

MINUTES**REGULAR MEETING**

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

The meeting was called to order by the President.

Office of the Mayor - Grant Acceptance

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant from Target.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - F318-125-901

BACKGROUND/EXPLANATION:

Target is one of the sponsors of Fit Baltimore which is demonstrating to residents how to eliminate the barriers that prevent good health such as lack of time, money, information, motivation, access to fitness centers and childcare. The event kicked-off on January 10, 2009 and will continue for three months. This grant will help to offset costs incurred for advertising and media to promote the Mayor's health initiative.

MINUTES

Office of the Mayor - cont'd

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

UPON MOTION duly made and seconded, the Board approved acceptance of the grant from Target. The Mayor **ABSTAINED**.

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

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

Architectural Doors & Hardware, Inc.	\$ 1,500,000.00
Atlantic Builders Group	\$ 31,488,000.00
Concrete General, Inc.	\$ 300,000,000.00
Eminence Group	\$ 189,000.00
Hillis-Carnes Engineering Associates, Inc.	\$ 25,000,000.00
Modular Genius, Inc.	\$ 4,689,000.00
Moretrench American Corporation	\$ 339,147,000.00
North Star Painting Company	\$ 39,141,000.00
Railroad Constructors, Inc.	\$ 9,423,000.00
Railroad Construction Co., of South Jersey, Inc.	\$ 8,000,000.00
Stella May Contracting	\$ 16,020,000.00
Structural Preservation Systems, LLC	\$ 72,000,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
Trisource Contracting, LLC	\$ 8,000,000.00
Turner Construction Company	\$3,936,000,000.00

MINUTES**BOARDS AND COMMISSIONS**2. Prequalification of Architects and Engineers

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

Century Engineering, Inc.	Engineer Land Survey Property Line Survey
Development Facilitators, Inc.	Engineer
E2CR, Inc.	Engineer
Jason Consultants, LLC	Engineer
McCormick Taylor, Inc.	Landscape Architect Engineer
Sidhu Associates, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Amount</u>
<u>Health Department</u>		
1. Olivia Farrow*	Public Health Preparedness	\$3,418.38
Megan Butasek**	Summit 2009	
Jennifer Martin***	San Diego, CA	
	February 17 - 22, 2009*	
	February 17 - 21, 2009**	
	February 17 - 20, 2009***	
	(Reg. Fee \$0.00 ea.)	
2. John Bruce	Introduction to STD	\$2,488.49
	Intervention	
	St. Louis, MO	
	February 16 - 27, 2009	
	(Reg. Fee \$0.00 ea.)	

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

MINUTES

Mayor's Office of Employment - Ratification of Agreement
Development

ACTION REQUESTED OF B/E:

The Board is requested to ratify an agreement with Conversion Communications International, Inc. The period of the agreement was January 21, 2009 through January 23, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 6,000.00 - 8953-631-495-05-351

BACKGROUND/EXPLANATION:

Conversion Communications International, Inc. provided 21 hours of training for eight of its incumbent employees through an initiative known as Maryland BusinessWorks.

The agreement is late because information needed to complete the agreement was submitted late by Conversion Communications International, Inc.

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

UPON MOTION duly made and seconded, the Board ratified the agreement with Conversion Communications International, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Maryland Center for Arts and Technology (MCAT) and the University of Maryland Medical Center, Inc. The period of the agreement is February 2, 2009 through May 8, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 46,428.00 - 8875-631-478-05-351
8967-631-478-05-351
6815-639-478-05-351
6954-639-478-05-351
8964-631-478-05-351

BACKGROUND/EXPLANATION:

MOED will arrange for training provided by MCAT for 15 eligible participants to become Patient Care Technicians. The participants will be employed by the University of Maryland Medical Center, Inc. upon successful completion of the training.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Maryland Center for Arts and Technology and the University of Maryland Medical Center, Inc.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. James w. Langley (Deceased) & Anne Langley	1752 E. Preston St.	L/H	\$45,650.00
2. Hazel Pearl Scott, Brenda C. Phillips, & Tanya V. Phillips	1718 E. Chase St.	L/H	\$65,400.00

Funds are available in Account No. 9910-588-416-00-440, East Baltimore Development Initiative, (EBDI), Phase II Project.

3. Varun Kohli & Somil Desai	822 E. Preston St.	L/H	\$45,440.00
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Funds are available in Account 9988-593-715-00-440, Johnston Square Project.

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

DHCD - Quick-takes

4. Jesus Serrano	838 N. Patterson Park Ave.	L/H	\$63,000.00
5. Ben Baylor, Sr.	1106 McDonogh St.	L/H	\$15,340.00

Funds are available in Account 9910-588-416-00-440, EBDI, Phase II Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Quick-takes - cont'd</u>			

6. Abeba Gebretadik	1831 N. Durham St.	F/S	\$16,000.00
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Funds are available in account 9910-588-087-00-440, Miscellaneous Project.

7. Golden Prague Bldg., Loan, & Savings Assn. of Baltimore City	2105 E. Eager St.	G/R \$36.00	\$ 240.00
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Funds will be transferred prior to quick-take into Account No. 9910-588-420-00-949, EBDI, Phase 2A Project.

DHCD - Quick-takes:

8. Bernard L. Terry & Ida Terry	4714 Park Heights Avenue	G/R \$96.00	\$ 640.00
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Funds will be transferred prior to quick-take into Account No. 9910-588-187-00-440, Park Heights Site.

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

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Rescission & Approval</u>			
9. Robert I. Benny, LLC. c/o Carole Gould, Levin & Gann, P.A.	912 N. Patterson Park Avenue	L/H	\$47,350.00

On January 14, 2009, the Board approved the purchase of the leasehold interest in 912 N. Patterson Park Avenue in the amount of \$50,350.00. This amount was overstated by \$3,000.00. Therefore, the Department is requesting that the Board rescind the previously approved amount and approve the purchase by option of the leasehold interest in the property for the correct amount of \$47,350.00.

Funds will be transferred prior to quick-take into, Account No. 9910-588-410-00-440, East Baltimore Development Initiative Project, Phase II.

UPON MOTION duly made and seconded, the Board approved the options, condemnations, quick-takes.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
1. <u>FOX INDUSTRIES, INC.</u>	<u>\$ 6,468.00</u>	<u>Only Bid</u>
Solicitation No. B50000966 - Acrylic Protective Coating - Department of Transportation - Req. No. R516449		
2. <u>MODERN EQUIPMENT SALES AND RENTAL CO.</u>	<u>\$ 7,347.05</u>	<u>Low Bid</u>
Solicitation No. B50000949 - Various Seals and O-Rings - Department of Public Works - Req. No. R516218		
3. <u>DANSE EQUIPMENT COMPANY, INC.</u>	<u>\$11,367.02</u>	<u>Low Bid</u>
Solicitation No. B50000971 - Air End Assembly - Department of Public Works - Req. No. R516552		
4. <u>J.C. EHRLICH DBA EHRLICH DISTRIBUTORS</u>	<u>\$19,963.48</u>	<u>Low Bid</u>
Solicitation No. 07000 - Pesticides - Department of Health - Req. No. R512318		
5. <u>YELLOW TRANSPORTATION</u>	<u>\$15,000.00</u>	<u>Selected Source</u>
Solicitation No. 06000 - Taxi Service - Department of Health - Req. No. R514763		
Taxi cab rates are set by the Maryland State Public Service Commission and are not biddable.		
6. <u>RIC CORP.</u>	<u>\$ 9,103.56</u>	<u>Only Bid</u>
Solicitation No. N/A - Upgrade Facility Information Systems - Baltimore Convention Center - Req. No. R515063		
7. <u>TIBURON, INC.</u>	<u>\$22,660.00</u>	<u>Only Bid</u>
Solicitation No. N/A - Upgrade Facility Information Systems - Baltimore Convention Center - Req. No. R516454		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
8. STAUFFER GLOVE AND SAFETY	\$19,227.00	Low Bid
Solicitation No. 07000 - Rain Boots - Department of Public Works - Req. No. R516372		
9. SERVICE PHOTO, INC.	\$11,902.60	Only Bid
Solicitation No. B50000950 - Digital Cameras - Department of Public Works - Req. No. R515752		
10. XEROX CORPORATION	\$12,441.00	Sole Source
Solicitation No. 08000 - Renewal of RSA Support - Department of Finance - Req. No. R514653		

The vendor is the proprietor and sole source for this software and hardware that is already established at the Digital Document Division.

11. WATEC		Ratification \$ 4,125.00
COMPANY	\$19,250.00	Term Order \$15,125.00
Solicitation No. INF-0790 - Boiler Water Treatment Chemicals - Department of Public Works - Req. No. R181154		

On May 24, 2006, the Board approved the initial award in the amount of \$22,872.50. On August 15, 2007, the Board approved a one-year renewal. The Board is requested to ratify purchases made in the amount of \$4,125.00 and approve a term order in the amount of \$15,125.00.

The agency needs a small ratification of funds and a term purchase order in place so there is no interruption in service. This was originally an informal competitive bid for chemicals for the Boilers at the Back River Waste Water Treatment Plant. The vendor is coordinating with the agency a transition to a Tote system for storage. A new solicitation will be posted after the new system is complete and revised specifications have been formulated with the changes made.

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

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| 12. <u>SHAFER, TROXWELL & HOWE</u> | <u>\$14,605.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Rotating Assembly - Department of Public Works - Req. No. R518137 | | |

The vendor is the sole source of the pumps needed.

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| 13. <u>ABBEY DRUM COMPANY</u> | <u>\$10,800.00</u> | <u>Only Bid</u> |
| Solicitation No. B50000962 - Drums/Festival Cans - Department of Public Works - Req. No. R515406 | | |

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| 14. <u>LORD BALTIMORE</u> | <u>\$10,159.15</u> | <u>Ratification</u> |
| Solicitation No. 06000 - Uniforms - Department of Public Works - Req. No. R514263 | | |

This request is to pay invoices received after the contract expired for work done that was during the contract period.

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| 15. <u>EAST COAST FLOOR DESIGN, INC.</u> | <u>\$19,500.00</u> | <u>Sole Source</u> |
| Solicitation No. 08000 - Furnish and Install Wood Floor - Department of Public Works - Req. No. R516736 | | |

The material needed for this project is a special kind of reclaimed wood that is only available from this vendor.

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| 16. <u>SECURITY EQUIPMENT CO.</u> | <u>\$16,983.00</u> | <u>Low Bid</u> |
| Solicitation No. B50000613 - Compact 4-Wheel Drive Tractor with Loader - Department of Public Works - Req. No. R510376 | | |

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

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| 17. JOM PHARMACEUTICAL
SERVICES, INC. | \$51,221.12 | Selected Source |
| Solicitation No. 06000 - Birth Control Medications -
Baltimore City Health Department - Req. No. R507454 | | |

These medications are delivered directly from the manufacturer with federally mandated pricing under the 340b Drug Pricing Program.

MWBOO GRANTED A WAIVER.

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

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| 18. THE AUTO BARN
CHERRY HILL TOWING
TED'S TOWING SERVICE, INC.
FRANKFORD TOWING | \$ 40,000.00 | Ratification & |
| | \$300,000.00 | Term Order |
| Solicitation No. 06000 - Towing and Roadside Service - Dept.
of Public Works, Fleet Mgmt. Division - Req. Nos. Various | | |

On September 17, 2007, the Board rejected all bids for B50000440 and B50000441, Towing and Roadside Service and directed the Bureau of Purchases to re-bid this requirement. On October 15, 2008, the Board ratified the past expenditures in the amount of \$800,000.00 to allow time for solicitation to be re-bid. On November 21, 2008, two new solicitations, B50000887 and B50000888, were released. However, the Bureau of Purchases is recommending, with a separate request, that all bids for B50000887 be rejected, and issues have arisen with B50000888 that will likely delay its award. The

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

previous term order award for these services expired on February 01, 2009. Therefore, the Board is requested to ratify expenses incurred February 01, 2009 through February 10, 2009 in the amount of \$40,000.00 and authorize a term order for the period of February 11, 2009 through April 30, 2009 in the amount of \$300,000.00 to allow time to award or re-bid these services.

MWBOO GRANTED A WAIVER.

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

19. SITE SUPPORT SERVICES

INC.	\$145,076.00	Emergency
Solicitation No. 09000 - Emergency Power Source System - Baltimore City Police Department - P.O. No. P506367		

The Baltimore City Police Department's back-up generator for emergency power failed and a new generator was needed to ensure a continuous electrical supply to critical Police systems in the event of an outage. The vendor was familiar with the Police Department's back-up configuration and was in a position to react swiftly to this critical need.

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

It is hereby certified, that the above requirement is of such a nature, that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (d) (ii) of the City Charter, the equipment was procured.

