

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

MINUTES

Space Utilization Committee - Transfer of Reporting Agency
for 3500 W. Northern Parkway

ACTION REQUESTED OF B/E:

The Board is requested to approve transfer of the reporting agency for the property known as 3500 W. Northern Parkway, Pimlico Middle School from the Baltimore City Board of School Commissioners of the Baltimore City Public School System to the Bureau of General Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Space Utilization Committee, at its meeting on October 2, 2007, approved the surplus of 3500 W. Northern Parkway, Pimlico Middle School (#222). This property was assigned to the Department of Housing and Community Development for disposition.

The Bureau of General Services is responsible for all maintenance, operations, repairs, and improvements to the facility, therefore, it has requested to be assigned as the reporting agency. The Department of Housing and Community Development will continue to be responsible for disposition of the property.

MINUTESSpace Utilization - cont'd

The Space Utilization Committee approved this transfer of the reporting agency on February 24, 2009.

UPON MOTION duly made and seconded, the Board approved the transfer of the reporting agency for the property known as 3500 W. Northern Parkway, Pimlico Middle School from the Baltimore City Board of School Commissioners of the Baltimore City Public School System to the Bureau of General Services.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with the Maryland Institute College of Art (MICA), lessee, for the rental of property within the right-of-way of Interstate 83, located along the north side of W. North Avenue (below Interstate I-83), containing 19,150 sq. ft. The period of the lease agreement is February 01, 2009 through January 31, 2029.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$9,575.00	\$797.92

The rent for the renewal term will be negotiated 60 days prior to expiration of the original term subject to Board approval.

BACKGROUND/EXPLANATION:

The space is being used as a surface parking lot with 53 parking spaces for MICA's new student residence hall. Seven of the parking spaces will be marked for use by the Department of Transportation on a 24/7 basis. Vehicles with more than two axels will not be allowed to park on the leased premises.

The term is for 20 years with the option to renew for a single 20-year term. The City, through the Department of Transportation will be responsible for the cost of the electric bill to provide electric utility for the leased premises.

MICA accepts the property in its "as-is" condition, and will be responsible for insurance, taxes, snow removal, permits, all improvements, paving assessments, hook-up and disconnection charges, maintenance and repairs, gate operations, security cameras, and the installation of two gates. MICA will also be responsible for all costs associated with the installation of lights, hardware, and wiring to connect to the power source now serving the leased premises.

MINUTESSpace Utilization Committee - cont'd

Under no circumstances will MICA be allowed to store flammable, explosive, or hazardous materials. MICA will provide protection around the highway piers and take protective measures in the form of guardrails, curbs, and parking bumpers. MICA will be responsible for keeping the piers, columns, and utilities in good condition.

The Space Utilization Committee approved this lease agreement on February 24, 2009.

This lease agreement is late because of the additional time required to get all the signatures on the lease.

(FILE NO. 56437)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Maryland Institute College of Art, lessee, for the rental of property within the right-of-way of Interstate I-83, located along the north side of W. North Avenue (below Interstate I-83), containing 19,150 sq. ft.

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

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

Accent Custom Contracting	\$	1,395,000.00
H.F. Huber & Son, Inc.	\$	6,282,000.00
Lumas Construction, Inc.	\$	24,606,000.00
M & V Contractual Services, Inc.	\$	1,476,000.00
Nations Contracting Co. Inc.	\$	6,012,000.00
Page Environmental Technologies, Inc.	\$	1,500,000.00
Wilmot Modular Structures, Inc.	\$	1,500,000.00

2. Prequalification of Architects and Engineers

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

Camp Dresser & McKee, Inc.	Engineer
Del Studio Architects	Architect
EBA Engineering, Inc.	Engineer Landscape
RJN Group, Inc.	Engineer
STV	Architect Engineer Land Survey Property Line Survey

MINUTES**BOARDS AND COMMISSIONS** - cont'd

Stone Hill Design Associates, Inc. Landscape Architect

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of Contractors and Architects and Engineers for the abovementioned firms.

MINUTES

Department of Transportation - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay Northeast Technical Services, Inc.

