travels through a 43-mile storm-drain system before it empties into the mouth of the Gwynns Falls, in the Middle Branch of the Patapsco River before entering the Baltimore Harbor. The proposed storm-water BMP's consist of surface filtration practices and impervious pavement removal. These BMP's will provide methods of pollutant load reduction while decreasing the amount of storm-water runoff and adding aesthetic value to the surroundings.

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and a complete failure to provide transparent communications about priorities and outcomes by the Mayor of Baltimore City and the various Departments and Agencies under our Mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 39, Parking Authority – Seventh Amendment to Agreement, if approved:
    - i. Please provide access to the comprehensive parking meter plan for Baltimore City.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The action demonstrates the City's flawed investment strategy where scarce municipal funds are overwhelmingly directed to downtown to the detriment of neighborhoods. The continued mismanagement of projects by City agencies is disgracefully wasteful and particularly offensive when the funds apply to non-neighborhood investment projects. My neighborhood, along with numerous others are in great need of investments which DO NOT seem to be a priority for this administration.
4. The remedy I seek and respectfully request is that this action will be disapproved and the comprehensive parking meter investment strategy be disclosed to this Board and the public.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 3, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**Bureau of Water & Wastewater - cont'd

The City and the DNR originally entered into a cost share memorandum of understanding for Contract Number 14-10-1340 TRF 05 on March 19, 2010.

The construction of the BMP's was not completed as initially scheduled because the project was placed on hold due to design amendments to the project, and because of site access coordination. These unforeseen circumstances delayed the completion.

UPON MOTION duly made and seconded, the Board approved and authorized execution of modification number three to the Department of Natural Resources memorandum of understanding. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Edward Reisinger, **ABSTAINED.**

**MINUTES**

Bureau of Water & Wastewater - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 006 to Louis Berger Water Services, Inc., under Project No. 1143E, On-Call Project Management Scheduling, Inspection, and Engineering.

**AMOUNT OF MONEY AND SOURCE:**

\$185,261.69 - 9956-907643-9551-900020-706063

**BACKGROUND/EXPLANATION:**

Louis Berger Water Services, Inc. will provide construction Inspection service on SC 896 for a period of seven months from the date of approval.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 006 to Louis Berger Water Services, Inc., under Project No. 1143E, On-Call Project Management Scheduling, Inspection, and Engineering. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Edward Reisinger, **ABSTAINED.**

**MINUTES**Health Department - Employee Expense Statements**ACTION REQUESTED OF B/E:**

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

1. **GWENDOLYN BROOKS** **\$ 85.96**

Account: 4000-425512-3110-306700-603002	\$ 82.71
4000-425512-3110-306700-603003	\$ 3.25
June 2012 - Mileage	

Ms. Brooks submitted her expense statements within the required time frame. However, the expense statement was misplaced in the interdepartmental mail and not submitted to the appropriate parties for signatures on time.

2. **ROCHELLE PURNELL** **\$190.13**

Account: 4000-425512-3110-306700-604003
March 2012 - Uniforms

Ms. Purnell submitted her expense statements within the required time period. However, due to program administrative staff changes, the expense statement was not submitted to the appropriate parties for signatures.

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

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the above expense statements for the aforementioned employees.

**MINUTES**Health Department - Agreement

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

1. **RONA MARTIYAN** \$48.50/hour **\$ 39,479.00**

Account: 4000-432913-3024-268400-603018

Ms. Martiyan, a registered dietitian, will provide consultant services, nutrition monitoring, training, and related administrative services for the Department. These services will be provided to over 4,000 seniors in 60 plus congregate nutrition sites in Baltimore City and other Department services. Her duties will include follow-up and referral services associated with nutritional screenings of clients, analyze and evaluated nutritional educational materials. The period of the agreement is October 1, 2012 through September 30, 2013.

2. **RONA MARTIYAN** **\$ 2,062.28**

3. **NAVEED RAOOF** **\$ 2,062.28**

Account: 4000-436213-3255-316200-603018

Ms. Martiyan and Ms. Raoof, Master Trainers, will provide trainings for the Chronic Disease Self-Management and Diabetes Self-Management Program. The training sessions will be held at Coppin State University. Ms. Martiyan and Ms. Raoof will train students/volunteers the appropriate techniques to help participants deal with problems such as nutrition, diabetes, hypertension, pain management, and the appropriate exercise techniques by maintaining and improving strength, flexibility and endurance. The period of the agreement is October 1, 2012 through September 30, 2013.

## MINUTES

Health Department - cont'd

4. **BRUCE SHAPIRO, M.D.** **\$ 11,132.00**

Account: 4000-428213-3080-294300-603051

As part of the Baltimore Infants and Toddlers Eligibility Team the consultant, will coordinate and lead the evaluation team, provide medical input and medical briefing, identify at-risk children, review health statuses of referred children, and assist with developing and completing Individual Family Services Plans. The period of the agreement is period July 1, 2012 through June 30, 2013.

5. **HEALTHY TEEN NETWORK, INC.** **\$ 45,000.00**

Account: 4000-494413-3030-279200-603051

The organization will provide services for the new Baltimore City Teen Pregnancy Prevention Initiative: Out of Home Youth Project. The organization will assist the Department with the development and implementation of a health curriculum for child welfare workers and foster care providers for this initiative. The goals of this initiative are to educate significant adults working with out of home youth on pregnancy prevention and to develop a curriculum for integration with in-service programs for professionals and providers. The period of the agreement is July 1, 2012 through June 30, 2013.

The agreements (item nos. 4 and 5) are late because they were recently returned to the Department from the provider.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Health Department - cont'd

GRANT AGREEMENTS

6. **BARBARA BUSH FOUNDATION FOR FAMILY LITERACY** **\$ 50,000.00**

Account: 6000-622513-3080-293600-406001

The grant funds will be used to support a reading instruction program for parents or primary caregivers and their children in need of literacy services. The period of the grant is July 1, 2012 through June 30, 2013.

The grant agreement is late because it was recently received from the grantor.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

Clerk: Ms. Trueheart's protests and correspondences were sent to the Board Members for their review. As Ms. Trueheart's interests are not specific and are not different from other members of public, the Board will not hear her protests. Her protests and correspondences have been sent to the respective departments and agencies to review and respond directly to Ms. Trueheart.

7. **MARYLAND DEPARTMENT OF AGING DISABILITY RESOURCE CENTER (MDoA)** **\$ 39,383.00**

Account: 5000-587812-3044-273300-404001

The grant funds support the Health Department's Guided Care Program at a John Hopkins Community Physicians practice site in conjunction with the Department's Maryland Access Point Program.

**MINUTES**Health Department - cont'd

The Department will hire and provide training and supervision for a project Case Manager. The Department will also provide space, equipment, and expenses for travel, and communications for the Case Manager. In addition it will provide information to the MDoA, and for AoA reporting, The period of the agreement is October 1, 2010 through May 30, 2013.

The grant agreement is late because it was received from grantor on June 5, 2012 and further delays occurred during the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various foregoing agreements. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Edward Reisinger, **ABSTAINED** on item no. 7.

**MINUTES**

Health 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 Centers for Disease Control and Prevention (CDC). The period of the agreement is September 30, 2012 through August 31, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$149,417.00 - 4000-422613-3030-271500-404001

**BACKGROUND/EXPLANATION:**

The Department has received a grant from the CDC for the project titled "Sexually Transmitted Disease (STD) Surveillance Network".

The grant provides funds to assure that STD data collections in the Baltimore region meets nationally defined goals. The Project's Director represents the Health Department on national network conference calls, during CDC visits, and at collaborators meetings throughout the year.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with the Centers for Disease Control and Prevention.

## Kim A. Trueheart

September 25, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of poor fiscal administration and management by the Mayor of Baltimore City and the various Departments and Agencies under our mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Pages 49, Item #6, Health Department – GRANT AGREEMENTS - BARBARA BUSH FOUNDATION FOR FAMILY LITERACY, if approved:
    - i. The description fails to provide number of individuals to be served;
    - ii. The description fails to provide the location where the service will be provided.
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action commits \$50,000.00 for services without specific measureable desired outcomes or goals. As a citizen I am significantly impacted by poor fiscal administration and management within my home town government. These details are important for the public to feel comfortable that our scarce tax dollars are NOT being haphazardly expended and thus potentially producing little or NO public benefit. The limited information provided appears to be worthy; however, I and the rest of the public deserve more insight and details about this expenditure.
4. The remedy I seek and respectfully request is that this grant NOT be approved until the details about the number of individuals to be served and the location of the services are disclosed to the public.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 3, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,

Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office of Employment Development</u>			
1. Ernest Dorsey	Bldg. the Communities Collaborating to Reconnect Youth Network as a Learning Center Seattle, WA Oct. 15 - 17, 2012 (Reg. Fee \$125.00)	WIA Grant	\$ 1,281.57

The attendee is traveling on Sunday because the conference begins early Monday morning. The Department is requesting an additional day of travel because the conference ends late. The registration was paid by EA 000099687.