THE DIRECTOR OF FINANCE APPROVED THIS EMERGENCY PURCHASE PURSUANT TO ARTICLE VI, SECTION 11 (d) (ii) OF THE CITY CHARTER.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, and extensions. The Director of the Department of Public Works **ABSTAINED** on Item No. 15.

MINUTES

Department of Housing and - Expenditure of
Community Development (DHCD) Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay STAR, a para-transit mobility service.

AMOUNT OF MONEY AND SOURCE:

\$7,889.00 - 1001-177-007-99-351

BACKGROUND/EXPLANATION:

From September 15 - October 8, 2008 the City's temporary high capacity shelter at 1001 E. Fayette Street was closed, and the number of elderly and disabled homeless persons seeking shelter necessitated obtaining wheelchair accessible transportation to the two temporary overnight shelters (east and west) of the City.

STAR, a para-transit mobility service vendor, was identified by the Mayor's Commission on Disabilities. Because this was an emergency, there was no time to process a purchase requisition for the Board's approval. The Department is requesting approval to pay STAR for shuttle service rendered from September 15 through October 8, 2008 at \$343.00 per trip x 23 trips.

The reason for the delay in submitting a request for payment of the above Purchase Order was at the administrative level. Specifically, shortages in the finance personnel and an incomplete transfer process from Baltimore Homeless Services (BHS) to DHCD. Prior to July 1, 2008 BHS was under the Health Department, as of July 1, 2008 BHS is currently under DHCD.

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

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay STAR, a para-transit mobility service. The Comptroller **ABSTAINED**.

MINUTES

Department of Housing and - Annual Report on Loan Subordinations
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the annual report on loan subordinations from the Department of Housing and Community Development (DHCD).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This annual report outlines loan subordination requests received from homeowners and approved by the DHCD.

On February 23, 2005, the Board approved a Loan Subordination Policy. Under the policy, the DHCD is given the authority to execute subordination agreements from homeowners seeking to refinance first mortgages, provided the homeowner did not receive any cash-out from the refinance.

The DHCD's Finance Review Committee has reviewed and approved 21 subordination agreements during 2008, which allows the City's second lien position to remain unchanged. All other requests from homeowners for equity withdrawal, when refinancing, are presented to the Board and the Director of Finance for approval, pursuant to the policy previously approved by the Board.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the annual report on loan subordinations from the Department of Housing and Community Development.

MINUTES

Department of Housing and Community Development/Homeless Services - Amendment to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to grant agreement with St. Vincent DePaul of Baltimore.

AMOUNT OF MONEY AND SOURCE:

\$38,637.00 - 5251-357-902-29-351

BACKGROUND/EXPLANATION:

On September 10, 2008, the Board approved the initial agreement with the organization to provide housing and other related services for approximately 28 chronically homeless men and women. The agreement in the amount of \$142,160.00 was for the period of July 1, 2007 through June 30, 2008.

This amendment will decrease the award amount by \$38,637.00; making the total \$103,523.00. All other terms and conditions of the agreement will remain unchanged.

MWBOO GRANTED A WAIVER

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to grant agreement with St. Vincent DePaul of Baltimore.

MINUTES

Department of Housing and - Grant Award
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant award from the U.S. Department of Justice, United States Attorney.

AMOUNT OF MONEY AND SOURCE:

\$142,400.00

BACKGROUND/EXPLANATION:

On December 16, 2008, the Department of Justice Office of United States Attorney announced the award to the DHCD - Office of Community Services (OCS) of funding for a comprehensive Anti-gang Strategy. The OCS has designed a program to reduce the number of youth involved in gangs and/or gang activities.

The Community Resource Coordinators are responsible for providing intervention services to meet the needs of youth and their parents or guardians identified to be affiliated or involved with gang activities by the Baltimore City Public School Police and Baltimore City Police Department. The Baltimore City School Police will identify the youth. Staff will monitor academic progress, school attendance and provide linkages to support agencies for counseling, tutoring and after-school programs, and conflict resolution.

AUDITS REVIEWED AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the U.S. Department of Justice, United States Attorney.

MINUTES

Department of Housing and - Head Start Agreements
Community Development

The Board is requested to approve and authorize execution of the Head Start agreements for the following delegate agencies. The period of the agreement is October 1, 2008 through September 30, 2009, unless otherwise indicated.

1. **ASSOCIATED CATHOLIC CHARITIES, INC./** **\$100,104.00**
ST. JEROME'S HEAD START PROGRAM

The organization will increase program services by six weeks and program day by one-hour for 18 children. The organization will also conduct a summer program, partner with Villa Maria to increase mental health consultation hours and provide tuition assistance for two staff persons who are taking college courses.

2. **BALTIMORE METROPOLITAN ALUMNAE CHAPTER,** **\$ 81,480.00**
DELTA SIGMA THETA SORORITY, INC./
METRO DELTA HEAD START PROGRAM

The organization will extend operations from 42 to 45 weeks for 24 children. In addition, the program will hire two floater aides/substitutes to allow teaching staff to attend professional development trainings or classes in higher education.

3. **BALTIMORE METROPOLITAN ALUMNAE CHAPTER,** **\$ 42,576.00**
DELTA SIGMA THETA SORORITY, INC./
YUBI HEAD START PROGRAM

The organization will extend classroom hours in one single session classroom, increase nutrition and mental health services, and secure training consultants to increase professional development opportunities for all staff.

MINUTES

DHCD - cont'd

4. **DAYSPRING PROGRAMS, INC./** **\$ 60,944.00**
HERRING RUN HEAD START PROGRAM

The organization will expand service hours to 60 children during the summer, purchase materials for re-accreditation, and provide tuition assistance to staff to attend graduate classes.

5. **DAYSPRING PROGRAMS, INC.** **\$ 44,576.00**
HEAD START PROGRAM

The organization will provide summer programming to 15 children, increase training for staff per their individual professional development plan, and begin the accreditation process.

6. **THE JOHNS HOPKINS HOSPITAL/OFFICE** **\$ 53,349.00**
COMMUNITY HEALTH/MARTIN LUTHER KING
JR. (MLK) EARLY HEAD START PROGRAM

The organization will extend the MLK program hours in four multi-classroom sites, provide six months of work experience in child care to ten participants to receive a 90 clock hour certificate, hire two staff to supplement the child/staff ratio while staff attend classes, and provide services to pregnant mothers.

7. **MARYLAND COMMITTEE FOR CHILDREN/** **\$113,781.00**
BALTIMORE CITY CHILD CARE RESOURCE
CENTER HEAD START PROGRAM

The organization will provide ten weeks of summer programming, increase professional development opportunities and activities for Head Start and Family Provider staff. The organization will also support child care center programs to secure accreditation and credentials through the Maryland Department of Education, create a leadership training series, and secure an evaluator to measure outcomes of the program's logic model.

MINUTES

DHCD - cont'd

8. **ST. BERNARDINE'S ROMAN CATHOLIC CHURCH HEAD START PROGRAM** **\$ 55,581.00**

The organization will provide tuition assistance for seven Assistant Teachers and increase career and professional development trainings for all program staff. The organization will also secure a consultant to assist in the accreditation process and staff individual professional development plans.

9. **ST. FRANCIS XAVIER CHURCH HEAD START PROGRAM** **\$116,788.00**

The organization will hire staff in order to establish a ten hour extended day program to 36 children and operate a five-week summer enrichment program for 17 children. Floater aides, a mentor teacher and nutritionist will also be hired to increase professional development opportunities and activities for staff, and provide additional resources for increased program quality.

10. **ST. PAUL COMMUNITY OUTREACH CENTER, INC. HEAD START PROGRAM** **\$ 78,376.00**

The organization will provide summer programming for 40 children, provide staff development trainings as required, and offer tuition assistance to those staff pursuing master's degrees in Early Childhood Education.

11. **ST. VERONICA'S ROMAN CATHOLIC CHURCH HEAD START PROGRAM** **\$ 66,000.00**

The organization will institute the Children's Literacy Initiative in 16 classrooms for 289 children. The initiative will improve practices for teachers through seminars, workshops, on-site instruction, and one-on-one coaching.

MINUTES

DHCD - cont'd

12. **ST. VINCENT DE PAUL SOCIETY OF BALTIMORE, INC./HEAD START PROGRAM (NORTHWEST)** **\$ 88,852.00**

The organization will conduct a summer camp program for 37 children and increase professional development opportunities and activities for staff. The organization will also provide consultant services and program materials to enhance program quality.

13. **ST. VINCENT DE PAUL SOCIETY OF BALTIMORE, INC./HEAD START PROGRAM (SOUTHEAST)** **\$123,287.00**

The organization will provide a six week summer enrichment program for 60 children and hire qualified staff to support the program activities while providing supervision to teachers who are planning their summer schedules. The program will also increase professional development opportunities and activities for staff based on their individual professional development plans.

14. **UNION BAPTIST CHURCH - SCHOOL/HARVEY JOHNSON HEAD START PROGRAM** **\$ 81,436.00**

The organization will extend hours of operation for 33 children and provide three classrooms to serve 48 children to have up to two weeks of summer camp. Opportunities will be available for staff career/professional development. The organization will also hire substitutes and pay higher education class fees. The program will also increase enhancements to the curriculum while pursuing state accreditation.

15. **UNITY UNITED METHODIST CHURCH/UMOJA HEAD START PROGRAM** **\$ 72,556.00**

The organization will hire education coordinators/consultants and substitute teachers/floaters. The hiring of personnel will allow staff to attend college and conferences and increase their professional development opportunities and activities.

MINUTES

DHCD - cont'd

16. **YMCA OF CENTRAL BALTIMORE/THE EMILY PRICE JONES HEAD START PROGRAM** **\$127,301.00**

The organization will extend the day to an existing classroom for 18 part-day children, hire three classroom aides/substitutes to support the expansion, and relieve staff for professional development activities. The organization will also hire a consultant to lead the Maryland State Department of Education accreditation process in partnership with the local Judy Center, hire a mentor teacher and/or additional consultants to support teachers in early childhood education classroom strategies.

Account: 5868-605-900-00-351

17. **BALTIMORE MENTAL HEALTH SYSTEMS, INC.** **\$221,500.00**

Account: 4863-605-913-99-351

The organization is the provider of mental health services for 11 of the City's Head Start Programs. The organization is responsible for providing various mental health services to children and their families in Baltimore City. The funds will be used for the provision of the services for Head Start programs. The period of the agreement is July 1, 2008 through June 30, 2009.

The Head Start agreements are late because of the delays in the administrative review process.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Head Start agreements for the foregoing delegate agencies.

MINUTES

Department of Housing and - Agreement
Community Development (DHCD)

The Board is requested to approve and authorize execution of the following agreement:

1. **KIPP BALTIMORE, INC. (KIPP)** **\$174,000.00**

Account: 9910-588-904-05-999

The KIPP's UJIMA Village Academy will continue its educational programs, expand to additional services to students, and improve academic achievements. The academy is located in Northwest Baltimore primarily in the Park Heights community. The period of the agreement is effective upon Board approval for one year.

FOR THE FY 2009, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$66,006.00, AS FOLLOWS:

MBE: \$17,822.00

WBE: \$ 6,601.00

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 KIPP Baltimore, 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 Mt. Calvary Free Will Baptist Church through Calvary Community Development, Inc., a wholly owned subsidiary, developer, for the sale of City-owned properties, located at 1426, 1428 and 1430 North Bethel Street.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 1426 North Bethel Street
1,000.00 - 1428 North Bethel Street
1,000.00 - 1430 North Bethel Street
\$3,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The developer proposes to demolish the existing structures and rebuild an extension for the church, located at 1607 East Oliver Street. The development cost for this project is estimated at \$49,976.00.

The current City and State property taxes are \$47.60. The re-assessment of these properties could generate an estimate of \$1,167.00 each in real estate property taxes to the City of Baltimore. Once transferred and redeveloped the properties will be active on the tax rolls of the City, thereby preventing tax abandonment.

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

The appraised value for each property is \$9,700.00. However, due to the poor condition of the properties and the potential damage to the church, the purchase was reduced. The poor conditions include a severely damaged roof or lack thereof, which also indicates absence of walls and floors. The properties are adja-

MINUTES

DHCD - cont'd

cent to the church and it plans to demolish the existing structures, and also construct three new buildings as an extension to the church. The existing buildings are a substantial fire hazard to the church facilities and surrounding structures. In addition, the church is undergoing heating, ventilation & air-conditioning system renovations, which will require the use and ownership of the adjoining properties. The project will also eliminate blighting conditions and offer a specific benefit to the immediate community.

MBE/WBE PARTICIPATION:

The developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of Baltimore City.

(FILE NO. 57001)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Mt. Calvary Free Will Baptist Church through Calvary Community Development, Inc., a wholly owned subsidiary, developer, for the sale of City-owned properties, located at 1426, 1428 and 1430 North Bethel Street.