AMOUNT OF MONEY AND SOURCE:

\$6,400.00 - 9950-508-508-20-655

BACKGROUND/EXPLANATION:

Northeast Technical Services, Inc. provides an Internet-based course required as a prerequisite by the Maryland State Highway Administration for completion and certification of the Soil and Aggregate Compaction Class. This course is a federally mandated certification training course required for the Public Works Inspectors III and Public Works Inspectors II in the Transportation Engineering & Construction Division. A total of 64 employees are to complete the course at the cost of \$100.00 per person.

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

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Northeast Technical Services, Inc.

MINUTES

Department of Finance - New AM Policy AM-501-14

ACTION REQUESTED OF B/E:

The Board is requested to approve a new Administrative Manual Policy, AM-501-14, Seat Belt Use. The policy is effective 30 days from the date of Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The intent of this AM policy is to demonstrate the City of Baltimore's continuing commitment to employee safety and zero tolerance for non-compliance with seat belt use in City vehicles and while on City business. The City of Baltimore has been an advocate of seat belt use in all motor vehicles. When seat belts are used properly, data supports that lives are saved and injuries are reduced in motor vehicle accidents.

The policy exceeds the State Adult Seat Belt Law by requiring all occupants in City Vehicles or personal vehicles being driven on City business to wear seat belts. The State law covers only the driver and the front seat passenger next to the door, if the passenger is 16 years of age. Children 16 years of age and younger in all seating positions, in all vehicles are required to be restrained under Maryland's Child Passenger Safety Law.

The Administrative Manual policy, AM-501-14 has been reviewed and approved by the Office of the Labor Commissioner, Law Department, Department of Human Resources, Finance Department, Office of Risk Management and Division of Occupational Safety.

UPON MOTION duly made and seconded, the Board **DEFERRED** the new Administrative Manual Policy, AM-501-14, Seat Belt Use until March 18, 2009.

MINUTES

Department of Law - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

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

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

<u>NAME</u>	<u>DAYS</u>
Stephen G. Wright	2
Aaron Whitcomb	2
Michael Richardson	2
Kurt Heinrich	2
George Nilson	3
Mary Humphries	<u>5</u>
Total	16

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

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

MINUTES

Baltimore Development - Relocation Expenses
Corporation

ACTION REQUESTED OF B/E:

The Board is requested to approve the first claim for the actual cost of the relocation expenses for the move of Millennium Cutz 2000 from 418 W. Baltimore Street.

AMOUNT OF MONEY AND SOURCE:

\$24,335.00 - 9910-603-825

BACKGROUND/EXPLANATION:

On November 29, 2004, a notice of relocation eligibility assistance was sent to Millennium Cutz 2000, in accordance with the Market Center Urban Renewal Plan.

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$24,335.00	9910-600-115	9910-603-825
21 st EDF	Constr. Res.	West Side
	West Side	Downtown
	Initiative	

This transfer will provide funds for the first business relocation expense for Millennium Cutz 2000, located at 418 West Baltimore Street.

MINUTES

BDC - cont'd

(FILE NO. 57014)

UPON MOTION duly made and seconded, the Board approved the first claim for the actual cost of the relocation expenses for the move of Millennium Cutz 2000 from 418 W. Baltimore Street. The Transfer of Funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Baltimore Development - Relocation Expenses
Corporation

ACTION REQUESTED OF B/E:

The Board is requested to approve the first claim for the actual cost of the relocation expenses for the move of New Civic Carryout from 420 W. Baltimore Street.

AMOUNT OF MONEY AND SOURCE:

\$74,125.00 - 9910-603-825

BACKGROUND/EXPLANATION:

WITHDRAWN

On November 29, 2004, a notice of relocation eligibility assistance was sent to New Civic Carryout, in accordance with the Market Center Urban Renewal Plan.

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$74,125.00	9910-600-115	9910-603-825
21 st EDF	Constr. Res.	West Side
	West Side	Downtown
	Initiative	

This transfer will provide funds for the first business relocation expense for New Civic Carryout, located at 420 West Baltimore Street.

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

UPON MOTION duly made and seconded, this item was

WITHDRAWN.

MINUTES

Department of Housing and - Assumption of Debt
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve in concept an assumption by Sharp Flats Limited Partnership (SFLP) of certain existing indebtedness (as further described below) as part of the financing of the Sharp-Leadenhall project (Transaction).