Police Department

2. Rana A. Santos Kimberly L. Morrow Thomas M. Hebert	23 <sup>rd</sup> International Symposium Human Identification Nashville, TN Oct. 13 - 18, 2012 (Reg. Fee \$720.00 ea.)	DNA Backlog Grant	\$ 6,026.10
3. Renonzo L. Belcher Thomas P. Davis Cory M. Grochowski Matthew W. Hart David J. Mueller Arnold P. Russo Floyd S. Werner, Jr.	American Eurocopter Corp. - Pilot Re-certification Training Baltimore, MD Oct. 23 - 26, 2012 (Reg. Fee \$2,350.00 ea.)	Asset Forfeiture	\$16,450.00

**MINUTES****TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Health Department</u>			

**APPROVAL**

4. Meena Abraham	Centers for Disease Control (CDC) PS12-1202 Grantee Orientation Atlanta, GA March 26 - 28, 2012 (Reg. Fee \$0.00)	CDC HIV Prevention Grant	\$1,041.60
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**REIMBURSEMENT**

The subsistence rate for this location is \$189.00. The hotel cost was \$133.00 per night not including the occupancy tax in the amount of \$21.28 per night.

Ms. Abraham was selected by the Deputy Commissioner to attend the conference at the very last minute. The attendee was unable to obtain prior approval because of the time constraints. The reimbursement to Ms. Abraham will be as follows:

Airfare	\$ 623.60
Hotel	266.00
Occupancy Taxes	42.56
Parking	36.00
Meals	73.44
<b>Total Reimbursement</b>	<b>\$1,041.60</b>

The Department apologizes for the lateness.

UPON MOTION duly made and seconded, the Board approved the travel requests and the travel approval/reimbursement.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies  
hereinafter named, the Board,  
UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following page:

4041

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

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

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Recreation and Parks

1. RP 08822, Cimaglia Park at Fort Holabird	P. Flanigan & Sons, Inc.	\$1,786,000.00	
<b>MBE:</b> Priority Construction Corporation		\$ 59,423.00	3.33%
JLN Construction Services, LLC		138,000.00	7.73%
L&J Construction Services, Inc.		88,590.00	4.96%
		<u>\$286,013.00</u>	<u>16.02%</u>
<b>WBE:</b> Guardrails, Etc., Inc.		\$ 49,020.00	2.74%
Oelmann Electric Supply Company, Inc.		26,250.00	1.47%
River Transport, Inc.		31,970.00	1.79%
		<u>\$107,240.00</u>	<u>6.00%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE****2. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 760,500.00	9938-902720-9475	9938-901720-9474
Rec. & Parks	Reserve	Active
23 <sup>rd</sup> Series	Athletic Courts & Fields Renovation	Athletic Courts & Field Renovation
903,628.39	9938-903777-9475	9938-904777-9474
Rec. & Parks	Reserve	Active
26 <sup>th</sup> Series	Park Rehabilitation Program FY12	Park Rehabilitation Program FY12
<b>\$1,664,128.39</b>		

This transfer will provide funds to cover the costs associated with the award of the Cimaglia Park, Contract No. RP 08822 to P. Flanigan & Sons, Inc.

**MINUTES**

Department of Communication Services - Expenditure Authorization

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment, by Expenditure Authorization, for the NOCALink Mail Processing License renewal with the United States Postal Service (USPS). The period of the renewal is October 01, 2012 through September 30, 2013.

**AMOUNT OF MONEY AND SOURCE:**

\$ 7,950.00 - 2032-000000-1330-158400-605008

**BACKGROUND/EXPLANATION:**

The Department of Communication Services, Municipal Post Office (MPO) has a NOCALink license from the USPS to provide updated and accurate address information for mail processed by the MPO on behalf of the City. With accurate addresses on mail and mail addressed in conformance with USPS regulations, the City can reduce mailing costs. The data used to update addresses are the exclusive property of the USPS and can only be obtained through their licensed products.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57255)**

UPON MOTION duly made and seconded, the Board approved and authorized payment, by Expenditure Authorization, for the NOCALink Mail Processing License renewal with the United States Postal Service.

**MINUTES**

Department of Transportation - Revised Schedule of Rates  
for City's Conduit Systems

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the revised schedule of rates for the City's conduit system effective July 01, 2012. The Board is also requested to approve a reduction of the rate for street lighting cable.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 9, 2008, the Board approved the agreement with the Baltimore Gas & Electric Company (BGE), setting rates to be paid for the use of the City conduit system. That agreement permitted the City to increase the rates one time during the term of the agreement, but not sooner than July 01, 2012 and by not more than 3%.

Inflationary costs associated with all City services, such as labor rates and other personnel costs, motor fuels, utilities, et cetera, have exceeded 3% in each of the four years since the BGE agreement was approved. In addition, the Department of Transportation has advanced a very aggressive capital program to replace critical sections of the conduit system to achieve a state of good repair. Therefore, the Department of Transportation, in consultation with the Department of Finance, believes it is appropriate to adjust the rates as follows:

Fiscal Year	Currently Approved Rate	Proposed BGE Rate
2013	\$0.90	\$0.927
2014	\$0.95	\$0.9785

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

The BGE agreement requires that the City notify BGE 30 days prior to proposed action by the Board on any rate increase. Notification was made by certified mail on April 9, 2012.

RATE FOR OTHER USERS & MUNICIPAL USERS

Except for BGE, the rate for all other system users will likewise increase from \$0.95 to \$0.9785 cents per linear foot. The Department of Transportation also proposes that the rate for street lighting cable be reduced to zero as the charge is paid to BGE and then charged back to the City. Eliminating this fee will reduce administrative costs on both parties and will have no net budgetary effect.

**A LETTER OF PROTEST WAS RECEIVED FROM THE BALTIMORE GAS AND ELECTRIC COMPANY. A LETTER OF PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

Clerk: Ms. Trueheart's protests and correspondences had been sent to the Board Members for their review. As Ms. Trueheart's interests are not specific and are not different from other members of public, the Board will not hear her protests. Her protests and correspondences have been sent to the respective departments and agencies to review and respond directly to Ms. Trueheart.

## MINUTES

Vice President: "The first item on the non-routine agenda could be found on pages 56 to 57. It's the Department of Transportation revising the schedule rates for City's conduit systems with the protestors ah, be to my right and the agencies to my left. Ah, you want to start off by identifying yourself and --"

Ms. Kim Curry: "Good Morning, Madam Mayor, Vice President, and members of the Board, My name is Kim Curry. I'm Assistant General Counsel of Baltimore Gas and Electric Company and I am representing BGE today and appearing in support of my protest."

Vice President: "Okay."

Mr. Foxx: "He is going to present."

Jamie Kendrick: "Good morning, Mr. Vice President, Madam Mayor and members of the Board Jamie Kendrick for the Department of Transportation (DOT). DOT seeks your approval of a three percent increase in the per linear foot rental rate for users of the City-owned Conduit System. This rate would increase for the part of all private users of the conduit system. Under the terms of a five-year April 2000 agreement with BGE and approved by this Board, the City has the absolute right to increase BGE's rate by up to three percent one-time and one-time only after July 1, 2012. BGE's rate continues to be less than the rate for all other private conduit users and less than in this three

## MINUTES

percent rate increase the City's year-over-year budget inflation. Article 26, Section 23(5) of the City Code, provides that this Board may from time-to-time modify the annual charges imposed for the use of the conduits and that charges shall be billed and paid as directed by the Board. Importantly, this Ordinance, the Ordinance which established this language repealed more than 80 years of the City Code which provided that BGE pays only its pro-rata share of the conduit system expenses and I will speak to that after BGE makes its presentation.

Vice President: "Okay."

Mayor: "Before they -- I have a question."

Mr. Kendrick: "Yes, sir --"

Vice President: "Madam Mayor."

Mayor: "Mr. Kendrick you said that the three percentage increase is the lowest of any uh -- private user as well as lower than our year-over-year inflation. Do you mean lower than the increase in our cost year-over-year?"

Mr. Kendrick: "Yes, that's correct BGE's rate is less than all the other users in the system and the three percent increase is less than the City's budgeted inflation."

Mayor: "Increase cost year-over-year."

Mr. Kendrick: "Correct."

Mayor: "So, they are under?"

## MINUTES

Mr. Kendrick: Under one calculation, they are still under paying but we agreed to a three percent after July 1.

Mayor: "Ok. Thanks."

Vice President: Any members has a question?

City Solicitor: "No."

Vice President: Go ahead.