MINUTES

Department of Housing and - Lien Release
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 2515 Dulany Street, for the transferee, Double Eagle Properties, LLC.

AMOUNT OF MONEY AND SOURCE:

\$31,597.74, plus all accrued interest and/or penalties

BACKGROUND/EXPLANATION:

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant house,
- the liens exceed the assessed value of the property, and
- the transferee will redevelop the property and return it to productive use within a reasonable time and eliminate blighting conditions.

Double Eagle Properties, LLC will rehabilitate the vacant house into a single-family home for rental investment. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment.

Prior to settlement, Double Eagle Properties, LLC will pay the flat tax and water charges on the property in the amount of \$9,250.29. This amount exceeds the assessed value of the property which currently totals \$3,000.00. The amount paid will be applied to satisfy the water bill, real estate taxes, flat tax first, and other liens that have accrued prior to the date of this lien release.

MINUTES

DHCD - cont'd

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the \$9,250.29, within 120 days from the date of approval by the Board, will void this release.

UPON MOTION duly made and seconded, the Board approved the release of liens, plus all accrued interest and/or penalties on the vacant property located at 2515 Dulany Street, for the transferee, Double Eagle Properties, LLC.

MINUTES

Department of Housing and - Local Government Resolution
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a local government resolution.

The organization is applying to the State of Maryland's Community Development Administration (CDA) Rental Housing Production Program. A local government resolution of support is required by the State for all applications to this program for funding.

<u>Organization</u>	<u>Amount</u>
1. JOHN MANLEY HOUSE A/K/A ST. DOMINIC'S	\$1,326,150.00 CDA-RENTAL HOUSING PRODUCTION PROGRAM

BACKGROUND/EXPLANATION:

This project involves the acquisition of two former school buildings, known as St. Dominic's School located at 5300 Harford Road. Homes for America and Orchard Development propose to acquire and renovate the vacant buildings to provide 30 units of affordable housing, with 20 one-bedroom units and ten two-bedroom units. Twenty-five units will house seniors, 62 years of age and older, and five units will house non-elderly disabled individuals. Of the 25 senior housing units, three units will be Americans with Disability Act compliant.

All units will house individuals with incomes at or below 30% to 60% of the Area Median Income.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the local government resolution in support of the John Manley House a/k/a St. Dominic's application to Maryland's Community Development Administration Rental Housing Production Program.

MINUTES

Bureau of General Services - Minor Privilege Permit Application

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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.	907 Whitelock St. Ave.	CBS Outdoor/Mass Transit Admin.	Install a 12' x 9' bus shelter

State Agencies are exempt from Minor Privilege Permit Fees.

2.	1001 Fleet St.	Harbor East Parcel C Commercial, LLC	Two awnings w/signage 47 sq. ft., one awning 57 sq. ft., one double face electric sign 43 sq. ft.
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\$650.60 Annual Charge

3.	1500 S. Hanover St.	Green Door Properties, LLC	One set of steps
----	------------------------	-------------------------------	------------------

\$70.30 Annual Charge

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

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

ABSTAINED on Item No. 2.

MINUTES

Department of Transportation (DOT) - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the East Baltimore Development, Inc. (EBDI). The period of the agreement is effective upon Board approval through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9950-509-980

BACKGROUND/EXPLANATION:

The DOT proposes to implement a new Downtown Shuttle Bus system in Baltimore City. The EBDI is organized to revitalize the urban infrastructure (including transportation) and the quality of life for the residential and business communities of East Baltimore. The EBDI will contribute funding to the proposed Downtown Shuttle Bus system in East Baltimore.

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 agreement with the East Baltimore Development, Inc.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the State Highway Administration (SHA) for Key Highway Shared-Use Trail and Landscaping Project from Interstate 95 to West of Lawrence Street.

AMOUNT OF MONEY AND SOURCE:

\$1,211,023.00 - 9950-508-365-10

BACKGROUND/EXPLANATION:

The purpose of this MOU is to provide a funding framework for the construction of a ten foot wide 2,400 foot long shared use bicycle/pedestrian trail from the Baltimore Museum of Industry entrance and the Key Highway Extension to Interstate 95 which includes grading, drainage improvements, mobilization, maintenance of traffic, signage, etc. The project also includes the landscaped median in Key Highway from Interstate 95 to the Key Highway intersection.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the State Highway Administration for Key Highway Shared-Use Trail and Landscaping Project from Interstate 95 to West of Lawrence Street.

MINUTES

Department of Transportation - Partial Release of Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a partial release of retainage agreement for Monumental Paving and Excavating, Inc. (contractor), for Contract No. TR 02033, Bituminous Rehabilitation of Duvall Avenue.

AMOUNT OF MONEY AND SOURCE:

\$59,937.65 - 9950-514-595

BACKGROUND/EXPLANATION:

All work on Contract No. TR 02033 was completed, except for items on the punch list. The contractor has requested a partial release of retainage in the amount of \$59,937.65. The City holds \$61,937.65 in retainage. The remaining \$2,000.00 is sufficient to protect the interests of the City.

MBE/WBE PARTICIPATION:

The contractor has demonstrated a good faith effort towards achieving both MBE and WBE goals. The contractor achieved goals of 27.64% MBE and 5.57% WBE.

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 partial release of retainage agreement for Monumental Paving and Excavating, Inc. for Contract No. TR 02033, Bituminous Rehabilitation of Duvall Avenue.

MINUTESLaw Department - Claim Settlements

The Board is requested to approve the settlement of the following claim. The settlement has been reviewed and approved by the Settlement Committee of the Law Department.

1. Cherita Jackson v. \$60,000.00
P/O Derrick Dorsey, et al

Account: 2044-145-081-99-370

UPON MOTION duly made and seconded, the Board approved the above settlement as requested by the Law Department.

MINUTES

Commission on Aging and - Notification of Grant Award
Retirement Education

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the notification of grant award (NGA) from the Maryland Department of Aging (MDoA). The period of the NGA is October 1, 2008 through September 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$207,247.00 - F/6335-325-903

BACKGROUND/EXPLANATION:

Under the terms of this NGA, the funds will allow the Department to accept and utilize interim Nutrition Services Incentive Program funds received from the MDoA to provide meal services to homebound and/or frail elderly residents of Baltimore City.

The NGA is late because it was recently received from the MDoA.

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 acceptance of the notification of grant award from the Maryland Department of Aging.

MINUTES

Commission on Aging and Retirement Education - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Today's Care and Family Services, Inc. The period of the agreement is effective upon Board approval through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$18,320.00 - 4333-325-903-00-701

BACKGROUND/EXPLANATION:

Today's Care and Family Services, Inc. will provide adult medical day care services to ill, frail, or disabled elderly individuals. The organization will develop an appropriate care plan to each recipient in accordance with policies as specified in COMAR 10.12.04, Day Care for the Elderly and Medically Handicapped Adults, and COMAR 10.09.07, Medical Care Program.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Today's Care and Family Services, Inc.

MINUTES

Baltimore City Heritage Area (BHA) - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the Maryland Heritage Areas Authority. The period of the agreement is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 5766-639-926

BACKGROUND/EXPLANATION:

Charles Street was designated a State Scenic Byway by the Maryland State Highway Administration in 2000. Baltimore City and Baltimore County cooperated to prepare a Charles Street Byway Management Plan. This project produces recorded tours (available at the Inner Harbor Visitor Center and available by download from the web) of the Charles Street Scenic Byway. This product will provide an excellent experience for heritage tourists and will assist the BHA in its effort to increase tourism and the associated positive economic impact on the City.

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 agreement with the Maryland Heritage Areas Authority.

MINUTES

Baltimore City Heritage Area (BHA) - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with the State Highway Administration (SHA). The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$27,500.00 - 4342-639-926

BACKGROUND/EXPLANATION:

Charles Street was designated a State Scenic Byway by the Maryland State Highway Administration in 2000. Baltimore City and Baltimore County cooperated to prepare a Charles Street Byway Management Plan. The BHA applied for and received matching funds from the SHA for a byway manager to oversee implementation of the plan. In 2007, Ms. Katie Callahan-Durcan was hired as the Trails and Byways Manager. The State Highway funds and the Maryland Heritages Areas Authority funds will be used to fund the third year of a Trails and Byways Manager, whose duties include management of the Charles Street Scenic Byway.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with the State Highway Administration.

MINUTES

Office of the President - Release of Funds to City Agencies
Contingent Upon Performance

ACTION REQUESTED OF B/E:

The Board is requested to release funds to City agencies that were authorized to be withheld, contingent upon performance.

AMOUNT OF MONEY AND SOURCE:

Program 572 - \$ 100,000.00
Program 142 - \$ 500,000.00
Program 357 - \$1,500,000.00
Program 260 - \$ 500,000.00
Program 585 - \$ 600,000.00
Program 500 - \$ 350,000.00
Program 583 - \$ 750,000.00

BACKGROUND/EXPLANATION:

On June 16, 2008, the City Council adopted Resolution 08-0055R, Fiscal Year 2009 Budget - Release of Funds to City Agencies - Contingent Upon Performance (CUP). This Resolution requested that the Board of Estimates withhold funds from certain agencies pending their compliance with certain prerequisites set by the City Council.

Agencies from which the funds were withheld included: the Mayor's Office of Cable and Communications, Program 572; Department of Finance, Program 142; Department of Housing and Community Development, Program 357 and Program 260; Baltimore Development Corporation, Program 585; Department of Transportation, Program 500; and the Mayor's Office of Criminal Justice, Program 583.

MINUTESOffice of the President - cont'd

Subsequently, those City agencies demonstrated their compliance with the terms of the Resolution to the satisfaction of the City Council. On January 12, 2009, the City Council adopted Resolution 09-0100R, Request to Board of Estimates - Release of Funds - Contingencies Met.

UPON MOTION duly made and seconded, the Board approved the release of funds to City agencies that were authorized to be withheld, contingent upon performance. The President **ABSTAINED**.

MINUTES

CITY COUNCIL BILL:

08-0219 - An Ordinance concerning Waterfront Management District - Supplemental Tax. For the purpose of providing that property tax credits applicable to the regular, citywide property tax do not apply to the Supplemental Tax imposed in the Waterfront Management District: and providing for an effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

THE LAW DEPARTMENT APPROVES THE LANGUAGE OF THE BILL AS INTRODUCED FOR FORM AND LEGAL SUFFICIENCY. HOWEVER, THE DEPARTMENT BELIEVES THAT THE INTENT OF THE BILL WOULD BE EVEN CLEARER IF IT EXPRESSLY STATED THAT THE CREDIT PROVISIONS THAT APPLY TO THE REGULAR TAX DO NOT APPLY TO THE SUPPLEMENTAL TAX. THEREFORE, THE LAW DEPARTMENT RECOMMENDS THE FOLLOWING AMENDMENT:

AMENDMENT NO. 1

(ii) ALL PROVISIONS THAT APPLY TO THE ASSESSMENTS, REFUNDS , [CREDITS,] COLLECTIONS, AND ENFORCEMENT OF THE REGULAR TAX APPLY TO THE SUPPLEMENTAL TAX. CREDITS THAT ARE APPLICABLE TO THE REGULAR TAX DO NOT APPLY TO THE SUPPLEMENTAL TAX UNLESS PROVIDED FOR BY ORDINANCE.

UPON MOTION duly made and seconded, the Board approved Bill No. 08-0219 and Amendment No. 1, and directed that the bill be returned to the City Council with the recommendation that it also be approved and passed by that Honorable Body. The President **ABSTAINED**. The Comptroller **ABSTAINED**.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

452 - 454

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

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>

Department of Transportation

1. EWO #002, \$ 82,194.27 - TR 07014R, Resurfacing Highways at Various Locations Citywide JOC-V

\$ 966,637.70 \$ 14,180.40 P. Flanigan & Sons, - -
Inc.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 82,194.27	9950-514-800	9950-514-830-2
State Construction Loans	Bond Fund	Contingencies Resurfacing Highways JOC-V

This transfer will fund costs associated with change order no. 2 of contract TR 07014R JOC-V to P. Flanigan & Sons, Inc.

3. EWO #004, (\$64,360.22) - TR 02399, Reconstruction of North Avenue from Howard Street to Mount Royal Avenue

\$ 2,049,169.85 \$ 79,513.70 P. Flanigan & Sons, - -
Inc.
4. EWO #003, \$ 5.68 - TR 06036, Resurfacing Highways at Various Locations JOC-M

\$ 1,293,412.50 \$ 18.38 M. Luis Construction - -
Co., Inc.
5. EWO #002, \$ 52,423.20 - TR 07017, Resurfacing Highways at Various Locations JOC-Y

\$ 2,069,451.08 \$ 15,000.00 M. Luis Construction 180 -
Co., Inc.