The Board is also requested to delegate and authorize the final approval of terms of the transaction to the Commissioner of the Department of Housing and Community Development (Commissioner) and authorize the Commissioner and the Director of Finance, on behalf of the Loan and Guarantee Program of Baltimore City, to execute any and all additional legal documents required to effectuate the transaction consistent with this request, subject to review for form and legal sufficiency by the Department of Law. The Board previously approved and executed a Local Government Support Resolution for the transaction.

AMOUNT OF MONEY AND SOURCE:

\$17,135,000.00	- Maryland CDA Tax Exempt Bond Proceeds
5,965,460.00	- Low Income Housing Tax Credits
316,260.00	- Assumption of Existing City Debt
1,866,352.00	- Developer Equity
740,278.00	- Interim Income
\$26,023,350.00	

BACKGROUND/EXPLANATION:

Sharp Leadenhall is a 192-unit affordable housing development located at 150 W. Hamburg Street and 115 W. Henrietta Street, such addresses are also known as 911 Leadenhall (Project). The Project was originally constructed in 1980 in two phases: Sharp Leadenhall I (Sharp I) consists of one six-story apartment building and eight three-story townhouse multi-family apartment buildings, for a total of 155 units, and is currently owned by Sharp Leadenhall Associates (Sharp Leadenhall Associates).

Sharp Leadenhall II (Sharp II) consists of four three-story townhouse buildings, for a total of 37 units, and is currently

MINUTES

DHCD - cont'd

owned by Henrietta-Oxford Associates (Henrietta-Oxford Associates, and together with Sharp Leadenhall Associates, the Sellers). The Project was originally financed in primary part by a loan (Original Loan) from the Community Development Administration (CDA), an agency in the Division of Development Finance of the Department of Housing and Community Development of the State of Maryland. The prepayment lockouts on the mortgage expired and the sellers have the right to prepay the mortgage and convert the Project to market-rate housing and displace the existing tenant population. Instead, the Sellers have decided to sell the property to the SFLP.

The SFLP will use tax-exempt bonds issued by CDA and equity generated from the sale of the associated 4% low-income housing tax credits to acquire the property, substantially renovate it, and continue to operate the property as affordable housing for at least the next forty years. The major renovations will include the installation of new kitchen appliances, cabinets and countertops, updated bathrooms, new heating and air conditioning systems, new paint and flooring, and significant repairs to the elevators. Moreover, renovation of the common areas of the property (including the hallways) will occur. The exteriors will be revitalized with new windows, new site lighting, new signage, and enhanced landscaping. The amounts of the financing may be increased or may be added to by such other financing that allows the development to be feasible.

When the Project was originally developed in the early 1980s, Sharp I was also financed in part by a loan in the original principal amount of \$172,500.00 (City Sharp I Loan) from the Loan and Guarantee Program of Baltimore City (LGP Program) and Sharp II was also financed in part by a loan in the original principal amount of \$64,000.00 (City Sharp II Loan) from the LGP Program. The City Sharp I Loan includes a financing fee of \$27,600.00. The City Sharp II Loan accrues interest at a rate of three percent per annum. Both the City Sharp I Loan and the City Sharp II Loan are (i) unsecured; (ii) payable upon sale, exchange, refinancing or foreclosure; and (iii) payable only after the borrower pays all debts and liabilities of the respective partnership, including all expenses relating to any sale, refinancing, or foreclosure, and the partners of the

MINUTES

DHCD - cont'd

respective borrowers are repaid the total amount of their capital contributions. The current aggregate outstanding balance of the City Sharp I Loan and the City Sharp II Loan, including fees and interest, is approximately \$316,260.00.

The SFLP has obtained a commitment from the CDA for tax-exempt bond financing and low-income housing tax credits in order to be able to finance the acquisition and rehabilitation of the Project. The SFLP has requested the City's permission to assume the City Sharp I Loan and the City Sharp II Loan (collectively, the assumption). The assumption is a requirement of the financing structure, making the transaction economically feasible, and is necessary to allow SFLP to operate the Project as affordable housing.

No new funds are being requested from the City. The SFLP will assume the obligations of Sharp Leadenhall Associates and Henrietta-Oxford Associates under the City Sharp I Loan and the City Sharp II Loan, respectively. The City will also be asked to release the sellers from any obligations under the Original Note. Additional legal documents necessary for the financing of the Project to occur, including any subordination agreement or intercreditor agreement, may be required as part of the transaction.