Ms. Curry: "Thank you. BGE opposes the City's three percent - requested three percentage rate increase on the basis that the City already has sufficient funding to maintain the conduit. But, how do I know this? I know this because last year BGE took a \$600,000.00 credit uh -- off the 2011 invoice because the City had failed to spend the entire amount that was budgeted to them. Just to give you a background on how the invoicing and payment process works between BGE and the City what happens is--is that we make two semi-annual payments each year. We make two pre-payments so we don't pay after the fact. We make advanced payments which are made and later reconciled against the City's actual cost and we get the City's actual cost incurred to maintain the conduit from the City's Audited financial statements. When we did that last year, the City spent \$600,000.00 less than the payments BGE made to it. So, therefore we a questioning whether or not a rate increase is warranted when last year the City failed to spend the amount of money that

## MINUTES

was given to them in the form of conduit rental payments -- ah -  
- last year. Um -- now, BGE is contesting this because we have  
an interest in the fact that uh -- you know all costs and  
funding expenditures made by BGE are recovered from our  
customers. So, we want to make sure that all of our expenditures  
are done so -- spent in a very prudent and efficient fashion  
and in here -- in this instance we just haven't seen that this  
rate increase is justified given the fact we did take a credit  
net last year. We did want to highlight in the protest that we  
filed and it was by our--ah --- ah -- Customer um -- Vice  
President of Customer Operations, Jeanette Mills. We did say  
that if the City does spend money on the conduit, we have no  
problem you know spending that because ah -- either we have an  
interest in making sure that the conduit is maintained and  
maintained and -- ah -- remains in good repair. Ah, and this is  
evidenced by the fact that last year we spent \$8,000,000.00 --  
\$8,000,000.00 in conduit rental payments ah ah -- in rental  
payments to the City. Uhm -- so, if the money is needed, BGE  
will fund that. In this instance, it just hasn't been shown to  
be justified and warranted."

Vice President: "Mr. Kendrick before you respond is any Board  
members wanting -- have a question?"

## MINUTES

City Solicitor: "I have a question too but I will wait until after Mr. Kendrick has responded."

Mr. Foxx: "I have a question too. When you say that last year you got 600 -- in your rate do you include the capital costs which there maybe some differences between the expenditures versus ah, ah, the ah -- well. In capital costs you may have the money there but the expenditure may come at a later date, if you understand what I am saying?"

Ms. Curry: "Well, I am --"

Mr. Foxx: "So, when you say that they didn't spend all the money are you taking into consideration the capital program?"

Ms. Curry: "That includes both. So, we are -- prepayments that were made to the City are to be used to cover O&M as well as capital expenses."

City Solicitor: "The payment calculation and interest suggest that the City has under-spent, if that is the right word have taken into account the commitments to capital expenses in additional to O&M or not?"

Ms. Curry: "The City's commitment -- um, if the City can prove that the money that is not being used is going to be used for a project then yes, we would..."

## MINUTES

City Solicitor: "That have been used or going to be used for capital construction projects, you agree that's fair game.

Ms. Curry: "Yes. If it has been used for capital projects or going to be used."

City Solicitor: "Is it fair to say that we've -- even if the City is -- has an accounting question as to whether they fully expended, is it not a question of this Board's authority to increase the rate?"

Ms. Curry: "Oh, that is not what we are questioning. The ah--

City Solicitor: "So, it is not an issue of authority to increase the rate. You are just saying based on this accounting difference where there is a dollar difference, you want to be sure."

Ms. Curry: "Yes, we do not think you should um, increase the rate because the City have not shown a justification for that request."

City Solicitor: "Mr. Kendrick."

Mr. Kendrick: "Ah, thank you. I just to provide for the benefit of the Board and will provide a benefit to BGE on multiple occasions. This is just an example of one project that we have uh -- frankly overspent.

## MINUTES

City Solicitor: " -- Thank you.

Mr. Kendrick: Ah, the City's allocation on -- ah -- The way that the process -- although we disagreed on BGE's taking the credit -- and we intend to pursue that credit through the collections process. Ah, the way that they calculate things is through City's annual CAFR. What the CAFR provides for is the annual expenditures, what the CAFR does not show is obligations and commitments as Director Foxx indicated for prior years. So, we if we have for example, on the Washington Boulevard Project which I have before you."

Vice President: "Like this year --."

Mr. Kendrick: "In Councilman Reisinger's -- Vice President Reisinger's district, uh -- spent \$1,800,000.00 that \$1,800,000.00. That spent over two or three years. But on day one when we obligate the project in the City's financial system, we do not spend \$1,800,000.00. That expenditure occurs over two or three years. If BGE's logic were to hold true, they would actually pay us in excess of the rate that is owed on a year-to-year basis and in this case they probably owe us 1.2 million more than is reflected in the CAFR because capital obligations

## MINUTES

are not fully reflected in the CAFR and Mr. Black (Harry Black, Director of Finance) I assume could speak to that further, if necessary. Let me just take this a step further on the Dundalk Avenue Project which is about to break ground over the next two weeks, the City has allocated \$1,000,000.00 from the conduit capital fund for that project. We are going to spend \$4,000,000.00 on the capital project for Dundalk Avenue. So, we've only taken \$1,000,000.00 from the capital fund, the City will put in another three and I've been asked BGE to pay for it and yet they are going to argue today about something that is \$300,000.00 in terms of what they would pay additional for three percent in which I might add with regard to the rate-payers that three percent - oh, excuse me - that \$300,000.00 -- three percent is one ten-thousandth of a percent of their 2.73 billion dollar annual operating expenses. Taken over several hundred thousand rate-payers in the City that is one millionth of a penny per rate-payer in the City of Baltimore."

City Solicitor: "So that, even - ah-in an essence if we approve this three percent - ah-that will be one-millionth of a penny that BGE could if it chose to do so pass on to its issuance rate."

## MINUTES

Mr. Kendrick: "If they chose to do so and they can argue whether it's a millionth of a penny or nine-hundred thousandth of a penny. But, I think directionally the numbers are pretty well correct. In fact, frankly they could chose not to spend that money on bottled water for their employees, they could chose not to spend that on money on a conference or meeting they might attend, or sponsorship that they might do. How they chose to spend that \$300,000.00 in the context of their 2.73 billion dollar annual operating budget it's really either here or there to the City."

City Solicitor: "Mr. Kendrick, even if the Board approves the three percent increase, as requested -- ah, you would residually BGE be paying less than, more than, or the same as other conduit users?"

Mr. Kendrick: "BGE will continue to pay less than other conduit users."

City Solicitor: "Ah, then is it anticipated that disparity as opposed to parity will come to an end at some point?"

Mr. Kendrick: "Under the terms of the five-year rate agreement this Board approved in 2008 by FY'14, the rates would be equal among all users."

## MINUTES

City Solicitor: "Thanks."

Vice President: "Madam Mayor."

Mayor: "I have nothing."

Mr. Foxx: "Ah, one quick question, when the agreement that was - the previous with BGE - BGE agreed to pay the three percent after --."

Mr. Kendrick: "It gave the City the absolute discretion of the City the ability to raise the rate by three percent after July one."

Mr. Foxx: "Backing the agreement to the three percent."

Mayor: "Speak into the mic."

Mr. Foxx: "Okay."

Mr. Kendrick: "I might also point out the fact--"

Mr. Foxx: "In fact they were in agreement with the three percent increase after 2012 --"

Mr. Kendrick: "They did sign that agreement, sir yes. I might also point out that the agreement specifically says that a dollar that we did not spend in year one, may for capital purposes be rolled over to year two exactly for the CAFR issue that we previously discussed."

Mr. Foxx: "Yeah."

Vice President: "Madam Mayor, right. You (Ms. Curry) could respond and then we will call for a vote, yes go ahead."

## MINUTES

Ms. Curry: "Can I speak?"

Mayor: "Yes, thank you."

Ms. Curry: "I will introduce Mr. French Coronet he does work with BGE. He is the business person that very familiar with the details of the contract and all the relationship with the City as it relates to the conduit. Ah, I guess a few issues one, the project that Mr. Kendrick mentions has to pass our criteria for approval and that -- before we expend money on that capital project and by criteria for approval. It has to be for the ? BGE and its customers so, we shouldn't just assume that because a project is in the works that it is actually be eventually approved by BGE. The second point is -- with regard to the spread sheet that Mr. Kendrick distributed if I recall correctly this conduit estimate was originally given to us as \$1,000,000 and this spread sheet shows 1,800,000 million and so again -- we just either -- we have to have somewhat level of confidence in the City numbers because these numbers have changed by very dramatic numbers. I mean, one million to \$1.8 million is a very significant variance in what was originally given to us. I also understand that there might be some DOE funding what could be used for this project, as well to offset some costs. You can let me known if that correct."

Mr. Foxx: "I have no --"

## MINUTES

Ms. Curry: "The Department of Energy--

Mr. Kendrick: "Never, received a dime from the Department of Energy."