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.</u>	<u>Compl.</u>

Bureau of Water and Wastewater

- | | | | | |
|---|---------------|------------------------------------|----|-----|
| 6. EWO #031, \$ 29,624.54 - PB 05803, Franklin Street Yard Renovations, 231 N. Calverton Road | | | | |
| \$ 4,949,500.00 | \$ 611,584.48 | E. Pikounis Construction Co., Inc. | 0 | 100 |
| 7. EWO #030, \$ 0.00 - SC 822, Improvements to Upgrade Jones Falls Pumping Station | | | | |
| \$11,285,000.00 | \$ 315,097.69 | Ulliman Schutte Construction, LLC | 10 | 98 |

As a result of additional work for bypass pumping, the contractor requested a 10-day non-compensable time extension. The City's scheduling consultant, Heery International, reviewed the request and found it to be justified.

- | | | | | |
|--|-----------------|------------------------------|---|-------|
| 8. EWO #033, \$ 0.00 - SC 824, Improvements to Upper Jones Falls Interceptor Sewer | | | | |
| \$15,962,152.50 | \$ 8,544,986.11 | Bradshaw Construction, Corp. | 0 | 99.97 |

THE OVERRUNS AND UNDERRUNS CANCELLED EACH OTHER OUT.

- | | | | | |
|---|-----------------|-------------------------------------|----|------|
| 9. EWO #011, \$ 0.00 - SC 800R, New Jones Falls Force Main and Pressure Sewer | | | | |
| \$33,263,478.00 | \$ 1,237,998.66 | Northeast/Remsco Construction, Inc. | 86 | 99.3 |

Because of unforeseen conditions, which included rock encountered on Bonaparte Avenue and the repair to numerous leaks of existing City water services, an additional 86 non-compensable consecutive calendar day time extension was needed to complete the project.

MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater

- | | | | | | |
|-----|--|---------------|-------------------------------|---|----|
| 10. | EWO #007, \$261,861.11 - SC 843, Improvements to Lower Portion of Moore's Run Interceptor - Phase II | | | | |
| | \$16,974,770.00 | \$ 146,321.96 | Corman Construction Co., Inc. | 0 | 98 |
| 11. | EWO #003, \$213,207.00 - SWC 7755, Storm Drain Improvements at Various Locations | | | | |
| | \$ 1,911,404.50 | \$ 0.00 | V&S Contractors, Inc. | 0 | 65 |

12. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 600,000.00	9958-522-020	
MVR	Constr. Res.	
	Lakewood Avenue	
	Storm Drain	
400,000.00	9958-522-451	
MVR	Constr. Res.	
	Fairmont Storm	
	Drain Improv.	
\$1,000,000.00	-----	9958-520-101-2
		Extra Work

The funds are required to cover the cost of extra work for SWC 7755, Storm Drain Improvements at Various Locations

MINUTES

Bureau of Water and Wastewater - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 25 to Rummel, Klepper & Kahl, LLP, Inc. under Project 1027, Inspection Assistance.

AMOUNT OF MONEY AND SOURCE:

\$131,226.50 - 9956-551-444-20-532

BACKGROUND/EXPLANATION:

This task is for inspection assistance on SC 791.

APPROVED FOR FUNDS BY FINANCE

MWBOO FOUND VENDOR IN COMPLIANCE.

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. 25 to Rummel, Klepper & Kahl, LLP, Inc. under Project 1027, Inspection Assistance.

MINUTES

Bureau of Water and Wastewater - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 17 to Johnson, Mirmiran & Thompson, Inc. under Project 1030, On-call Construction Management Services, Various Projects.

AMOUNT OF MONEY AND SOURCE:

\$ 54,787.60	-	2071-560-003-00-326
54,787.61	-	2070-560-005-00-326
54,787.61	-	2070-554-004-00-326
<u>54,787.61</u>	-	<u>2071-553-003-00-326</u>
\$219,150.43		

BACKGROUND/EXPLANATION:

This task is for inspection services, constructability reviews and other construction management services on various City projects.

APPROVED FOR FUNDS BY FINANCE

MWBOO FOUND VENDOR IN COMPLIANCE.

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. 17 to Johnson, Mirmiran & Thompson, Inc. under Project 1030, On-call Construction Management Services, Various Projects.

MINUTES

Bureau of Water and Wastewater - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 6 to KCI Technologies, Inc. under Project 1067K, Spill Prevention, Control, and Countermeasure Plans (SPCC) Development for 26 Facilities.

AMOUNT OF MONEY AND SOURCE:

\$122,309.40 - 2030-189-003-04-326

BACKGROUND/EXPLANATION:

The Maryland Department of the Environment (MDE) regulations require that 26 facilities owned by the City have spill prevention, control, and countermeasure plans developed to prevent oil pollution in the event of a spillage of petroleum products. These facilities involve the storage and distribution of petroleum products for the City's fleet of vehicles and other motorized equipment.

KCI Technologies, Inc. will prepare the plans in accordance with the MDE requirements and assist the City in obtaining approval of the plans from the MDE. Included are emergency response plans, notification procedures in the event an accident occurs, and training for City employees.

APPROVED FOR FUNDS BY FINANCE**MWBOO FOUND VENDOR IN COMPLIANCE.****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. 6 to KCI Technologies, Inc. under Project 1067K, Spill Prevention, Control, and Countermeasure Plans Development for 26 Facilities.

MINUTES

Baltimore Police Department (BPD) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an employment agreement with Ms. Danielle N. Torain. The period of the agreement is effective upon Board approval through December 31, 2009.

AMOUNT OF MONEY AND SOURCE:

\$25,836.00 - 4539-201-889-02-318 \$30.00/hourly

BACKGROUND/EXPLANATION:

On December 24, 2008, the Board approved an agreement with the Maryland Emergency Management Agency in the amount of \$2,321,955.00, received from the United States Department of Homeland Security, for the period September 1, 2008 through May 31, 2011.

Ms. Torain will assist the BPD as a Grant Analyst on a part-time basis for the Homeland Security FY 08 grants.

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 employment agreement with Ms. Danielle N. Torain.

MINUTES

Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the expenditure of funds to pay Sprint by Direct Payment Order. The outstanding invoice is for November 6 through December 5, 2008.

AMOUNT OF MONEY AND SOURCE:

\$77,452.93 - 1001-204-068-00-304

BACKGROUND/EXPLANATION:

Sprint provides essential wireless services, which are critical to the day to day operations of the Baltimore Police Department (BPD). Sprint Wireless, through its wireless service, provides a discreet tool for local and out of jurisdiction investigations, to include wireless services for daily covert operations. Historically there has been no contract for this account. The BPD is working to change the direct connect service to Verizon.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Sprint by Direct Payment Order.

MINUTES

Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay The Leadership Association, c/o The Greater Baltimore Committee. The invoice is for the period January 26, 2009 through October 26, 2009.

AMOUNT OF MONEY AND SOURCE:

\$4,900.00 - 6112-202-909-00-319

BACKGROUND/EXPLANATION:

The organization provides training that is used to enhance the leadership and competency of members in upper level supervision roles within the Department. The training provides a focus on accountability and responsibility within the ethical scope of leading other members of the Department. Focus is given to community service and improving relations with the community through services.

The funds will cover the costs of tuition for Melvin T. Russell.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay The Leadership Association, c/o The Greater Baltimore Committee.

MINUTES

Baltimore City Health Department - Agreements and
Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of the various agreements and a grant award agreement. The period of the agreement is July 1, 2008 through June 30, 2009, unless otherwise indicated.

1. **THE JOHNS HOPKINS UNIVERSITY** **\$ 30,606.00**

Account: 4245-304-901-31-351

The Johns Hopkins University, Pediatric & Adolescent HIV/AIDS Program will provide Ryan White Part-B Psychosocial Support Services to partially support the Child Life Specialists in the intensive Primary Care (IPC) Clinic. These services will help to continue and expand the provision of needed psychosocial support services for youth, children and young adults living with HIV.

This agreement is being presented at this time because the State AIDS administration programmatically manages Ryan White Part B Services. The Department is only responsible for processing contracts after receipt of an approved budget and scope of service, and making payments to the provider after they are selected through the Request for Proposal process.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$126,798.00**

Account: 1001-303-002-00-351

The Johns Hopkins University (JHU) will provide laboratory services to meet the goals and objectives of the Department's Bureau of Clinical Services. Under this agreement, the JHU will provide orientation, training and supervision in laboratory techniques required of personnel who are authorized to perform on-site laboratory testing; establish and maintain liaison with the Maryland Laboratories Administration; maintain an inventory of

MINUTES

Baltimore City Health Department - cont'd

supplies and equipment; and initiate new orders and ensure replacement on a periodic and timely basis. In addition the JHU will perform quality control; participate in the preparation of grant applications and contracts; direct STD lab operations; perform reception, specimen accession, delivery management, prepare correspondence and file maintenance. The services will be performed at the Druid Disease Control Center, Eastern Health District and other assigned sites.

This agreement is being presented at this time because budget revisions delayed processing.

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$126,250.00**

Account: 4282-308-911-92-351

The University of Maryland, Baltimore as a local health clinic will directly bill the Department of Health and Mental Hygiene for health-related early intervention/case management services for eligible patients referred by the Baltimore Infants and Toddlers Program and the Health Department will reimburse the provider.

The agreement is being presented at this time because the request for renewal was overlooked.

4. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 80,892.00**

Account: 4271-308-911-82-351

The Developmental Pediatricians will provide developmental assessments for children who have shown global delays and/or diagnosed as showing signs of autism. They will provide medical input on various diagnoses as showing signs

MINUTES

Health Department - cont'd

of autism and provide family debriefing as to assessment results. Children at risk for developmental delays will be identified, as well as those children that present with a high probability for delay. The health status of referred children will be reviewed and they will assist in developing goals, outcomes and completion of the Individualized Family Services Plan.

The agreement is being presented at this time because budget revisions delayed processing.

MWBOO GRANTED A WAIVER

- 5. **KENNEDY KRIEGER INSTITUTE, INC.** **\$129,375.00**
 \$ 22,500.00
 (90 visits
 @\$250.00)
 \$ 12,375.00
 (90 visits
 @\$137.50)
 \$ 94,500.00
 (1,260 visits
 @ \$75.00)

Account: 4282-38-911-90-351

The organization will provide health related early intervention/case management services under the Maryland Medical Assistance Program for eligible families referred by the Baltimore Infants and Toddlers Program. The organization will bill the Department of Health and Mental Hygiene and the Health Department will reimburse the provider.

The agreement is late because the request for the renewal was overlooked.

MINUTES

Health Department - cont'd

6. **MARYLAND INSTITUTE COLLEGE OF ART (MICA)** **\$ 11,250.00**

Account: 4284-305-920-00-351

The Department's Healthy Home Division will launch the Lead Training, Outreach and Policy Initiative. In order to create a lasting training resource, the Department will partner with MICA's Center for Design Practice to produce a video on the hazards of lead and lead-safe work practices. The period of the agreement is October 1, 2008 through September 30, 2009.

The agreement is late because it was recently returned from MICA.

AUDITS REVIEWED AND HAD NO OBJECTION.GRANT AWARD AGREEMENT

7. **DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTER FOR DISEASE CONTROL AND PREVENTION (CDCP), NATIONAL CENTER FOR HIV, VIRAL HEPATITIS, STDs AND TB PREVENTION** **\$1,051,823.00**

Accounts: 4225-303-904-13-351	\$ 652,988.00
4225-303-904-15-351	\$ 143,072.00
4225-303-904-16-351	\$ 251,074.00
4225-303-904-17-351	\$ 4,689.00

The Department has received a grant award, in the amount of \$1,051,823.00, from the CDCP for the Comprehensive Sexually Transmitted Disease Prevention System. The funds will be used to provide culturally competent and relevant interventions in communities with populations affected with syphilis. The period of the agreement is January 1, 2009 through December 31, 2009.

MINUTES

Health Department - cont'd

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 foregoing agreements and the grant award agreement.

MINUTES

Health Department - Rescission of Consultant Agreement
and Approval of New Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to rescind a consultant agreement and approve and authorize execution of a new consultant agreement with Ms. Geraldine Waterfield, RN, MS, CRNP. The period of the agreement is effective upon Board approval through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$31,711.00 - 6249-310-901-01-318

(\$43.68/hr. - 726 hrs. max.)

BACKGROUND/EXPLANATION:

On December 10, 2008, the Board approved the agreement, in the amount of \$31,711.00, for Ms. Waterfield to serve as a consultant for School-based Health Centers. However, it was determined that the agreement was not valid because Ms. Waterfield was still a City employee at that time.

Ms. Waterfield resigned effective January 5, 2009.