The CDA is requesting receipt of evidence of the City's approval of the assumption no later than the last week of February, 2009, as a condition of the pricing of its bonds and delivering an offering document relating to the CDA tax-exempt bond financing.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

(FILE NO. 56355)

UPON MOTION duly made and seconded, the Board approved in concept an assumption by Sharp Flats Limited Partnership of certain existing indebtedness as part of the financing of the Sharp-Leadenhall project. The Board also delegated and authorized the final approval of terms of the transaction to the Commissioner of the Department of Housing and Community Development and the Director of Finance, on behalf of the Loan and Guarantee Program of Baltimore City, to execute any and all additional legal documents required to effectuate the transaction consistent with the request, subject to review for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and - Agreements
Community Development

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

1. CIVIC WORKS, INC.	\$ 146,500.00
Accounts: 2089-593-045-03-351	\$ 97,000.00
2089-593-045-45-351	\$ 37,900.00
2089-593-045-81-351	\$ 4,000.00
2089-593-045-26-351	\$ 7,600.00

The organization will provide to members of its community lot program landscape training while converting vacant lots in low-and-moderate-income areas into viable parks and gardens. This service will be provided under the Service Corps Americorps program, which is funded by the Corporation for National and Community Service through the Governor's Office on Service and Volunteerism. Members of its construction apprentice program will learn basic housing rehabilitation skills under the ongoing direction and supervision of Chesapeake Habitat for Humanity's (CHH) construction managers while rehabbing properties owned by the CHH. The funds will be used to subsidize the organization's operating costs. The period of the agreement is October 1, 2008 through September 30, 2009.

FOR THE FY 2009, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$128,032.00, AS FOLLOWS:

MBE: \$34,569.00
WBE: \$12,803.00

MINUTES

DHCD - cont'd

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2008 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Amendatory Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendatory agreement with Healthy Neighborhoods, Inc. (HNI).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 16, 2008, the Board approved a two year agreement, in the amount of \$350,000.00, with the HNI to provide Community Development Bond funds to support the Healthy Neighborhoods Grant Program. On June 1, 2005, the Board approved an agreement with the HNI under the same scope of work. That agreement has expired with a fund balance of \$45,953.00.

This amendatory agreement will allow the HNI to use the fund balance of the June 1, 2005 agreement to make additional capital improvement grants to local non-profit organizations in designated healthy neighborhoods. The terms and conditions of the amendatory agreement will be in accordance with the current agreement approved on January 16, 2008.

AUDITS NOTED THIS AMENDMENT.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendatory agreement with Healthy Neighborhoods, Inc.

MINUTES

Department of Housing and - HOME Loan
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnership loan (HOME) in an amount not to exceed \$1,185,000.00 (City loan) to Homes for Hamilton Hills Limited Partnership (borrower). HOME funds will be used to support a portion of the hard construction costs of 30 residential elderly rental units (City project) known as St. Dominic's Apartments (a/k/a John Manley House), located at 5300 Harford Road.

The Board is further requested to authorize the Commissioner of the DHCD to execute any and all legal documents to effectuate this transaction SUBJECT to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>SOURCES</u>	<u>USES</u>
\$1,326,150.00 - MD DHCD Elderly Rental Housing Program Funds	\$1,116,871.00 - Acquisition & Related Costs
5,360,793.00 - Low-Income Housing Tax Credits	4,985,737.00 - Constr. & Related Costs
1,185,000.00 - HOME Funds	609,353.00 - Fees Related to Constr.
<u>220,943.00</u> - Deferred Developer's Fee	177,108.00 - Financing Fees
\$8,092,886.00	919,328.00 - Developer's Fee
	103,364.00 - Syndication Fees
	<u>181,125.00</u> - Guarantees & Reserves
	\$8,092,886.00

Account: 9910-610-970

MINUTES

DHCD - cont'd

BACKGROUND/EXPLANATION:

Homes for America and Orchard Development Corporation have submitted a proposal to create 30 units of housing for very low-income elderly and disabled residents in two vacant school buildings. The project will involve the acquisition of two vacant school buildings known as St. Dominic's School, located at 5300 Harford Road. Upon completion, the project will provide 30 units of affordable housing with 20 one-bedroom units and ten two-bedroom units. Twenty-five units will house seniors, age 62 and older and five units will house non-elderly disabled individuals. Of the 25 senior housing units, three units will be Americans with Disabilities Act compliant. All of the units will house persons with incomes between 30% to 60% of the Area Median Income.