Ms. Curry: "You did not receive any AARRA funding for the aid and projects and grants from the Federal government."

Mr. Kendrick: "Not for this project, no."

Ms. Curry: "Not for this project."

Mr. Kendrick: "For Orleans Street, for bridge replacement in northeast Baltimore --ah-- but not for this project, no."

Ms. Curry: "Okay. So, you have received Federal Government - Federal spending --

Mr. Kendrick: "We have received Federal allocation - ah - that we used in many cases to pay for the conduit system. This is over and above that -- this is used to match the Federal contribution."

Ms. Curry: "Okay."

Mr. Foxx: "Quick question. You say that BGE pays rate based on how it benefits BGE's customers. I thought BGE was paying the rate for use of the system -- the conduit system and the expansion of the system is to BGE's benefit. So, I don't understand that comment that you just made."

Ms. Curry: "About the--

## MINUTES

Mr. Foxx: "How do you tie BGE criteria for construction projects with the City's ah -- with the City's expansion or maintenance of the system and you say that they -- their projects don't meet your criteria? I don't understand that comment."

Ms. Curry: "I'll respond, I guess in two ways. One, we have to make sure that it benefits BGE customers for the reason that BGE's customers --"

Mr. Foxx: "So, expansion of the system doesn't - ah, benefit you at all?"

Ms. Curry: "No, it does but BGE customers' have to benefit from it because our customers are paying for that. Ah, the way we determine the benefit is -- roughly we occupy 77 to 78 percent of the space -- conduit space in the City, so BGE would pay 78 percent of -- of those costs."

Mr. Foxx: "But the rates are for use of the City's conduit System. Am I correct?"

Ms. Curry: "It is to use the City's conduit system but we pay based on the share of space we occupy."

Mr. Foxx: "Right."

Mr. Kendrick: "If I may just a minute - I'll wrap up"

Vice President: "Okay, go ahead --"

## MINUTES

Mr. Kendrick: "Just two final points. One is the agreement does not give BGE the right to decide which projects we do and do not spend money on. It says we shall advise them of which projects. In the case of Washington Boulevard, I would say that in fact at anytime lines are being undergrounded although not by our choice in this case, it probably is to the benefit of BGE customers' in terms of the liability gives the ratio. Number two, I simply might point out that the rate increase again is less than the City's inflation, that the cost of the Washington Boulevard Project previously referenced was something that we've only planned on spending \$1,000,000.00 from the conduit capital fund. In fact the conduit cost was 1.8 the cost of the project did not increase. We simply chose to allocate more from the conduit capital fund. The cost was always 1.8 million dollars and I am sorry that BGE doesn't understand the way that the City accounting system works. Ah, but we've been through this many times and capital expenditures vary from year-to-year.

Vice President: "Okay."

City Solicitor: "Are you prepared to entertain a motion?"

Vice President: "I'll entertain a motion."

City Solicitor: "Move to reject the protest and approve the request for the rate increase.

Mr. Fox: "Second."

**MINUTES**

Vice President: "All those in favor say Aye". All those opposed  
Nay motion carries."

**(FILE NO. 56533)**

**Jeannette M. Mills**  
VP & Chief Customer Officer  
Customer Operations

Baltimore Gas and Electric Company  
110 W. Fayette Street  
Baltimore, Maryland 21201  
(410) 470-6290



September 18, 2012

Board of Estimates  
Attn: Clerk  
Room 204 City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

**Re: Department of Transportation Revised Schedule of Rates for the City's Conduit System; Item for Consideration at Board of Estimates' September 19, 2012 Meeting**

Baltimore Gas and Electric Company (BGE) wishes to oppose the Baltimore City Transportation Department's (Department) request for a 3% rate increase to the rates to be paid by BGE for the use of Baltimore City conduit system. The issue presented is whether the increase is justified, as the Department claims, due to an increase in inflationary costs associated with City services, such as labor rates and other personnel costs, motor fuels, utilities. BGE holds that it is not justified.

Costs expended by BGE are ultimately recovered by BGE from its customers. Consequently, in the end, BGE's customers are negatively impacted by the City's rate increase. According to the Department's last audited financials, the Department underspent its budget on BGE conduit-related expenses by \$590,000 in fiscal year 2011. Due to the inability of the Department to use existing funds to its fullest potential, BGE questions of the Department whether a rate increase is truly warranted. In the April 9, 2012 notice, the Department notes that it is undertaking a "very aggressive capital program to replace critical sections of the Conduit system in order to achieve a state of good repair;" however recent history has revealed that the Department's expenditures have been lower than forecasted, which has led to funding not being used within the fiscal year, creating a credit during the reconciliation process. Thus, BGE's current rent is more than adequate to cover the expenses listed in the audited financials; therefore, an increase should not be needed.

BGE opposes the rate increase because it has an obligation to its customers to ensure BGE expenditures are prudent. In principle, BGE is not opposed to the Department spending to improve the conduit system if it benefits BGE customers. However, in this instance, since the City has not demonstrated the ability to spend BGE's allocation of existing funds; BGE cannot support, and indeed, must oppose, the Department's increase request because it unjustifiably adversely affects BGE customers' rates. Such an outcome is not in BGE customers' best

Clerk Board of Estimates  
September 18, 2012  
Page 2

interests. BGE respectfully requests that the Board deny the Department's rate increase. BGE will appear at the Board's September 19, 2012 meeting to articulate these concerns.

Sincerely,

A handwritten signature in blue ink that reads "Jeannette M. Mills / jdb". The signature is written in a cursive style.

Jeannette M. Mills  
Vice President, Customer Operations

cc: Khalil Zaied, Director, Baltimore City Department of Transportation

## Kim A. Trueheart

September 18, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and a complete failure to provide transparent communications about priorities and outcomes by the Mayor of Baltimore City and the various Departments and Agencies under our Mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 48, Department of Transportation - Revised Schedule of Rates for City's Conduit Systems, if approved:
    - i. Misses the opportunity to put the screws to local corporations in the same fashion non-corporate residents have been abused with outrageous fee increases by this administration.
    - ii. Demonstrates out-right corporate favoritism over residents by imposing less than the allowable fee increase for this service.
    - iii. Fails to recoup the full measure of municipal expenses incurred for operations and maintenance of the City's Conduit Systems.
    - iv. Fails to impose the maximum fee allowable under the agreement, thus shifts the burden to tax-payers to cover the actual corporate use expense.
3. How the protestant will be harmed by the proposed Board of Estimates' action: This action presents a NO-Brainer opportunity for the City to recoup expenses for this service, but instead glaringly demonstrates this administration's abusive policy which extends maximum benefit to corporations over citizens/residents. The continued mismanagement of major projects by City agencies is disgracefully wasteful and lacking in actual innovative instances that can generate revenue in light of the City's austere budget outcomes. A complete top to bottom business process reengineering initiative must be initiated to ensure similar cost reimbursement opportunities are NOT passed by.
4. The remedy I seek and respectfully request is that this action be modified to impose the maximum fee allowable under the terms of the agreement.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on September 19, 2012.

5519 Belleville Ave  
Baltimore, MD 21207

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
**Kim Trueheart**, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 11, under Project No. 1161, On-Call Construction Project Management Services to Rummel, Klepper & Kahl, LLP.

**AMOUNT OF MONEY AND SOURCE:**

\$ 45,593.18 - 9950-901843-9514-900010-703032  
45,593.18 - 9950-901363-9508-900010-703032  
45,593.19 - 9950-903453-9508-900010-703032  
**\$136,779.55**

**BACKGROUND/EXPLANATION:**

Rummel, Klepper & Kahl, LLP will provide a Quality Insurance Inspector to provide inspection services for contract TR-03333, Sinclair Lane, TR-05308, Dundalk Avenue, and TR-11302, Resurfacing JOC.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 11, under Project No. 1161, On-Call Construction Project Management Services to Rummel, Klepper & Kahl, LLP.

**MINUTES**

Department of Transportation - Payment of Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the payment of the June 30, 2011 invoice no. 41461764, from Oracle America, Inc. for Software Update Licenses & Support.

**AMOUNT OF MONEY AND SOURCE:**

\$8,328.73 - 1001-000000-5011-382800-603098

**BACKGROUND/EXPLANATION:**

The Department of Transportation continues to use Primavera as its Project and Contract Management Program. The licenses for Primavera are from Oracle America, Inc., and the licenses are required.

Due to a change in the vendor's name, the contract renewal was not properly processed in the Citibuy system and lapsed. As such, the invoice for 2011 was not paid. The Department of Transportation regrets the error and all administrative paperwork is now in order for the invoice to be paid per the contract.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the payment of the June 30, 2011 invoice no. 41461764, from Oracle America, Inc. for Software Update Licenses & Support.