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

UPON MOTION duly made and seconded, the Board rescinded the consultant agreement and approved and authorized execution of a new consultant agreement with Ms. Geraldine Waterfield, RN, MS, CRNP.

MINUTES

Bureau of Water & Wastewater - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with ALMAC Enterprises (ALMAC). The period of the agreement is February 23, 2009 through March 23, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 6,966.40	-	2071-552-006-26-320
2,985.60	-	2071-552-007-12-320
2,488.00	-	2071-552-008-40-320
6,220.00	-	2070-550-009-01-320
6,220.00	-	2070-550-010-01-320
\$24,880.00		

BACKGROUND/EXPLANATION:

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 168 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Instrumentation Apprenticeship Program.

ALMAC has an extensive background in Instrumentation Technician Training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Water and Wastewater Treatment Plant.

MINUTES

BW&WW - cont'd

This request is the third year of instruction for the class of trainees hired as Instrumentation Technician Apprentices. The training will take place on-site using existing equipment and materials.

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 ALMAC Enterprises.

MINUTES

Bureau of General Services - Developer's Agreement No. 1093

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a developer's agreement with Centers for Urban Families, Inc. The period of the agreement is effective upon approval by the Board.

AMOUNT OF MONEY AND SOURCE:

\$25,053.00

BACKGROUND/EXPLANATION:

The Center for Urban Families, Inc., a non-profit organization, is the owner of 2201 North Monroe Street and is in need of additional water services. This agreement allows for the needed improvements.

Howard Bank has issued an Irrevocable Standby Letter of Credit in the amount of \$25,053.00 to Center for Urban Families, Inc. which assumes 100% of the financial responsibility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the developer's agreement with Centers for Urban Families, Inc.

MINUTESBureau of Water and Wastewater - On-Call Consultant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with C.C. Johnson and Malhotra, P.C. under Project 1077C, On-Call Mechanical Engineering Services. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$750,000.00 - Various accounts (upset limit)

BACKGROUND/EXPLANATION:

This agreement is for on-call mechanical engineering services on an urgent as needed basis for continuous functioning of the water and wastewater treatment pumping stations.

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

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 21% FOR MBE AND 7% FOR WBE.**

MBE: Findling, Inc.	\$ 7,500.00	1.00%
Shah & Associates, Inc.	75,000.00	10.00%
Environ-Civil Engineering, Ltd.	37,500.00	5.00%
United Consultants, Inc.	<u>37,500.00</u>	<u>5.00%</u>
Total	\$157,500.00	21.00%

MINUTES

BW&WW - cont'd

WBE: Carroll Engineering, Inc.	\$ 37,500.00	5.00%
Ross Technical Service, Inc.	<u>15,000.00</u>	<u>2.00%</u>
Total	\$ 52,500.00	7.00%

MWBOO FOUND THE VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with C.C. Johnson and Malhotra, P.C. under Project 1077C, On-Call Mechanical Engineering Services.

MINUTESBureau of Water and Wastewater - On-Call Consultant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with EBA Engineering, Inc. under Project 1095E, On-Call Civil/Structural Engineering Services. The period of the agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$749,897.36 - Various accounts (upset limit)

BACKGROUND/EXPLANATION:

This agreement is for on-call Civil/Structural engineering services is on an urgent as needed basis for continuous functioning of the water and wastewater treatment pumping stations.

The Bureau is entering into a period of intense construction activity at the water and wastewater treatment plants that may require rapid engineering/design response in order to mitigate issues to minimize their effect on construction activity.

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

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 27% FOR MBE AND 9% FOR WBE.**

MBE: Alvi Associates, Inc.	\$ 75,000.00	10.00%
Peer Consultants, P.C.	<u>127,500.00</u>	<u>17.00%</u>
Total	\$202,500.00	27.00%

MINUTES

BW&WW - cont'd

WBE: Phoenix Engineering, Inc. \$ 65,397.35 9.00%

MWBOO FOUND THE VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with EBA Engineering, Inc. under Project 1095E, On-Call Civil/Structural Engineering Services.

MINUTESBureau of Water and Wastewater - On-Call Consultant Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an on-call consultant agreement with Transviron, Inc. under Project 1095T, On-Call Civil/Structural Engineering Services. The period of the agreement is effective upon Board approval for two years, with an option to renew for one additional year, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$750,000.00 - Various accounts (upset limit)

BACKGROUND/EXPLANATION:

This agreement is for on-call Civil/Structural engineering services is on an urgent as needed basis for continuous functioning of the water and wastewater treatment plants and pumping stations.

The Bureau is entering into a period of intense construction activity at the water and wastewater treatment plants that may require rapid engineering/design response in order to mitigate issues to minimize their effect on construction activity.

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

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 27% FOR MBE AND 9% FOR WBE.**

MBE: EC2R, Inc.	\$101,250.00	13.50%
Sidhu Associates, Inc.	<u>101,250.00</u>	<u>13.50%</u>
Total	\$202,500.00	27.00%

MINUTES

BW&WW - cont'd

WBE: Ross Technical Services, Inc. \$ 67,500.00 9.00%

MWBOO FOUND THE VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the on-call consultant agreement with Transviron, Inc. under Project 1095T, On-Call Civil/Structural Engineering Services.

MINUTES

Mayor's Office of Community and Human Development - Acceptance of Grant Award and Renewal of Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a grant award from the Department of Health and Human Services (DHHS), Administration on Children, Youth, and Families. The Board is also requested to approve the renewal of a memorandum of understanding (MOU) with Baltimore Rising, Inc. The period of the renewal is September 30, 2008 through September 29, 2009.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 4440-350-911
(grant award)

BACKGROUND/EXPLANATION:

The Mayor's Office of Community and Human Development has received a grant in the amount of \$150,000.00 from the DHHS to administer the Mentoring Children of Prisoners (MCP) Grant Program. The MCP program provides one-on-one mentoring by trained adult volunteers to children of prisoners. This is the second installment of the tentative award of \$450,000.00 consisting of \$150,000.00 over a three year period.

On July 23, 2008, the Board approved the original memorandum of understanding in the amount of \$150,000.00 with Baltimore Rising, Inc. to provide the services under this program.

The DHHS has tentatively awarded this second installment of the MCP grant to the Mayor's Office of Community and Human Development in order to continue a program that will establish and maintain 450 mentor-mentee relationships over the three year period.

MINUTES

Mayor's Office - cont'd

The request for acceptance of the grant award and the renewal of the MOU are late because there was an internal shift of leadership and the Federal government had to be updated on the new principal signor(s).

APPROVED FOR FUNDS BY FINANCE

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

(FILE NO. 56449)

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the Department of Health and Human Services, Administration on Children, Youth, and Families. The Board also approved the renewal of the memorandum of understanding with Baltimore Rising, Inc. The Mayor **ABSTAINED**.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matters

listed on the following page:

479

The Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

The contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Department of Finance

	<u>Hourly Rate</u>	<u>Amount</u>
1. JAMES SCRIVNOR	\$25.00	\$43,600.00

Account: 1001-144-007-02-109

Mr. Scrivnor, retiree, will work as a Special Buyer. He will be responsible for assisting the City Purchasing Agent with the evaluation of special procurement projects and recommendations of awards and other types of procurement. The period of the agreement is effective upon Board approval for one year.

Department of Human Resources

2. SHEELAGH M. ALLSTON	\$200.00 for the first session \$170.00 for each succeeding session \$325.00 for each written report	\$ 7,000.00
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Account: 1001-160-001-02-326

Ms. Allston will continue to work as a Hearing Officer. The Baltimore City Charter permits an investigation for employees discharged, reduced or suspended for more than 30 days after completion of the probationary period. Ms. Allston will preside over these investigations and submit recommendations to the Civil Service Commission for approval. The cost incurred for each hearing will be charged to the appellant's agency.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

481 - 485

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The Mayor **ABSTAINED** on Item No. 5.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 45,000.00	9950-507-701	9950-506-701
MVR	Constr. Res.	Minor Bridge
	Minor Bridge Rehab.	Rehab.

This transfer will cover the costs associated with the repairs to the south interior and exterior girders at the west abutment of the "Edmonson Avenue Bridge".

Department of Recreation and Parks

2. \$ 15,000.00	9938-475-668	
Rec. & Park	Reserve	
23 rd Series	Park Perimeter	
	Improvements	
45,000.00	" "	
State		
<u>\$ 60,000.00</u>	-----	9938-474-668
		Active
		Park Perimeter
		Improvements

This transfer will provide funds to cover the costs associated with the design services under On-Call Contract No. 1066, Task #10 to Hord Coplan Macht, Inc.

3. \$ 45,000.00	9938-475-001	
State	Reserve	
	Unallotted	
15,000.00	9938-475-764	
Rec. & Park	Reserve	
24 th Series	Park & Playground	
	Renov. FY09	
<u>\$ 60,000.00</u>	-----	9938-474-764
		Active
		Park & Playground
		Renov. FY09

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with the design services under On-Call Contract No. 1065, Task #8 to Mahan Rykiel Associates, Inc.

Baltimore Development Corporation

4.	\$ 3,652.41 18 th EDF	9910-600-873 Constr. Res. Brownfields Incentive Fund
	3,379.33 19 th EDF	9910-600-873 Constr. Res. Brownfields Incentive Fund
	203,206.21 20 th EDF	9910-600-873 Constr. Res. Brownfields Incentive Fund
	168,239.05 21 st EDF	9910-600-873 Constr. Res. Brownfields Incentive Fund

\$ 378,477.00

3,652.41	-----	9910-601-352 18 th EDF, Warner St./Russell St.
3,379.33	-----	9910-601-352 19 th EDF, Warner St./Russell St.
203,206.21	-----	9910-601-352 20 th EDF, Warner St./Russell St.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
168,239.05	-----	9910-601-352 21 st EDF, Warner St./Russell St.
<u>\$ 378,477.00</u>		

This transfer will provide funds to reimburse the Baltimore Development Corporation for eligible capital expenses in connection with the demolition of 1501 - 1551 Russell Street by P & J Contracting Company, Inc. for the month ending January 21, 2009.

Department of Housing and Community Development (DHCD)

5.	\$ 25,000.00 28 th CDB Funds	9910-587-984 Homeownership Incentives	9910-588-732 Uplands Former Resident Dev. Consulting
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This transfer will provide 28th Community Development Bond funds for a Request for Proposals for Development Consulting & Technical Assistance for Uplands Former Residents.

6.	\$ 600,000.00 CDBG	9989-587-925 Park Heights	
	500,000.00 CDBG	9989-587-926 Coldstream/Home- stead/Montebello	
	300,000.00 CDBG	9989-587-936 O'Donnell	
	1,000,000.00 CDBG	9989-587-937 Barclay	
	1,049,300.00 CDBG	9989-587-939 Byrd Properties	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD - cont'd</u>		
100,000.00	9989-587-940	
CDBG	Oliver	
915,000.00	9989-587-984	
CDBG	Homeownership	
828,689.00	9989-587-989	
<u>CDBG</u>	Section 108 Loan	
	Repayment	
\$5,292,989.00		
\$ 367,186.00	-----	2089-119-020
CDBG		Comm. Action
		Partnership Admin.
45,103.00	-----	2089-119-025
CDBG		Comm. Action
		Partnership -
		Center No. 5
2,780,700.00	-----	2089-583-002
CDBG		Housing Inspections
2,100,000.00	-----	2089-583-013
<u>CDBG</u>		Property Mgt.
\$5,292,989.00		
\$ 367,186.00	1001-119-020	
Gen. Funds	Comm. Action	
	Partnership Admin.	
45,103.00	1001-119-025	
Gen. Funds	Comm. Action	
	Partnership -	
	Center No. 5	
2,780,700.00	1001-583-002	
<u>Gen. Funds</u>	Housing Inspections	
\$3,192,989.00	-----	9910-587-904
Gen. Funds		Affordable
		Housing

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd		

The Department's FY 2009 CDBG allocation is over appropriated in the capital budget and under appropriated in the operating budget due to a Community Development Block Grant/General Fund swap which occurred after the Board of Estimates recommendations of the FY 2009 budget. This transfer of funds will correct the budget locations. Part of the swap (\$21,100,000.00) involves property management, which falls under the jurisdiction of the Department of Public Works (DPW). The transfer of general funds from the DPW to the DHCD will occur in the FY 2010 budget.

MINUTES

Baltimore Community Relations Commission - Expenditures of Funds

The Board is requested to approve expenditures of funds to pay the listed vendors.

1. **CCH** **\$2,366.80**

Account: 1001-156-001-01-408

The funds will pay the CCH for the yearly renewal of the Equal Employment Opportunity Compliance Manual and Employment Practices Guide. The Baltimore Community Relations Commission is the City's official anti-discrimination office. As such, it is imperative that it is kept abreast of all Federal and State anti-discrimination laws and regulations. The renewal is for the period January 2009 through January 2010.