As a result of receiving the City's support for Low-Income Housing Tax Credits (LIHTC) financing for 30 units, the borrower agrees to provide five units for non-elderly persons with disabilities (NED), in accordance with the requirements of the Bailey Consent Decree. A NED refers to a family whose sole member, head of household, or spouse of the head of household is a person with a disability who is under age 62, and who is eligible for a one-bedroom public housing unit or a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons, and who is on a Housing Authority of Baltimore City waiting list for public or Section 8 subsidized housing.

The acquisition and rehabilitation of the property will be funded through allocated LIHTC, an Elderly Rental Housing Program loan from the Maryland Department of Housing and Community Development in addition to the City HOME loan. HOME funds will be used to support a portion of the construction and construction related costs. Colliers Pinkard prepared an appraisal for the borrower. The estimated market value of the fee simple interest of the property with favorable financing as of January 12, 2009 was determined to be \$1,100,000.00.

MINUTES

DHCD - cont'd

The appraised after-rehabilitation value is below the total cost of the project. This is common in transactions involving LIHTC and affordable housing. The LIHTC provide equity, which achieves its return through a federal tax credit rather than through the value of the property. Without such financing, projects with restricted rents could not be financed, since the reduced rents decrease the appraised value. The combined debt is well under the appraised value, leaving only the equity exposed, which, as noted above, is relying on tax incentives rather than the property.

PARTICIPATING PARTIES:**A. Developer**

The developer of record consists of a joint venture between Homes for America, Inc. and the Orchard Development Corporation.

B. General Contractor

Southway Builders, Inc. will act as the general contractor and post a payment and performance bond. Architectural services will be provided by Hord Coplan Macht, Inc.

C. Participating Lenders

The State of Maryland Department of Housing and Community Development will provide a construction permanent loan in the amount of \$1,326,150.00. The construction loan period will not exceed 12 months. The interest rate during the construction loan period will be 0% per annum on sums advanced. This loan will be non-recourse and include a 40-year term, 40-year amortization and a permanent loan period interest rate fixed of 4%. The annual debt service will be paid from a portion of net cash flow generated by the partnership, with any unpaid portion being deferred.

HOME - The construction loan period will be coterminous with the superior mortgage. The interest rate will be set at 0% during the construction period, thereafter on sums advanced. During the construction loan period, which will begin on the date of making and continue until the end of the construction period set forth in the superior loan, no

MINUTES

DHCD - cont'd

payments of principal and interest will be due. Following the completion of construction, the HOME loan will convert to the permanent loan period, which will be for a term of 40 years following the date of conversion (the HOME maturity date), at 1% simple interest.

During the permanent loan period, the borrower will be required to pay interest and principal in an amount sufficient to fully amortize the HOME loan over the 40-year term of the permanent loan period. However, the borrower will be obligated to make such payments only from one-half of surplus cash, which is generally defined as the cash remaining after the payment of current obligations, including, if any, debt service on superior loan, deferred developer's fee, general partner loan debt service, and partnership administration and investor service fees.

To the extent surplus cash is insufficient to pay the obligations under the HOME loan, any obligation due and owing will be deferred and accrued interest is due and payable on the next payment date. All outstanding principal balances and any deferred and accrued interest will be due and payable on the HOME loan maturity date. The period of affordability, the term of rent and income restrictions required by the HOME program will be 20 years. However, the State of Maryland's LIHTC allocation requires a 40-year term of affordability and the City will require this standard. The HOME loan will be long-term subordinate non-recourse debt.

MBE/WBE PARTICIPATION:

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

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

MINUTESDHCD - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,185,000.00	9910-587-985	9910-610-970
Federal HOME FY 2009	Constr. Res.	St. Dominic's Apartments

This transfer will provide HOME funds to support a portion of the construction costs of St. Dominic's Apartments.

(FILE NO. 57013)

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnership loan in an amount not to exceed \$1,185,000.00 to Homes for Hamilton Hills Limited Partnership. The Board also approved and authorized the Commissioner of the DHCD to execute any and all legal documents to effectuate this transaction SUBJECT to review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the land disposition agreement with Walter L. Bennett, IV, developer, for the sale of the property located at 726 E. 21st Street, 1648 E. 25th Street, and 1602 N. Bond Street.