**MINUTES**Space Utilization Committee - Transfer of Jurisdiction**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as the Poe House, located at 203 North Amity Street (Block 173, Lot 4) from the inventory of Museum and Galleries to the inventory of the Department of General Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In accordance with the authority to the Department of General Services by the City Charter (Art VII, §132), the Department of General Services is now responsible for all municipal buildings, unless otherwise provided by the City Charter. Transferring municipal buildings currently registered under Museum and Galleries is in keeping with this new mission.

The Space Utilization Committee approved this transfer of jurisdiction on September 25, 2012.

**(FILE NO. 56665)**

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the property known as the Poe House, located at 203 North Amity Street (Block 173, Lot 4) from the inventory of Museum and Galleries to the inventory of the Department of General Services.

**MINUTES**Space Utilization Committee - Transfer of Jurisdiction**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the property known as the Baltimore Street Car Museum Visitor's Center and the Baltimore Street Car Museum Metal Trolley House, located at 1901 Falls Road (Block 3600B, Lot 3) from the inventory of the Department of Transportation, Bureau of Highways to the inventory of the Department of General Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In accordance with the authority to the Department of General Services by the City Charter (Art VII, §132), the Department of General Services is now responsible for all municipal buildings, unless otherwise provided by the City Charter. Transferring municipal buildings currently registered under the Department of Transportation, Bureau of Highways is in keeping with this new mission.

The Space Utilization Committee approved this transfer of jurisdiction on September 25, 2012.

**(FILE NO. 56665)**

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the property known as the Baltimore Street Car Museum Visitor's Center and the Baltimore Street Car Museum Metal Trolley House, located at 1901 Falls Road (Block 3600B, Lot 3) from the inventory of the Department of Transportation, Bureau of Highways to the inventory of the Department of General Services.

**MINUTES**

Department of Real Estate - Inter-departmental Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an inter-departmental lease agreement between the Department of General Services (DGS), landlord; and the Mayor's Office of Information Technology (MOIT), tenant; for the rental of a portion of the property known as 401 East Fayette Street, being on the Lower Level 2 (Computer Training) 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors, containing 28,353 square feet. The period of the inter-departmental lease agreement is July 01, 2012 through June 30, 2013, with the option to renew the lease for five additional one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$228,241.63	\$ 19,020.13

Funds are available in account 1001-000000-1471-165700-603096

**BACKGROUND/EXPLANATION:**

The annual rent for the renewal term will be determined based on projected operating costs and expenses for the upcoming renewal term. Based on this determined rental rate, rental payments will commence July 01, 2013 and will increase or decrease each year during the renewal terms.

The leased premises will be used for administrative offices for MOIT. The DGS is responsible for the interior and exterior of the building including foundations, roof, walls, gutters downspouts, maintenance, and repairs of the HVAC systems, providing heat and air conditioning (not individual window ventilation systems) except for damages caused by the sole negligence of the tenant, employees, guests, agents, invitees and contractors.

**MINUTES**

Department of Real Estate - cont'd

The DGS will furnish janitorial services and trash removal, pest control, clean floors, snow and ice removal, interior and exterior lighting, sewer/plumbing and electric repairs, replacing air filters once every six months for HVAC systems, utilities, a security guard in entrance lobby from 6:00 A.M. to 6:00 P.M. If a security guard is needed after 6:00 P.M., MOIT will be responsible for the cost and expense. MOIT accepts the premises in its existing condition, and will not make any alterations, additions, or improvements without the written consent of the DGS.

The Space Utilization Committee approved the lease at its meeting on September 11, 2012.

**APPROVED FOR FUNDS BY FINANCE**

**(FILE NO. 57316)**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the inter-departmental lease agreement between the Department of General Services, landlord; and the Mayor's Office of Information Technology, tenant; for the rental of a portion of the property known as 401 East Fayette Street, being on the Lower Level 2 (Computer Training) 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors, containing 28,353 square feet. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Edward Reisinger, **ABSTAINED**.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an agreement of sale with the State of Maryland, to the use of the Maryland Military Department, Purchaser, for a portion of the parcel Map 96, Grid 18, Parcel 28, consisting of approximately 5.74 acres or less of unimproved land.

**AMOUNT OF MONEY AND SOURCE:**

\$373,000.00 - Purchase Price  
(Appraised Value)

**BACKGROUND/EXPLANATION:**

The Highways Engineer of Baltimore City acting for and on behalf of the City acquired the property consisting of 5.74 acres in Baltimore County in 1925.

The property, Baltimore County account number 1513200809, consisting of 5.74 acres or less of unimproved land, which is a portion of Map 96, Grid 18, Parcel 28 is being conveyed to the State of Maryland for the use of the Maryland Military Department. The property was circulated to various City agencies including the Department of Public Works, and all agencies stated that they had no interest or need for the referenced property and had no objections to the sale. The property was declared surplus, and assigned to the Department of Real Estate for disposition. The sale of the property is authorized by City Council Ordinance No. 08-14 approved May 21, 2008. The agreement of sale has been approved by the Director of the Department of Public Works.

**(FILE NO. 57315)**

UPON MOTION duly made and seconded, the Board approved the agreement of sale with the State of Maryland, to the use of the Maryland Military Department, Purchaser, for a portion of the

**MINUTES**

Department of Real Estate - cont'd

parcel Map 96, Grid 18, Parcel 28, consisting of approximately 5.74 acres or less of unimproved land.

## MINUTES

Mayor's Office of Employment Development (MOED) - Agreements

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

AGREEMENT

1. **HOUSING AUTHORITY OF BALTIMORE CITY (HABC)** **\$175,000.00**

Account: 4000-806413-6313-688500-603051

The HABC, subcontractor, will recruit at least 35 Baltimore City youth and young adults, 18-21 years old, who are economically disadvantaged, at risk, and do not live in the empowerment zone. After recruitment the subcontractor will provide specific occupational skills training and/or apprenticeships leading to certification. Job placement and job retention services will also be provided. The period of the agreement is July 1, 2012 through June 30, 2013.

The agreement is late because the HABC was late in providing information needed to complete the agreement.

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

Clerk: Ms. Trueheart's protests and correspondences were sent to the Board Members for their review. As Ms. Trueheart's interests are not specific and are not different from other members of public, the Board will not hear her protests. Her protests and correspondences have been sent to the respective departments and agencies to review and respond directly to Ms. Trueheart.

## MINUTES

MOED - cont'd

GRANT AGREEMENT

2. **MARYLAND DEPARTMENT OF JUVENILE SERVICES (DJS)** **\$436,795.00**

Account: 4000-809413-6331-497805-603051

The MOED will provide workplace preparation programming and hands-on work experiences for 80 of DJS CORPS participants in Baltimore City. The period of the agreement is June 25, 2012 through June 30, 2013.

The agreement is late because the Notification of Grant Award was received late from the grantor.

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

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned agreements. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Edward Reisinger, **ABSTAINED** on item no. 1.

## Kim A. Trueheart

October 2, 2012

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated school age children of Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and by most municipal entities within Baltimore City.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 65, item #1, Mayor's Office of Employment Development (MOED) – Agreements, if approved:
    - i. Please provide for inspection documents detailing:
      1. Justification for HABC's assumption of duties and responsibilities which assumingly are more appropriately performed by the Mayor's Office of Employment Development (MOED).
      2. The subcontract task statement and contract performance measures of effectiveness.
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I am experiencing a significant financial burden with annual tax increases, sewer and water service increases, user fee increases, parking meter rate increases and significantly reduce services as a resident. This already onerous burden will be exacerbated by the continued wasteful spending by the Baltimore City municipal entities within this administration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on October 3, 2012.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart  
Citizen

5519 Belleville Ave  
Baltimore, MD 21207

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |             |                                |
|---|-------------|--------------------------------|
| 1. PIPER STAFFING   | \$38,610.00 | Ratification and<br>Term Order |
| Solicitation No. 06000 - Temporary Services - Department of<br>Housing and Community Development - Req. No. R607938 |             |                                |

The period of the ratification is for the period June 25, 2012 through October 2, 2012. The period of the term order is for the period October 3, 2012 through December 31, 2012.

- |  |             |         |
|--|-------------|---------|
| 2. ACME PAPER  | \$41,308.00 | Low Bid |
| Solicitation No. B50002582 - Restroom Tissue and Soap Products<br>- Baltimore Convention Center - Req. No. R611007 |             |         |

The period of the award is October 3, 2012 through October 2, 2013.

- |   |             |             |
|---|-------------|-------------|
| 3. SHERWOOD-LOGAN & ASSOCIATES  | \$45,934.00 | Sole Source |
| Solicitation No. 08000 - Hayward Gordon Pump Parts -<br>Department of Public Works - Req. No. R612839 |             |             |

This is a requirement for OEM equipment parts and the vendor is the sole supplier of the item in our area. Therefore, this sole source award is recommended.