2. **BALTIMORE CITY FOUNDATION (BCF)** **\$3,438.76**

Account: 1001-156-001-01-326

The funds will pay the BCF for expenses for its "Call to Action - 5,000 Men" Initiative. The Baltimore Community Relations Commission is a major coordinator and part of this ongoing initiative.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditures of funds to pay the above listed vendors.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

On the recommendations of the City agencies

hereinafter named, the Board

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

488 - 489

to the low bidders meeting the specifications,

deferred action, or rejected bids on those as indicated

for the reasons stated.

The Comptroller **ABSTAINED** on Item No. 3.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

1. B50000753, Heavy- Trans Tech Trans- \$200,000.00
Duty Transmissions mission Center
and Differentials

MWBOO SET GOALS OF 5% FOR MBE AND 0% FOR WBE.

MBE:	Millennium Auto	3.00%	\$ 6,000.00
	Parts & Services		
	Grady Wright &	2.00%	4,000.00
	Associates	5.00%	<u>\$10,000.00</u>

MWBOO FOUND THE VENDOR IN COMPLIANCE

2. B50000931, ICS Dionex Corporation \$ 36,375.02
2000 Ion Chroma-
tography System

MWBOO GRANTED A WAIVER.

3. B50000892, 2009 Hertrich Fleet \$ 32,589.00
Buick Lucerne CXL Services, Inc.
Sedan

MWBOO GRANTED A WAIVER.

4. B50000675, Liquid Kuehne Chemical Co. \$500,000.00
Chlorine (2nd Lowest Bidder)

On October 15, 2008, the Board awarded this contract to JCI Jones Chemical, Inc, as the lowest bidder. This product is critical to meet Maryland law regarding drinking water quality. Authority is requested to add an additional vendor, Kuehne Chemical Co., to ensure a continuous supply, for the period February 16, 2009 through October 31, 2009, with three one-year renewal options.

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:Bureau of Purchases

5. B50000887, Towing and Road Service for Heavy Equipment and Trucks

REJECTION - A clerical error in the solicitation resulted in bids that would significantly increase the City's towing costs.

It is recommended that all bids be rejected as not in the best interest of the City. The requirement will be re-bid at a later date. An extension to the existing term order for these services will be requested by a separate letter to the Board.

6. B50000916, Provide Long Distance Telephone Service for City of Baltimore

REJECTION - The one bid received was found to be non-responsive.

EXTENSION - The Board is also requested to extend the current Contract BP 04158 with PAETEC Communications, for the period February 27, 2009 through February 27, 2010. The extension will ensure uninterrupted service to City agencies.

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

The Board is requested to approve and authorize execution of an agreement with the State of Maryland, Department of Human Resources (DHR). The period of the agreement is effective upon approval by the Board of Public Works for five years terminable by either party when it is in their best interest.

AMOUNT OF MONEY AND SOURCE:

<u>Quantity</u>	<u>Monthly</u>	<u>Annually</u>
90 Parking Passes	\$5,850.00	\$70,200.00

BACKGROUND/EXPLANATION:

This agreement is for 90 parking passes for use at the Market Center Garage located at 221 N. Paca Street. The Parking Authority currently leases the passes to DHR on a month-to-month basis. This agreement will confirm the relationship between the PABC and DHR. Through this agreement, PABC will assist in meeting the parking demands of this State agency located in the City, while maximizing the revenue that the garage produces.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the State of Maryland, Department of Human Resources.

MINUTES

Parking Authority of - Staffing Agreement
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a staffing agreement with Landmark Parking, Inc. The period of the agreement is September 1, 2008 through August 31, 2009.

AMOUNT OF MONEY AND SOURCE:

\$148,590.00 - 2076-232-051-00-326

BACKGROUND/EXPLANATION:

The agreement provides for provision of personnel at the parking lot located between Guilford Avenue, E. Pleasant Street, N. Holliday Street, and the Fallsway, known as the JFB Lot or Managerial and Professional Society of Baltimore (MAPS) Lot.

The PABC was tasked with finding a means of relocating parking for members of the MAPS, so that Healthcare for the Homeless could develop their new facility on the parking lot that MAPS used for their members. After carefully examining all available options, the PABC determined that the JFB Lot was the closest and best available alternative to the location where MAPS had been parking.

The PABC, on behalf of the City, negotiated the lease for a portion of the JFB Lot with the MAPS and obtained the approval of the Board of Estimates on December 12, 2007. As part of the lease agreement, proper staffing and security was to be provided on the lot to secure the spaces for the MAPS members. The staffing is assigned to enforce the terms of the lease agreement.

MINUTES

PABC - cont'd

The agreement is late because the PABC was under the mistaken impression that the current agreement with Landmark to staff the MAPS Lot contained a provision allowing a one-year extension, resulting in this agreement being submitted late.

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 staffing agreement with Landmark Parking, Inc.

MINUTES

The Board is requested to **NOTE** receipt of the following reports:

1. Department of Audits

- a. Audit of the Comprehensive Annual Financial Report of the Elected Officials' Retirement System Year ended June 30, 2008 and related Audit Digest.
- b. Audit of the Comprehensive Annual Financial Report of the Employees' Retirement System Fiscal Year ended June 30, 2008 and related Audit Digest.

The Board **NOTED** receipt of the above listed report.

2. Fire and Police Employees' Retirement System

Report to the Board of Estimates

President: "On the non-routine agenda we have two items. First, page 76 item 2, Fire and Police Employees' Retirement System."

Mr. Tom Taneyhill: "Good morning Madam President, Madam Mayor, Madam Comptroller, Director Scott, Solicitor Nilson. My name is Tom Taneyhill, I am the Director of the Retirement System for the Fire and Police Officers of the City of Baltimore. I am here today to give a report."

President: "You have to pick one of the mics."

Mr. Taneyhill: "I am sorry. I am here today to give a report to the Board on items regarding the assets of the plan, contribu-

MINUTES

Fire and Police Employees' Retirement System - cont'd

tions and projected contributions that would be contributions due from the City to the plan, the funding status of the plan. We have included information regarding investment performance. I am joined here today by the Chairman of the Board, Fire Captain, Stephen Fugate, our Accounting Manager, David Randall, our Public Information Officer, Felicia Knight and our General Counsel, Abe Swartz. I have -- I did prepare a report that was presented to the Board. The report was revised due to investment performance numbers for the current fiscal year, fiscal year 2009. I'd like to go through the report and just explain what it is that we are presenting here, and then I would be happy to answer any questions. Turning to page 3, we are presenting first the Changes in Plan Net Assets and this is presented for the fiscal year ended June 30, 2007, the fiscal year ended June 30, 2008, and then for the six month time period ending December 31, 2008. Looking first at the 2007 column, you can see how we categorized our revenues also known as additions, our deductions, which are our expenses. In that year, we had

MINUTES

Fire and Police Employees' Retirement System - cont'd

revenues of \$423,392,339.00 and expenses of \$174,137,747.00, which led to a net increase in Plan Net Assets of \$249,254,592.00. Two thousand and seven (2007) was a very good year, as you can see from the net investment income, it was actually a star year for the plan. Things have gone in quite the opposite direction since. In fiscal year 2008, you can see our revenues on track turned negative due to negative investment performance. The net investment income was \$97,529,0998.00. The employer contributions, member contributions and so forth were net additions of a negative \$6,245,641.00. We also had expenses or deductions of \$185,193,669.00 in the year. The bulk of which again are retirement benefits, retirement allowances and related benefits. Our net decreases and plan net assets for the fiscal year ending June 30, 2008 was \$191,439,310.00. For the six-month time period ending December 31, as you can see the investment income has fallen even further. We have unrealized and realized investment losses of approximately \$348,608,428.00. Year to date ending date ending December 31, we have negative --

MINUTES

Fire and Police Employees' Retirement System - cont'd

revenues are negative to the point of \$269,578,911.00. Our expenses continue and again, with retirement allowances and other benefits, our expenses are \$92,522,437.00 for that six-month time period, and then we present the net decrease in planned assets as of that time period of \$362,101,348.00. So you can see, that over this two and half time period, revenues have changed dramatically. These revenue positions are impacted dramatically by the investment markets, which I will cover shortly. The purpose, why we have the plan is for retirement benefit payments and those have continued to increase over the years. Turning to page 4 of the report, presenting a schedule that is contained in our comprehensive annual financial report. This provides a history, a ten-year history of the revenues of the plan. This is included in our annual financial report, to provide the trend in information and a ten-year history for the plan. You see the main categories of revenues of net income, employer contributions and member contributions. Just examining the net investment income column, you see that we have had some

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Fire and Police Employees' Retirement System - cont'd

rather robust years in there, going back over ten years. Two thousand and eight (2008) again was down. Looking back at 2001 and 2002 that was what was known as the technology bubble. Investment performance was down there and those revenues were negative. You will also notice in the employer contribution column that the trend line employer contributions has been rising and in the -- for the first four years shown on this schedule, there really weren't contributions made and I will address that on another schedule. Member contributions, on the other hand, continue to increase. Those are a function of the salaries being paid to the Fire and Police Officers. The next page, page 5, has to do with expenses of the plan and you can see the main categories that we present. Again, a ten-year history, where we have retirement benefits for retirement allowances, drop lump-sum payments as another benefit provision, refunds to members, and administrative expenses. Again, the trend lines indicate that the retirement benefits continue to increase. They are the leading expense for the plan. DROP is still a provision that is in place and we continue to pay out

MINUTES

Fire and Police Employees' Retirement System - cont'd

those benefits. You can see the trend line in expenses is again increasing over the time period shown."

President: "Can we back up to page 5?"

Mr. Taneyhill: "Sure."

President: "Administrative expenses roughly seem to double, since 1999. What do you attribute that to?"

Mr. Taneyhill: "The main expense that we have would be for personnel salaries and OPCs. There are some areas in our contractual services that have also had some increases. But, the main part of it is the salaries and the OPCs."

President: "So, is it new employees or increases? What is it that would cause it to just about double?"

Mr. Taneyhill: "Our personnel base has actually remained about the same or even contracted. I think it is mainly due to salary increases."

President: "Thank you."

Mr. Taneyhill: "Sure. Turning to page 6, one of the items that we were requested to address is the funded status of the plan."

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Fire and Police Employees' Retirement System - cont'd

This again is a schedule that is contained in our comprehensive annual financial report. It is a schedule of funding progress and it is based on the actuarial value of plan assets. This is the traditional way to report the funding progress or the funding status of a plan. On June 30, 2008 based on this actuarial value of assets, the plan was 89.4% funded. You can see earlier on in the -- going back 10 years, the plan was actually over-funded. This schedule compares the actuarial value of assets and it compares it to the actuarial accrued liability. That comparison determines something that is known as the un-funded liability or the excess of the assets over the plan liability. So on this basis, the plan looks to be in relatively decent shape. Page 7 presents this information in a different way or on a different basis and that is looking at the market value of assets of the plan. The thing with the actuarial component, it employs something -- it employs a smoothing mechanism where gains and losses of the plan are not made part of the plan assets. This is a common technique that is

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Fire and Police Employees' Retirement System - cont'd

used by governmental plans to smooth investment performance over three to five years. Those are the normal terms. We use a five-year smoothing average. The reason that I showed this, the funding progress using a market value because it does give a different picture, it shows the difference between the market value of assets and the actuarial value of assets. The other reason for it is that our smoothing method was in fact interrupted in the late 90's and early part of the 2000's because of a change in the law and that will perhaps be more apparent on another schedule. Based on market value, we have a funded status of 74%, so a question would be well how does that compare to other plans, either using whichever basis, you care to choose, care to use? The Fire and Police System is and I don't have any hard numbers on this, but we believe from information provided by our actuary that we are probably below the median public plan, but better than a lot of other Fire and Police Systems. Most Fire and Police Systems tend to have benefit provisions that are more aggressive that leads to more

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Fire and Police Employees' Retirement System - cont'd

aggressive investment scenarios and paying out more benefits over time. So in general, Fire and Police Systems are not as well funded as general employee plans."

Mayor: "So how does the Board in reviewing this with the actuary, how do they make the decision to stay in this mode or to change?"

Mr. Taneyhill: "To change investments?"

Mayor: "To more aggressive."

Mr. Taneyhill: "We have an asset allocation that is established with the Board -- looking at a number of things. First of all, we use a professional investment consultant. The plan liabilities are studied. They seek to employ an asset allocation that will help us to attain the levels that are required to pay the benefits; the more aggressive benefits of the system require a little bit more aggressive asset allocation. But, it is done through a study process. There is something called asset liability study that is performed. These things look at expected rates of return for the various classes

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Fire and Police Employees' Retirement System - cont'd

of assets, and based on those expectations, we then employ diversified asset allocation. That is -- hopefully that will get us where we need to go."