AMOUNT OF MONEY AND SOURCE:

\$ 8,000.00 - 726 E. 21st Street
8,000.00 - 1648 E. 25th Street
8,000.00 - 1602 N. Bond Street
\$24,000.00 - Purchase price

BACKGROUND/EXPLANATION:

A good faith deposit of \$3,000.00 has been paid by the developer.

The development plans consist of the rehabilitation of one of the vacant buildings into a two-bedroom unit and the other two vacant buildings will have three bedrooms with 1½ baths, new plumbing, electrical system, heating, and efficiency appliances.

The extensive damages to these buildings consists of partial open roofs, large amounts of trash, furniture debris, and sunken floors, exposed wall joists and water damage throughout the properties.

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

The rationale for selling the properties below the appraised value is due to the extensive interior damage to these buildings. The properties' rapid deterioration, the high cost of rehabilitation for the developer, in conjunction with the declining real estate market, justifies a further reduction of the sales price. The appraised value of 726 E. 21st Street is \$20,000.00, 1648 E. 25th Street is \$22,000.00, and 1602 N. Bond Street is \$20,000.00. The properties were appraised on July 16, 2008 and found to be in very poor condition having severely

MINUTES

DHCD - cont'd

damaged roofs and the absence of walls and floors. Therefore, the sale price for each property was reduced to \$8,000.00. An interior inspection could not be conducted in consideration of the safety of the appraiser given the apparent instability of these properties. The aforementioned circumstances support the reduction in the selling price. In addition to the reduction, this will allow the developer the opportunity to rent to low-income and Section 8 families.

The developer will be using private funds to rehabilitate the interior and exterior of these buildings. The developer will assist in the elimination of the blight and provide a specific benefit to the community by the successful development of each rental unit. Currently, these properties generate \$69.00 in City real estate taxes. Once transferred, renovated and occupied, the property will be active on the City's tax rolls, thereby preventing tax abandonment. Also, the re-assessment of each property is expected to generate an estimated \$2,208.00 in real estate taxes to the City. Moreover, the City will benefit through the elimination of underutilized vacant properties that attract loitering, illegal dumping of trash, and debris in the communities.

MBE/WBE PARTICIPATION:

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

(FILE NO. 57018)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with Walter L. Bennett, IV, developer, for the sale of the property located at 726 E. 21st Street, 1648 E. 25th Street, and 1602 N. Street.

MINUTES**TRANSFERS OF FUNDS**

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

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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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$1,015,161.00	9910-587-979	9910-588-420
Tax Increment	EBDI-TIF Reserve	EBDI Acquisition/
Financing Rev.		Relocation TIF
Bonds		

This transfer will provide additional funds for the acquisition and relocation activities by EBDI for the East Baltimore Park project.

2. \$ 500,000.00	9910-587-981	9910-588-087
28 th Comm. Dev.	Acquisition	Citywide
Bond Funds	Reserve	Acquisition

This transfer will provide 28th Community Development Bond funds to continue Citywide Acquisition/Relocation activities for the second half of the City fiscal year 2009.

Department of Transportation

3. \$ 46,625.50	9950-507-001	9950-508-878
MVR	Const. Res.	Hill Street
	Un-allotted	Roadway Improv.

This transfer will cover the costs associated with the improvements to Hill Street located in the Franklinton community which was designated a local historical district in 1998 by the Commission for Historical and Architectural Preservation.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Reginald Blackwell and Laretta Blackwell	4906 Denmore Ave.	L/H	\$ 19,100.00
Funds are available in Account No. 9910-588-187-00-440, Park Heights Site.			
2. James M. Marchesani	1040 W. Saratoga	L/H	\$ 88,916.00
Funds are available in Account No. 9910-588-780-00-440, Poppleton 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.

Department of Housing and Community Development - Quick-Takes

3. Albert M. Jones	2232 E. Madison St.	F/S	\$ 30,000.00
4. Dowman, LLC	2228 E. Madison St.	L/H	\$ 24,400.00
5. Skyline 12 Funding, LLC. Wayne S. Goddard, R.A.	922 N. Chester St.	L/H	\$ 17,500.00
6. Skykline Residential 1, LLP.	816 N. Patterson Park Ave.	F/S	\$ 83,000.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Quick-Takes</u> - cont'd			
7. Skyline Residential 2, LP.	1723 E. Biddle St.	F/S	\$ 54,000.00

Funds are available in Account No. 9910-488-416-00-440, EBDI Project, Phase II.