- |  |             |             |
|--|-------------|-------------|
| 4. FRANKLIN MILLER, INC.   | \$42,165.00 | Sole Source |
| Solicitation No. 08000 - Super Shredder Units - Department of<br>Public Works - Req. No. R611745 |             |             |

This requirement is for OEM equipment and parts and the vendor is the sole manufacturer/supplier of the item. Therefore, this sole source award is recommended.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |   |             |         |
|---|-------------|---------|
| 5. DASZER-BAL CORP. D/B/A   |             |         |
| JANI-KING OF BALTIMORE  | \$29,316.00 | Low Bid |
| Solicitation No. B50002593 - Janitorial Services - Enoch Pratt<br>Free Library - Req. No. R608907 |             |         |

The period of the award is November 1, 2012 through October 31, 2013, with three 1-year renewals.

- |   |             |         |
|---|-------------|---------|
| 6. BELAIR ROAD SUPPLY CO., INC.   | \$20,000.00 | Renewal |
| Solicitation No. B50002152 - Handbox Frames and Cover, Meter<br>Vault - Department of Transportation - Req. No. P518375 |             |         |

On October 4, 2011, the City Purchasing Agent approved the initial award in the amount of \$19,514.00. The award contained two 1-year renewal options. This renewal in the amount of \$20,000.00 is for the period October 4, 2012 through October 3, 2013, with one 1-year renewal option remaining.

- |  |             |             |
|--|-------------|-------------|
| 7. SAFEWARE, INC.  | \$44,881.48 | Sole Source |
| Solicitation No. 08000 - Zumro Quad Tent - Fire Department -<br>Req. No. R612888 |             |             |

Safeware, Inc. is the sole manufacturer designated distributor for the State of Maryland of Zumro Air Shelters. The Department must maintain compatibility with existing Fire Department assets and training.

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.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                         |             |             |
|-------------------------|-------------|-------------|
| 8. LAURUS SYSTEMS, INC. | \$52,500.00 | Sole Source |
|-------------------------|-------------|-------------|
- Solicitation No. 08000 - Mini Rad-D Gamma Radiation Detection Meters - Fire Department - Req. No. R612031

LAURUS Systems, Inc. is the sole distributor of the radiation meters in the State of Maryland. They are the sole source for repairs, maintenance, training and calibration of the radiation detection instrumentation and dosimeters. LAURUS Systems, Inc. has the proprietary software in order to perform those calibrations and the manufacturer approved service facility.

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.

- |                         |             |         |
|-------------------------|-------------|---------|
| 9. FREE STATE REPORTING | \$44,928.00 | Renewal |
|-------------------------|-------------|---------|
- Solicitation No. B50002108 - Court Reporting - Various - P.O. P518180

On September 7, 2011, the Board approved the initial award in the amount of \$22,464.00. This final renewal in the amount of \$44,928.00 is for the period November 1, 2012 through October 31, 2014.

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.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |                             |         |         |
|-----------------------------|---------|---------|
| 10. MULTIPARTS AND SERVICES | \$ 0.00 | Renewal |
|-----------------------------|---------|---------|
- Solicitation No. B50001170 - Aftermarket Detroit Engine Heavy Truck Parts and Services - Department of General Services - P.O. Nos. P510932

On October 21, 2009, the Board approved the initial award in the amount of \$325,000.00. The award contained two 1-year renewal options. This renewal is for the period November 1, 2012 through October 31, 2013.

**MWBOO GRANTED A WAIVER.**

- |                               |              |         |
|-------------------------------|--------------|---------|
| 11. KIDSMART SOFTWARE COMPANY | \$ 39,500.00 | Renewal |
|-------------------------------|--------------|---------|
- Solicitation No. 08000 - Kidsmart Software License, Support and Hosting Service - Mayor's Office of Employment Development - Req. No. R612826

On November 9, 2011, the Board approved the initial award in the amount of \$28,993.25. The award contained four 1-year renewal options. This renewal in the amount of \$39,500.00 is for the period October 1, 2012 through September 30, 2013, with three 1-year renewal options remaining.

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.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. PATUXENT MATERIALS, INC.	\$200,000.00	Renewal
Solicitation No. B50000861 - Pea Gravel - Agencies Various - P.O. No. P506527		

On December 17, 2008, the Board approved the initial award in the amount of \$200,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$200,000.00 is for the period January 2, 2013 through January 1, 2014.

**MWBOO GRANTED A WAIVER.**

13. GRAYBAR ELECTRIC COMPANY	\$1,500,000.00	
IDEAL ELECTRICAL SUPPLY	0.00	
	<u>\$1,500,000.00</u>	Renewal
Solicitation No. B50000589 - Electrical Products - Various - P.O. Nos. P504628 and P504739		

On November 19, 2008, the Board approved the initial award in the amount of \$900,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,500,000.00 is for the period November 19, 2012 through November 18, 2014.

**MWBOO GRANTED A WAIVER.**

14. RHINEHART RAILROAD CONSTRUCTION, INC.	\$45,976.00	Selected Source
Solicitation No. 06000 - Railroad Emergencies and Inspections at Key Highway Railroad Crossing - Department of Transportation - Req. No. R611977		

Rhinehart Railroad Construction, Inc. constructed the track, roadwork, and signals at this City-owned railroad crossing, and is continuing to address issues raised by the Federal Railroad Administration (FRA). The Department recommends continuing with this vendor because it is in the best interest of the City, to ensure continuity of services, and safe operation of the rail crossing while meeting FRA requirements.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

15. AON CONSULTING, INC.	\$375,000.00	Extension and Increase
Solicitation No. BP 05160 - Acturial Services for Employees' and Retirees' Benefits Programs - Department of Human Resources - P.O. No. P517459		

On July 27, 2005, the Board approved the initial award for a two-year period in the amount of \$708,210.00. The award contained six 1-year renewal options. Subsequent actions have been approved. The last renewal was approved on June 6, 2012. This extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. This increase in the amount of \$375,000.00 will make the total award amount \$3,283,210.00. The period of the extension is July 27, 2013, through July 26, 2014, with no renewal options.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

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

**MBE:** Walker Benefits Solutions, Inc. 17%

**WBE:** Advanced Benefit Solutions, Inc. 9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**(FILE NO. 56250)**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

16. VALUE OPTIONS,		Extension and
INC.	\$3,000,000.00	Increase
<hr/>		
Solicitation No. BP 07196 - Behavioral Health Plan Services - Department of Human Resources - P.O. No. P515422		

On September 12, 2007, the Board approved the initial award in the amount of \$1,591,541.00. Subsequent actions have been approved. The final renewal was approved by the Board on September 14, 2011. This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. This increase in the amount of \$3,000,000.00 will make the total award amount \$13,281,541.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

<b>MBE:</b> Dupal, Inc. d/b/a Synergy Printing	17.0%
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<b>WBE:</b> Jelly Bean Printing & Promotions, Inc.	9.0%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

**(FILE NO. 57210)**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

17. THE DENTAL NETWORK, INC.	\$5,700,000.00	Extension and Increase
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Solicitation No. BP 07138 - Dental Maintenance Organization and Dental Provider Organization - Department of Human Resources - Req. No. P511275

On May 23, 2007, the Board approved the initial award in the amount of \$11,029,911.00. Subsequent actions have been approved. The final renewal was approved by the Board on September 14, 2011. This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. This extension is for the period January 1, 2013 through December 31, 2013, with no renewal options. This

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

increase in the amount of \$5,700,000.00 will make the total award amount \$29,129,911.00.

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

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

<b>MBE:</b> Attronica Computers, Inc.	8.5%
RGH Enterprises, Inc.	3.4%
Black Classic Press, Inc.*	1.7%
CJ Maintenance, Inc.	3.4%

<b>WBE:</b> Rudolph's Office and Computer Supplies, Inc.	2.25%
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**MWBOO FOUND VENDOR IN COMPLIANCE BASED ON A GOOD FAITH EFFORT.**

**\*BLACK CLASSIC PRESS, INC. CONTINUED SERVICE IS CONTINGENT UPON COMPLIANCE WITH THE MARYLAND DEPARTMENT OF ASSESSMENT AND TAXATION REGULATIONS.**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

18. CAREFIRST OF MARYLAND, INC.	\$7,054,000.00	Extension and Increase
Solicitation No. BP 07194 - PPO Medical Insurance for City Employees - Department of Human Resources - Req. No. N/A		

On September 12, 2007, the Board approved the initial award in the amount of \$7,053,710.67. The award contained three 1-year renewal options. Subsequent actions have been approved. This one-year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. The period of the extension is January 1, 2013 through December 31, 2013, with no renewal options. This increase in the amount of \$7,054,000.00 will make the total award amount \$44,469,605.67.