City Solicitor: "Have you taken any different or unusual steps in the last year since the markets have been in their dark period to address that or respond to that or position the system to better weather it and come out of it?"

Mr. Taneyhill: "We have not made any dramatic changes based on what is happening and that is due to a couple of different factors. One of which is, we do -- we are not in a cash positive position. We don't have enough cash coming into the plan every month to pay benefits, so we must draw money from our investment managers to be able to pay benefits. We are only helped out every July 1, when the City makes its contribution to the plan and we have some money for three to four months. But beginning in November typically, we must start drawing on our investment managers."

MINUTES

Fire and Police Employees' Retirement System - cont'd

President: "From July?"

Mr. Taneyhill: "Pardon me."

President: "So, from July to November?"

Mr. Taneyhill: "From July to October, beginning of November approximately, we have cash on hand to be able to pay benefits. So, we draw on our managers. We are in a way repositioning the assets because of where we must draw from. But, also because of the down markets, one of the things that is happening is that the liquidity crisis has affected all asset classes. Some are that are not liquid at all. This is not just with our plan. This is with all investors and all plans. So what happens as a result is that you have to go to your quality assets that can be sold, that can be liquidated or you seek other areas where we can look to draw money. What has happened because this is so widespread and this credit and liquidity crisis is global in nature -- it is just not here in the U.S. As you know, this is a global issue -- there has been a dramatic flight to quality, which means that investors are going to treasury bills, they are

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Fire and Police Employees' Retirement System - cont'd

Going to high quality stocks, but in doing so, that drives down the price. Because people have to sell those good assets to get cash and by having to sell off quality assets the price is going down. So, you know we have -- we deployed assets into some other alternatives like real estate and private equity because those are commitments that we have made. So, we do continue to be called on by those managers to -- we deploy assets in that direction. If we had the cash and the ability to redirect, we would look for opportunities in the large cap equity markets. That is where we believe the quality is going to be. Page 8 is next, it shows a schedule of employer contributions. This is one of the items that we were asked to address, not just what has been contributed, but those coming up that we know that will be contributed. Again, this schedule is one that we include in our annual report. I did extend it out for some additional years, so that it shows more than ten years. I did that for a reason. The main reason again is to show if you look on the left hand side, the City contribution that is required to be

MINUTES

Fire and Police Employees' Retirement System - cont'd

made, you will see that that number has been steadily rising. This goes all the way back to 1997. In fiscal year 2008 the City contributed \$66,423,208.00 and in addition put in another \$5,731,841.00. Fiscal year 2009, and this contribution was made July 1, 2008 the fiscal year contribution was \$68,928,188.00. The contribution is due for fiscal 2010, so July 1, 2009 the contribution is \$81,879,056.00, approximately. You have a \$13,000,000.00 increase. It is about an 18.8% increase in the contribution for that year."

Mayor: "Do we anticipate, particularly this year, any deficit earnings? I see there is a blank where we might have to contribute additional?"

Mr. Taneyhill: "The earnings -- we expect the earnings to be down this fiscal year ending June 30. That will impact the contribution that is due in fiscal 2011. So, I would expect to see another dramatic increase in the contribution requirement, because of investment performance. Because investments are down globally, that has a direct impact on the amount required to be contributed. Every year I have these rather -- sometimes they

MINUTES

Fire and Police Employees' Retirement System - cont'd

are good and I guess recently they have not been too good meetings with Mr. Gallagher about our contribution requirements. The rises are due in large part to the investment losses that is the main one of the main things that affects the contribution. Now, I spoke of the funded status and that we employ a smoothing technique and that was actually set aside, in fact by legislation that was passed in the late 90's and that did a couple of things. One, it is one of the reasons I wanted to show this particular schedule. Beginning in the late 90's 97, you can see all the way up to 2002, there is provision in place that allowed something called excess earnings to be utilized by the members. The members could in essence buy additional benefits. There were benefits that were bought. It also allowed the City to take a contribution holiday. The City did not have make contributions to the plan. You can see that for the time period of 97 to 2002 and that was about \$136,000,000.00 that the City did not have to contribute to the F & P, because we had very good investment performance back in those days. The

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Fire and Police Employees' Retirement System - cont'd

other thing that happened though is that, because of the way the provision was set up, when the losses finally hit with the tech bubble in 2001 and 2002, those losses were delayed from being employed into the funding methodology of the plan. That did not happen until fiscal year ended June 30, 2005. So, what we are going to have here is an overlap of time periods where funding or rather performance was down. That directly impacts the contribution requirements. A lot of what we have been recognizing over the last three fiscal years has to do with losses that go back to the tech bubble."

City Solicitor: "So, is it fair to say that the dramatic increase in required contributions from fiscal year 2002 up to fiscal 2003, we can expect to see that happening in the ongoing period and the aftermath of what we are now experiencing even more dramatically in terms of required contributions?"

Mr. Taneyhill: "I think we will see dramatic increases, yes, and more in-line with the most recent history of 2009 to 2010."

MINUTES

Fire and Police Employees' Retirement System - cont'd

City Solicitor: "And the increase from \$68,000,000.00 to \$81,000,000.00 that is predicted would be the first installment?"

Mr. Taneyhill: "That is just an indication of the ongoing requirements and unless we have -- you know -- unless the investment performance turns around we can expect to see some rather dramatic increases in the contribution requirements. Turning to page 9, which looks at investment performance, and again we are showing the two, rather the two and half year time period for years ending June 30, 2007, June 30, 2008 and the six-month time period of December 31, 2008. In 2007, we had performance of 19.8%. That was a terrific year for the plan. I will show you it is at the end of the report. We are one of the top plans in the country in terms of investment performance. What you also see on the schedule are the bolded categories like Domestic Equities, International Equities, Domestic Fixed-Income, Hedge Funds of Funds and Real Estate. Those are the main asset categories where the Board deploys assets. Underneath those categories are relevant indices. So, these indices below

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Fire and Police Employees' Retirement System - cont'd

each category are how the Board examines the performance of its managers. We looked to see how they perform in their peer group. Indices are one way that we do that. So, hopefully when the indices are up, you know we are doing well along with that. Of course the idea is to surpass the related index. In June 30, 2008, we had negative investment performance, 2007, in late summer the sub-prime issue began to hit. Performance was sporadic throughout 2008. June of 2008 was one of the worst months on record and we ended up in a negative position. Equities were particularly hard hit, you can see that in relation to the various indices. That applies to both domestic and international. These schedules are also intended to show you that the Board employs a risk mechanism by diversifying the planned assets. In other words, rather we don't put all our money in equities. We don't put all our money in fixed income. It is invested throughout multiple asset categories and within each category we have investment managers underneath of those categories, in different styles, employing different styles and

MINUTES

Fire and Police Employees' Retirement System - cont'd

different methodologies. Turning to the column on the right, which is a rather -- shows a rather obnoxious set of numbers. For the six months we have -- our portfolio is down about 24.5%. You can see how that compares to the various indices; equities on a global basis have been hit very hard. The various domestic indices shown here, most are down almost 30%. International equities almost 40%. We tend to look for -- because of the diversification of the plan we often look -- for diversification to, of course, you know alleviate some of the grief that may come from time to time. Quality did not work. This fiscal year that we are in now the diversification did not work. It didn't matter when you went it was not going to work. Our portfolio has suffered along like all other plans. We are not alone. Unfortunately, we have not heard anyone say that we are going to be able to jump up out of this recessionary period anytime soon. It is expected that it is going to take some time to work through. Hopefully, the President's stimulus package will help to get things moving a little bit. You know, our whole economy

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Fire and Police Employees' Retirement System - cont'd

is driven by consumer confidence and there is no confidence out there right now."

President: "Can you skip us to 13?"

Mr. Taneyhill: "Certainly. Page 13 is a schedule that shows the target asset allocations employed by the Board of Trustees in our actual asset allocation. This is as of December 31, 2008. You can see that targets that we looked to employ where the Domestic Equity targeted at 40%, International Equity target of 20%. Domestic Fixed Income target of 18%, Real Estate of 10%, Hedge Funds and Funds of 7% and private equity of 5%. Those are our targets, but you can see where we are as of the end of the time period."

President: "It seems like the places where we have excess of our target are the weakest in this economy, Hedge Funds and Real Estate we are above our targets in both of those."

Mr. Taneyhill: "This picture is a result of everything going down, so yes while in real estate we are over our targets. We were over target. Real Estate and Hedge Funds have gone over

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Fire and Police Employees' Retirement System - cont'd

their targets because everything else has dropped so dramatically. It has not been a function of the Board saying okay, let's put more money in the real estate now, or more money into Hedge Funds. That has not happened. In fact, the Board has placed redemption calls with our core real estate managers. In terms of liquidity, real estate is not moving. On the institutional side, there is no money out there to buy real estate, and so our managers don't want to sell our real estate holdings of the funds at fire sales. So, things have come to a stand still. It has just been incredible. We have not seen anything like this. Hedge Funds again, we are re-deploying assets out of Hedge Funds. But, the numbers you see here where the equities have fallen is because of the dramatic downturn globally and the values of those assets. So, other things quite naturally rise up. Maybe we are on the foot to the last page which is a page that came right out of our report from our investment consultant."

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Fire and Police Employees' Retirement System - cont'd

President: "Can we see if we have any questions?"

Mr. Taneyhill: "Certainly."

President: "Any questions on this so far? You can continue."

Mr. Taneyhill: "I included this just so the picture that we are looking at now is rather dismal, but it hasn't always been that way. In fact, if you look at this five-year time period shown on the schedule. This shows the investment performance by year, by fiscal year, 04 and 05 and so forth. For the years 05, 06 and 07, we were one of the top plans in the country. The Board was very happy with the performance that they were able to attain and with the consultant they have in place. You can see that they were -- for the year ending 2007, when I commented on that 19.8% return, we were in the fourth decile in a comparative universe of a large comparative universe employed by something called the Independent Consultants Cooperative. So, we have done very well. The markets have not been kind to us. Unfortunately, we don't think things are going to turn around

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Fire and Police Employees' Retirement System - cont'd

any time soon. But, for whatever consolation that it is worth, everyone is in the same situation. Unfortunately, this does have a direct impact on the contributions that the City will have to put in -- make to the plan. Again, I expect that impact to be dramatic again due to the results from this year."

President: "Are you reporting on the next one as well?"

Mr. Taneyhill: "No Madam. I just do Fire and Police."

President: "Are we accepting this? Is there a Motion?"

Deputy Comptroller: "NOTE it."

President: "NOTED. So NOTED. Thank you very much. So NOTED."

* * * * *

3. Elected Officials' Retirement System and Employees' Retirement System

Report to the Board of Estimates

Ms. Roslyn Spencer: "Good morning, Madam President and members of the Board of Estimates. My name is Roslyn Spencer and I am the Executive Director for the Employees' and Elected Officials'

MINUTES

Elected Officials' and Employees' Retirement Systems - cont'd

Retirement Systems. My report is in a different format, a little different from Tom's format. But, if you follow along with me I will try to move it along very quickly. The first page of my report provides you with the name of the two systems, when they were founded, and the type of systems they are. The Board of Trustees, they represent both systems and how the Board is composed. I have also provided you with the responsibilities of the Board as well as the objectives for both retirement systems. On page two, what is relevant on page two is the asset allocation and I have listed it side by side with the ERS in the first two columns and the elected officials in the next two columns. If you follow the asset allocation very closely, you will observe that we were very close to target. For Equities we had allocated in the ERS 41%. The actual was 42%, so it is slightly overweight, but pretty close to target. For International we are dead on at 14% for actual and target and for Domestic Fixed 26% for target and 27% for actual. Real

MINUTES

Elected Officials' and Employees' Retirement Systems - cont'd

Estate, Private Equity and Absolute Returns very close to target. For Elected Officials', similar situation, target for Domestic Equity was 49% actually a little overweight there in the actual 59%, and that is because we have a passive strategy for Elected Officials' where we have a tactical asset allocation whereby the manager, which is Mellon, can increase equities at any time, regardless of what else is going on in the portfolio. So, this tends to be overweight sometimes and then it bounces back to being close to target. On both sides, the funds are broadly diversified in numbers for every asset class and the intention of that is to minimize the risk of the portfolio while taking advantage of the up side performance, assuming there is any. If I can go to the next page, both ERS and EOS had a great year in 2007. ERS return was 18.33% and Elected Official's was 18.80%. Our long term track record remains very strong, with ERS three year return at 17.82% and EOS at 7.24%. The five years was 9.12% for ERS and 9.02% for EOS. If I can ask you to fast forward for a second and go to page 7, I am sorry page 6, I have

MINUTES

Elected Officials' and Employees' Retirement Systems - cont'd

prepared a summary page one for ERS and one for EOS, and this covers most of what is in the CAFR report but on a summary page. If I could just through that quickly. The planned membership for ERS in 08 was 19,093, in 07 was 18,893, membership increased by 200. Plan Assets, ERS Plan Assets was \$1,561,000,000.00 in 08, a decrease from 07 that was \$1,800,000,000.00 a decrease of \$254,000,000.00. Our liabilities for the ERS was \$205,000,000.00 in 08 again, a decrease from 07 by \$122,000.00, sorry \$122,000,000.00. Net asset value for 08 was \$1,300,000,000.00 a decline from \$1,500,000,000.00 in 07 a decline of \$132,000,000.00 or .09%. Our revenues declined as well \$27,000,000,000.00 decline in 08 compared to an increase or compared to \$257,000,000.00 in 2007, a decline of \$284,000,000.00 or 1.10%. Our expenses went up, it was \$106,000,000.00 compared to \$101,000,000.00 in 07. Most of that is due to benefit payments. Investment rate of return declined as you can see in 07, we had 18.33%. We ended the year in 08 with a negative 4.83%, and that is fairly good compared to what

MINUTES

Elected Officials' and Employees' Retirement Systems - cont'd

other public pension funds returned for the fiscal year. Did we beat our composite benchmark? No. We underperformed our composite benchmark with both the ERS and the EOS. Funding ratio, we are still very highly funded. We are for the ERS at 88 almost 89% funded. Slightly declined from 90.5% in 07. So, in today's world that is a pretty a good funding status. Our COLA, cost of living adjustment is 1.5%. In very good years, we can add a variable to that COLA like last year we had a variable added because of the very good investment returns. Our actual assumption is still 8% for pre-retirement and 6.8% for post retirement. City contributions in 07 was \$37,000,000.00, In 08, was \$44,000,000.00. In 09, will be \$44,000,000.00 and projected for 2010 will be \$48,000,000.00. In terms of investment returns just to bring you up to date, for the period 6/30/07 to 12/31/08, the Plan Net Asset Value was down by 8.87%. From 12/31 to 6/30 we were down -- this is ERS -- an additional 21.09%, and for the Elected Officials' for the period 6/30/07 to 12/31/08, the funds were down 10.77% and from 12/31 to 6/30/08,

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Elected Officials' and Employees' Retirement Systems - cont'd

which is the additional six months, it was down an additional 25.7%. In terms of how sound the fund is, I can take you back and I apologize for the back and forth, if I can take you back to page 3, which is a brief section of our funding progress, on the ERS portfolio we have an unfunded liability of \$189,000,000.00 and for EOS we are actually over funded, we have an excess in the EOS of \$1,300,000,000.00. What this really means is that, actuarially, our funding from the funding progress perspective, actuarially we are 88.7% funded and 107.8 for the elected officials."

President: "Are there any questions for Ms. Spencer?"

City Solicitor: "No."

President: "Thank you. So NOTED."

* * * * *

MINUTESBureau of Purchases - Transit Services Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Transit Services Agreement with Veolia Transportation Services, Inc. for No. B50000482, Baltimore City Shuttle/Transit Services. The period of the agreement is effective upon Board approval for five years from the first day on which the revenue service hour occurs. The agreement has an option to renew at the sole discretion of the City for two one-year periods.

AMOUNT OF MONEY AND SOURCE:

\$ 3,000,000.00 - 9950-508-980-20-326

BACKGROUND/EXPLANATION:

On October 15, 2008, the Board approved an award to Veolia Transportation, Inc. to provide transit/shuttle services for the Downtown Circulator Project. The award authorized the Bureau of Purchases, in concert with the Department of Transportation, to negotiate a contract with Veolia on the costs, service hours, and other terms and conditions. Pursuant to this authorization, the Bureau, in cooperation with the Department of Transportation, Department of Law, and the Department of Finance have completed the negotiations. Highlights of the contract are as follows:

1. The contract will become effective upon Board of Estimates approval with the anniversary date set when circulator operations commence.
2. The agreement will be in effect for five years with two one-year renewals exercised at the City's discretion.
3. The vehicle used will be the DesignLine EcoSaver IV LF Hybrid Electric Vehicle (Exhibit 11). The vehicle fleet will be comprised of 21 vehicles at a total procurement cost not to exceed \$13,133,400.00, including the tax imposed for titling the vehicles.
4. The requested authorization of \$3,000,000.00 is the first installation of the \$6,000,000.00 for the buses.

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Purchases - cont'd

The City will make an initial contribution of \$6,000,000.00 towards the purchase of the buses and the remaining balance will be amortized over a period of 12 years at \$859,051.56.

- 5. The annual operating hours will total 83,429 for the three routes. The anticipated costs per revenue hours for the five years of the agreement are:

FY 2010 - \$	5,204,071.00
FY 2011 - \$	5,412,448.00
FY 2012 - \$	5,599,632.00
FY 2013 - \$	5,838,760.00
FY 2014 - \$	6,034,900.00
	<u>\$28,089,811.00</u>

- 6. The City has the discretion to increase or decrease the level of revenue hours by a maximum of 15% with no adjustment to the cost per revenue hour.

The above amount is the City's estimated requirement; however, the vendor will supply the City's entire requirement, be it more or less, subject to paragraph 6 above.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON THE PROCUREMENT OF THE VEHICLES.

MWBOO SET GOALS OF 17% FOR MBE AND 10% FOR WBE.

MBE: Star Associates, Inc.	13.00%
HJB Powerwashing & Restoration, Inc.	1.00%
OMO Science Energy & Technology	4.25%
Total	<u>18.25%</u>

MINUTES

Bureau of Purchases - cont'd

WBE: Mjach Designs, Ltd

10.00%

MWBOO FOUND VENDOR IN COMPLIANCE ON 10/14/2008.

AUDITS REVIEWED THE AGREEMENT AND RESERVED ITS ENDORSEMENT UNTIL SUCH TIME AS OPERATING EXPENSE DOCUMENTATION IS PROVIDED TO SUPPORT THE AGREEMENT.

(FILE NO. 57006)

President: "This is page 77."

City Solicitor: "MOVE approval of the item on Page 77 and 78 of the non-routine agenda."

Director of Public Works: "Second."

President: "Are there any questions?"

Mayor: "It's on the non-routine."

President: "They need to come up."

Mr. Jamie Kendrick, Deputy Director, Dept. of Transportation:

"Good morning Madam President, members of the Board. We are pleased to bring before you today the final transit service agreement between the City and Veolia, which the Board gave initial approval to in October, authorizing us to enter into contract negotiations, which have been very complex, but are now brought to a close. Before, I give you a little bit of detail

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Bureau of Purchases - cont'd

about the contract, I just want to thank the Comptroller's staff for their patience with us in working this through. It has been a difficult couple of weeks as we finalized this. But, I think we are there. The agreement is a five-year agreement with two one-year options, at the City's expense. This is to provide the downtown circulator service for which the City Council and the Mayor passed an increase in the parking tax, which took effect December 1st. We will be providing three shuttles. One North and South Charles and St. Paul Streets. One east and west along Pratt and Lombard Streets and one from the Shot Tower Metro Station to Harbor East and then on to Hopkins every ten minutes, for the better part of 12 hours a day, Monday through Sunday. This will also connect to the Water Taxi at a stop at Fells Point, providing cross Harbor service. We are excited about the team that Veolia has put together. Veolia, which has a long history in Baltimore, has put together an excellent team of Minority and Women-Owned Businesses and putting on Mjach Designs, OMO, Star Associates, and others. We are thrilled to

MINUTES

Bureau of Purchases - cont'd

have them all aboard, with your approval of this agreement today. Assuming your approval, this agreement today we will be up and running with at least the first of three routes in July, making good on the Mayor's commitment on a cleaner and greener Baltimore, and improving air quality in the City and hopefully limiting the growth in traffic congestion downtown. In advance, we thank you for your support."

Comptroller: "I have a question."

Mr. Kendrick: "Yes ma'am."

Comptroller: "With this service, have you considered -- the main source of your revenue will be from the parking tax?"

Mr. Kendrick: "That is correct."

Comptroller: "And if the users will not be coming downtown to park, how does that affect your budget?"

Mr. Kendrick: "We have built in, working with the Finance Department, a conservative growth estimate in the parking tax. We hope to do two things actually. One is not necessarily to have fewer people coming in downtown to park, but to spread out

MINUTES

Bureau of Purchases - cont'd

the parking demands, so several of the routes connected fringe parking lots. So, we may not have a total loss of demand although it could be lower price parking. But, we certainly built in a financial assumption that is pretty conservative to account for that potential and then the other portion of the funding sources through traffic mitigation agreements that we project. We have a good number that are already signed and in effect and as the economy picks back up, we think that would more than offset any potential slowdown on the parking side."

President: "Are there any other questions? Is there a Motion?"

City Solicitor: "I MOVE the approval of this non-routine item on pages 77 and 78 of the agenda."

Director of Public Works: "Second."

President: "All those in favor say AYE. All those OPPOSED."

Comptroller: "I ABSTAIN. I just want the record to reflect that the Exhibit C that was given to the Department of Audits was inaccurate and that we -- could you come back to the Board next week to assure us that the budget figures agree for Exhibit C?"

MINUTES

Bureau of Purchases - cont'd

Mr. Kendrick: "Absolutely."

Comptroller: "Okay."

President: "Thank you. Motion carries."

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PROPOSAL AND SPECIFICATIONS

Department of Transportation - TR 02057, Prestressed Concrete Girder Bridge No. BC 6513 on Nicodemus Road Liberty Reservoir
BIDS TO BE RECV'D: 03/25/2009
BIDS TO BE OPENED: 03/25/2009

There being no objections, the Board, UPON MOTION, duly made and seconded, approved the above proposal and specification.

ANNOUNCEMENT

President: "Are there any announcements, questions, or issues? One second. Madam Deputy Comptroller?"

Deputy Comptroller: "If I might? Please forgive me for interrupting. I want to make certain that I gave the proper

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ANNOUNCEMENT - cont'd

abstention for Mr. Scott. I may have said Page 12, Item No. 5. If I did, it should be Page 12, Item No. 15. Thank you."

President: "Madam Mayor?"

Mayor: "I just want to -- I know that there have been some issues with this document in the Department of Audits. I appreciate the Comptroller's Office working with them. They will improve on this process. I also want to thank the City Council for passing the legislation to increase the parking tax so that we can begin this effort. This is a great way to hopefully get people connected to other forms of transportation in the downtown area, where a number of businesses are growing. I think ultimately this helps us in our whole sustainability with air quality and a whole host of other factors. As we move forth with this circulator service, I know that the community, as well as the business community will benefit from -- and ultimately I think we will see great benefits in the City. So, I appreciate the process and working with them."

President: "As there is no more business before the Board, the meeting will recess until the bid opening at twelve o'clock noon."

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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 addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

- Bureau of Purchases - B50000830, Maritime Safety, Education and Work Force Training Program (Technical)
BIDS TO BE RECV'D: 02/25/2009
BIDS TO BE OPENED: 02/25/2009
- Bureau of Purchases - B50000926, Mobile Lifts for Baltimore City Convention Center
BIDS TO BE RECV'D: 02/25/2009
BIDS TO BE OPENED: 02/25/2009
- Bureau of Purchases - B50000936, Cleaning, Collection and Disposal of Contaminated Soil
BIDS TO BE RECV'D: 02/18/2009
BIDS TO BE OPENED: 02/18/2009

MINUTES

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

Bureau of Purchases - B50000891, Financial Consulting Services for the Homeless Services Program

TAG Associates, Inc.
RNR Consulting

Bureau of Purchases - B50000894, INTERACTIVE Web-Based Map

Avencia, Inc.

*Imager Software, Inc.

d/b/a ISC

Johnson, Mirmiran &
Thompson

KCI Technologies, Inc.

Spatial Systems Associates,
Inc.

Bureau of Purchases - B50000903, Furnish and Deliver Authentic Korean Meals

New No Ji Restaurant

*UPON FURTHER MOTION, the Board found the bid of Imager Software, Inc. d/b/a ISC **IRREGULAR**, because of the company's failure to proffer the bid guarantee in the form mandated by the City Charter.

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Bureau of Purchases - B50000935, Utility Locate/Marking &
Related Work

*UtiliQuest, LLC
One Call Concepts
Locating Services, Inc.
Net Systems Corp.

Bureau of Purchases - B50000968, General Welding Equipment and
Supplies

Earl Beck Cased &
Technologies
Weld World

*UPON FURTHER MOTION, the Board found the bid of UtiliQuest, LLC **IRREGULAR**, because of the company's failure to proffer the bid guarantee in the form mandated by the City Charter.

MINUTES

There being no objections, the Board UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 18, 2009.

JOAN M. PRATT
Secretary