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

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

<b>MBE:</b> Attronica Computers, Inc.	8.5%
Black Classic Press, Inc.*	1.7%
RGH Enterprises, Inc.	3.4%
CJ Maintenance, Inc.	3.4%

<b>WBE:</b> Rudolph's Office and Computer Supplies, Inc.	2.25%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

**\*BLACK CLASSIC PRESS, INC. CONTINUED SERVICE CONTINGENT UPON COMPLIANCE WITH THE MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION REGULATIONS.**

(FILE NO. 57084)

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

19. EXPRESS SCRIPTS, INC.	\$1,616,000.00	Extension and Increase
Solicitation No. BP 07150 - Prescription Drug Program Services - Department of Human Services - Req. No. N/A		

On September 12, 2007, the Board approved the initial award in the amount of \$3,683,573.00. The award contained one 1-year renewal option. Subsequent actions have been approved. This one-year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. The extension is for the period January 1, 2013 through December 31, 2013, with no renewal options. This increase in the amount of \$1,616,000.00 will make the total award amount \$7,965,016.00.

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

<b>MBE:</b> A. Thompson & Associates	5.80%
Class Act Café & Catering, Inc.	0.30%
Walker Benefit Services, Inc.	10.90%

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

<b>WBE:</b> Curry Printing & Copy Center	6.60%
SreanSis, LLC	0.40%
Well Advantage*	2.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**\*WELL ADVANTAGE CONTINUED SERVICE IS CONTINGENT UPON COMPLIANCE WITH THE MARYLAND DEPARTMENT OF ASSESSMENT AND TAXATION.**

**(FILE NO. 57084)**

**A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.**

The Board of Estimates received and reviewed Ms. Trueheart's Protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

Insurance's continuance is contingent upon coming into compliance. Distinctive Promotions, LLC's continuance is contingent upon compliance with Maryland Department of Assessment and Taxation regulations.

Because this is a requirements contract, the dollar amounts may vary.

a. HMO - United HealthCare Insurance Co.

<b>MBE:</b> Time Printers, Inc.	8.22%	<b>WBE:</b> Mary Kraft &	5.61%
Camera Ready, Inc.	6.09%	Associates, Inc.	
Burs and Garrett	<u>0.05%</u>		
	<b>14.36%</b>		

**MWBOO FOUND VENDOR IN COMPLIANCE.**b. HMO - Aetna Health and Life Insurance Co.

<b>MBE:</b> Time Printers, Inc.	9.40%	<b>WBE:</b> Distinctive	0.90%
CASI, Inc.	2.10%	Promotions, LLC	
JUL Enterprise	<u>2.50%</u>	Advanced Benefit	<u>4.10%</u>
	<b>14.00%</b>	Solutions	<b>5.00%</b>

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**c. HMO - Kaiser Permanente Insurance Co.

<b>MBE:</b> Walker Benefit	14.00%	<b>WBE:</b> Dana Insurance	2.50%
Services, LLC		Services	
		Optimal Health	<u>2.50%</u>
		Quest	<b>5.00%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Purchases - cont'd

d. POS - United HealthCare Insurance Co.

<b>MBE:</b> Time Printers, Inc.	5.37%	<b>WBE:</b> Mary Kraft &	5.16%
Camera Ready, Inc.	8.49%	Associates, Inc.	
Burs and Garrett	0.50%		
	<u>14.36%</u>		

**MWBOO FOUND VENDOR IN COMPLIANCE.**

e. POS - Aetna Health and Life Insurance Co.

<b>MBE:</b> Time Printers, Inc.	9.40%	<b>WBE:</b> Distinctive	0.90%
CASI, Inc.	2.10%	Promotions LLC	
JUL Enterprise	2.50%	Advanced Benefit	4.10%
	<u>14.00%</u>	Solutions	<u>5.00%</u>

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

(FILE NO. 57084)

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The Mayor **ABSTAINED** on item no. 2. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President Reisinger voted **No** on items nos. 16 - 20. The Comptroller **ABSTAINED** on item no. 15 and for item 20 b and e only.

**MINUTES**

Department of Finance - New Documents and Forms Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the New Documents and Forms Policy, AM-423-1.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The New Documents and Forms Policy, AM-423-1, lists all documents and forms available to City employees. The policy also provides a link to the webpage where the documents can be downloaded. Documents and forms available include documents related to motor vehicle, tuition aid, employee attendance, travel request, and supplier performance.

The new policy, AM-423-1, was recommended and reviewed by the Bureau of the Budget and Management Research, Office of Risk Management, and the Bureau of Purchases of the Department of Finance.

UPON MOTION duly made and seconded, the Board approved and authorized the New Documents and Forms Policy, AM-423-1.

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 76, item #19, Bureau of Purchases - INFORMAL AWARDS - EXPRESS SCRIPTS, Inc., if approved:
    1. The public is unaware of the recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report as noted.
      - a. "This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report."
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency by this administration. The lack of transparency by some of our duly elected officials and the intentional obfuscation of key information appear to be fundamental policy protocols which have been fully inculcated in the daily operations of this seemingly UN-ETHICAL administration. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide sustainable solutions that benefit the increasingly underserved citizens of Baltimore City.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the entirety of the completed Mayor's Ten Year Sustainable Budget Plan.
  - b. Please provide access to the Mayor's Ten Year Sustainable Budget Plan report for inspection.

5519 Belleville Ave  
Baltimore, MD 21207

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 75, item #18, Bureau of Purchases - INFORMAL AWARDS - CAREFIRST OF MARYLAND, Inc., if approved:
    1. The public is unaware of the recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report as noted.
      - a. "This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report."
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency by this administration. The lack of transparency by some of our duly elected officials and the intentional obfuscation of key information appear to be fundamental policy protocols which have been fully inculcated in the daily operations of this seemingly UN-ETHICAL administration. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide sustainable solutions that benefit the increasingly underserved citizens of Baltimore City.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the entirety of the completed Mayor's Ten Year Sustainable Budget Plan.
  - b. Please provide access to the Mayor's Ten Year Sustainable Budget Plan report for inspection.

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Baltimore, MD 21207

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

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I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 74, item #17, Bureau of Purchases - INFORMAL AWARDS - THE DENTAL NETWORK, Inc., if approved:
    1. The public is unaware of the recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report as noted.
      - a. "This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report."
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency by this administration. The lack of transparency by some of our duly elected officials and the intentional obfuscation of key information appear to be fundamental policy protocols which have been fully inculcated in the daily operations of this seemingly UN-ETHICAL administration. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide sustainable solutions that benefit the increasingly underserved citizens of Baltimore City.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the entirety of the completed Mayor's Ten Year Sustainable Budget Plan.
  - b. Please provide access to the Mayor's Ten Year Sustainable Budget Plan report for inspection.

5519 Belleville Ave  
Baltimore, MD 21207

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

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Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

## Kim A. Trueheart

October 2, 2012

Board of Estimates  
Attn: Clerk  
City Hall, Room 204  
100 N. Holliday Street,  
Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 73, item #16, Bureau of Purchases - INFORMAL AWARDS - VALUE OPTIONS, Inc., if approved:
    1. The public is unaware of the recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report as noted.
      - a. "This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report."
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency by this administration. The lack of transparency by some of our duly elected officials and the intentional obfuscation of key information appear to be fundamental policy protocols which have been fully inculcated in the daily operations of this seemingly UN-ETHICAL administration. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide sustainable solutions that benefit the increasingly underserved citizens of Baltimore City.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the entirety of the completed Mayor's Ten Year Sustainable Budget Plan.
  - b. Please provide access to the Mayor's Ten Year Sustainable Budget Plan report for inspection.

5519 Belleville Ave  
Baltimore, MD 21207

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

16. VALUE OPTIONS, Extension and INC. \$3,000,000.00 Increase Solicitation No. BP 07196 - Behavioral Health Plan Services - Department of Human Resources - P.O. No. P515422

On September 12, 2007, the Board approved the initial award in the amount of \$1,591,541.00. Subsequent actions have been approved. The final renewal was approved by the Board on September 14, 2011. This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report. This increase in the amount of \$3,000,000.00 will make the total award amount \$13,281,541.00.

**MBE:** Dupal, Inc. d/b/a Synergy Printing 17.0% **WBE:** Jelly Bean Printing & Promotions, Inc. 9.0% **MWBOO FOUND VENDOR IN COMPLIANCE.**

5519 Belleville Ave  
Baltimore, MD 21207

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 73, item #15, Bureau of Purchases - INFORMAL AWARDS - AON CONSULTING, Inc., if approved:
    1. The public is unaware of the recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report as noted.
      - a. "This one year extension will allow the City time to incorporate recommendations resulting from the completion of the Mayor's Ten Year Sustainable Budget Plan report."
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency by this administration. The lack of transparency by some of our duly elected officials and the intentional obfuscation of key information appear to be fundamental policy protocols which have been fully inculcated in the daily operations of this seemingly UN-ETHICAL administration. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide sustainable solutions that benefit the increasingly underserved citizens of Baltimore City.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the entirety of the completed Mayor's Ten Year Sustainable Budget Plan.
  - b. Please provide access to the Mayor's Ten Year Sustainable Budget Plan report for inspection.

5519 Belleville Ave  
Baltimore, MD 21207

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

I also anticipate that I will want copies of some or all of the records sought. Therefore, please advise me as to the cost, if any, for obtaining a copy of the records and the total cost, if any, for all the records described above. If you have adopted a fee schedule for obtaining copies of records and other rules or regulations implementing the Act, please send me a copy. Electronic copies are acceptable.

I look forward to reviewing disclosable records promptly and, in any event, to a decision about all of the requested records within 30 days. Thank you for your cooperation.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

## Kim A. Trueheart

October 2, 2012

Board of Estimates

Attn: Clerk

City Hall, Room 204

100 N. Holliday Street,

Baltimore, Maryland 21202

Dear Ms. Taylor:

Herein is my written protest of the item described below from this week's Board of Estimates agenda and my request for information under the Maryland Public Information Act, State Government Article §§10-611 to 628.

The following details are provided to initiate this action as required by the Board of Estimates and I fully understand that the details in paragraphs 1-4 are NOT required by the Maryland Public Information Act:

1. Whom you represent: Self
2. What the issues are:
  - a. Page 71, item #14, Bureau of Purchases - INFORMAL AWARDS - RHINEHART RAILROAD CONSTRUCTION, INC, if approved:
    1. The public is unaware of the issues raised by the Federal Railroad Administration as noted.
      - a. Rhinehart Railroad Construction, Inc. constructed the track, roadwork, and signals at this City-owned railroad crossing, and is continuing to address issues raised by the Federal Railroad Administration (FRA).
3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed the continued mismanagement of municipal funds by the municipal entities within this administration. I perceive there to be an ongoing void of transparency, a lack of appropriate oversight by duly elected officials and the intentional obfuscation of operational and maintenance deficiencies in the stewardship and management of Baltimore City assets. This obfuscation has resulted in the wasteful and poorly planned expenditure of scarce funds that rarely provide a sustainable solution to the respective issue.
4. Remedy I desire:
  - a. This award should NOT be approved until the public is fully informed of the deficiencies, the proposed corrective action plan and total costs.
  - b. Please provide access to the document which delineates the issues raised by the Federal Railroad Administration (FRA).

If all or any part of this request is denied, I request that I be provided with a written statement of the grounds for the denial. If you determine that some portions of the requested records are exempt from disclosure, please provide me with the portions that can be disclosed.

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Sincerely,  
Kim Trueheart, Citizen & Resident

5519 Belleville Ave  
Baltimore, MD 21207

**MINUTES**

Department of Finance - Revision to Motor Vehicle Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the revisions to the Motor Vehicle Accident Policy, AM-501-10, dated December 15, 2004.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The major revision to the AM policy on Motor Vehicle Accident requires the agency bureau head or its designee to ensure that the required MOTOR VEHICLE ACCIDENT REPORT, MVAR Form #28-1758-5026, is completed, signed, and submitted to the Central Bureau of Investigation (CBI), Law Department; Office of Risk Management/Division of Occupational Safety (ORM/DOS), Finance Department; Central Garage Division, Department of Public Works; and the agency head within 24-hours following an accident. The policy also requires the employee or their supervisor to call 311 and report the accident details for any motor vehicle accident that resulted in property damage.

AM-501-10-1, Motor Vehicle Accident Report Requirements, outlines the procedures in reporting motor vehicle accidents for City employees.

The revisions to AM-501-10 was recommended and reviewed by the Bureau of the Budget and Management Research and the Office of Risk Management, Department of Finance.

UPON MOTION duly made and seconded, the Board approved and authorized the revisions to the Motor Vehicle Accident Policy,

## MINUTES

Department of Finance - cont'd

AM-501-10, dated December 15, 2004. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President, Reisinger, **ABSTAINED.**

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following pages:

4089 - 4091

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.

Item No. 1 was **WITHDRAWN**.

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services

- |    |                           |         |                    |
|----|---------------------------|---------|--------------------|
| 1. | <b>WILLIAM F. MERRITT</b> | \$50.00 | <b>\$95,000.00</b> |
|----|---------------------------|---------|--------------------|

Account: 9916-913900-9197-910098-703009

Mr. Merritt will continue to work as a Grants Procurement Specialist. His duties will include, but will not be limited to identifying various types of funding sources and determining what sources will best fund the Department's needs. Mr. Merritt will submit a weekly progress report, oversee, coordinate, and provide technical assistance to the City's grant project groups. In addition, he will review, evaluate, modify, and edit all grant applications packages to ensure adherence to funding source guidelines and monitor the status of applications and all grant proposal activity to ensure adherence to Department procedures. The period of the agreement is effective upon Board approval for one year.

- |    |                          |         |                    |
|----|--------------------------|---------|--------------------|
| 2. | <b>GEORGE F. DIETSCH</b> | \$20.00 | <b>\$24,000.00</b> |
|----|--------------------------|---------|--------------------|

Account: 2030-000000-1890-189301-601009

Mr. Dietsch, retiree, will work as a Procurement Contract Analyst. His duties will include, but will not be limited to maintaining appointment schedules and arranging meetings and conferences with vendors, agency personnel, the City's Bureau of Purchases and pre-bid conferences. Mr. Dietsch will compile reports detailing the status of all requirements contracts for the procurement materials and

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of General Services - cont'd

services for use on a Department-wide basis. In addition, he will assist with development, specifications, writing, and processing of procurement documents and contracts department-wide to include Contract Maintenance and Indefinite Quantity Contract services. He will perform a variety of other duties as assigned and attend meetings on behalf of the CFO, such as Citistat prep, Procurements Analysis and Negotiations status updates, etc. The period of the agreement is effective upon Board approval for one year.

Police Department

3.	<b>DARBY M. BONSALL</b>	\$18.26	<b>\$19,000.00</b>
----	-------------------------	---------	--------------------

Account: 4000-469812-2024-212600-601009

Ms. Bonsall will continue to work as a Casework Manager. She will be responsible for performing administrative functions such as preparation of DNA case files to begin analysis, finalizing DNA case files for compilation in discovery work product and updating and maintaining the DNA database. In addition, Ms. Bonsall will assist in the documentation of CODIS eligibility with the DNA processing standards and ensure compliance with the DNA processing standards. The period of the agreement is October 3, 2012 through March 31, 2013.

**MINUTES****PERSONNEL**Department of Transportation4. a. Create one new classification:

Job Code: 33187  
 Class: GIS Analyst  
 Grade: 114 (\$48,600.00 - \$59,100.00)

b. Create three positions:1 Position

Job Code: 72123  
 Class: Engineer III (PE)  
 Grade: 117 (\$56,000.00 - \$68,500.00)  
 Job No.: To be assigned by BMMR

2 Positions

Job Code: 33187  
 Class: GIS Analyst  
 Grade: 114 (\$48,600.00 - \$59,100.00)  
 Job No.: To be assigned by BBMR

Cost: \$135,980.00 - 1001-000000-6971-605100-601001  
63,180.00 - 1001-000000-2301-249000-601001  
**\$199,160.00**

## MINUTES

PROPOSAL AND SPECIFICATIONS

1. Bureau of Water & Wastewater - WC 1202, Fells Point/Butchers Hill Area Infrastructure Rehabilitation  
**BIDS TO BE RECV'D: 11/07/2012**  
**BIDS TO BE OPENED: 11/07/2012**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated. Acting on behalf of the Honorable Bernard "Jack" Young, President, the Honorable Vice-President Edward Reisinger, **ABSTAINED.**

\* \* \* \* \*

Vice-President: "As there is no more business before the Board, the meeting will recess until the Bid opening at twelve noon."

## MINUTES

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

**BIDS, PROPOSALS AND CONTRACT AWARDS**

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

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

Department of Transportation - TR 09028, Replacement of  
Two Howard Street Arch  
Bridge Bearings

Cianbro Construction  
Freyssinet, Inc.  
Allied Contractors, Inc.

Bureau of General Service - GS 11849, Public School 103  
Stabilization

Trionfo Builders, Inc.  
Warwick Supply & Equipment  
Co., Inc.  
Bensky Construction  
Co., LLC  
DSM Properties, LLC  
JA Argetakis Contracting  
Co , Inc.

MINUTES

Bureau of Purchases

- B50002620, Street Tree Supply Delivery & Planting for Fall 2012 & Spring 2013 with Two Year Maintenance

Lorenz, Inc.

Bureau of Purchases

- B50002524, Lock Box Services

Merkle Response Management Group

\* \* \* \* \*

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, October 10, 2012.

  
 JOAN M. PRATT  
 Secretary