8. William J. Brusak	907 N. Collington Ave.	G/R	\$ 246.67
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Funds are available in Account No. 9910-588-420-00-949, EBDI Phase 2A Project.

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 this property.

DHCD - Rescission and Approval

9. Jean Pierre Rock and Zonia Maira Martinez	909 N. Madeira St.	F/S	\$ 41,800.00
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On June 25, 2008, the Board approved the purchase by condemnation/quick-take of the fee simple interest in 909 N. Madeira Street for \$38,000.00. The owners have agreed to a voluntary settlement that includes an Administrative Settlement increase of \$3,800.00. Therefore, the Board is requested to rescind the condemnation/quick-take approval and authorize the purchase by option for the Fee Simple interest in 909 Madeira Street in the amount of \$41,800.00.

Funds are available in Account No. 9910-588-420-10-440, EBDI Project, Phase II.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Prior</u> <u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Baltimore Development Corporation (BDC) - Settlements</u>			
10. G & R Realty	420-424 Oldtown Mall	F/S	\$ 37,500.00

On October 29, 2008, the City filed a condemnation suit to acquire 420-424 Oldtown Mall. The Board previously approved \$375,000.00 for this property. The City and the owner have agreed to settle the condemnation suit for an additional \$37,500.00, which represents a 10% administrative increase in the City's valuation for a total of \$412,500.00. Therefore, the Board is requested to approve an additional \$37,500.00.

11. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$37,500.00 M&CC	9910-600-575 Constr. Res. East Baltimore Indus. & Comm'l Dev.	9910-601-879 Comm'l Rev.

This transfer will provide funds for the additional settlement payment for the fee-simple interest in the property known as 420-424 Oldtown Mall.

12. Gilbert Goetz and Ellis Rosen, deceased	501-503 Oldtown Mall	L/H	\$ 13,135.00
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On October 29, 2008, the City filed a condemnation suit to acquire 501-503 Oldtown Mall. The Board previously approved \$131,350.00 for this property. The City and the owner have agreed to settle the suit for an additional \$13,135.00, which represents a 10% administrative increase in the City's valuation for a total of \$144,485.00. Therefore, the Board is requested to approve the balance in the amount of \$13,135.00.

MINUTES**OPTIONS/CONDEMNATION/QUICK-TAKES:**BDC - cont'd**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
13.	\$13,135.00	9910-600-575	9910-601-879
	M&CC	Constr. Res. East. Baltimore Indus. & Comm'l Dev.	Comm'l Rev.

This transfer will provide funds for the additional settlement payment of the leasehold interest of the property known as 501-503 Oldtown Mall.

UPON MOTION duly made and seconded, the Board approved the options, condemnations, quick-takes, rescission and approval, and settlements. The Transfer of Funds were approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES**PERSONNEL MATTER**

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matter

listed on the following page:

721

The Personnel matter has been approved

by the EXPENDITURE CONTROL COMMITTEE.

The contract has been approved

by the Law Department

as to form and legal sufficiency.

MINUTESDepartment of Finance

	<u>Hourly Rate</u>	<u>Amount</u>
1. TIMOTHY KRUS	\$45.07	\$78,873.00

Account: 1001-144-001-00-109

Mr. Krus, retiree, will serve as a Special Project Assistant. His duties will include, but are not limited to doing project management tasks in relation to upcoming financial systems implementation, work with system vendors and performing special management analysis studies. This contract requires a waiver of the number of hours a retiree may work as stipulated in AM-212-1 of the Administrative Manual. The period of the agreement is March 19, 2009 through March 18, 2010.

MINUTES

Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Animal Emergency Center, Inc. (Pet E.R.).

AMOUNT OF MONEY AND SOURCE:

\$1,364.25 - 1001-201-004-00-326

BACKGROUND/EXPLANATION:

On January 9, 2009, canine "Bak" was taken to the Pet E.R due to becoming very ill. On January 10, 2009 after numerous tests, it was determined that "Bak" had cancer. After discussion with the doctors, it was determined that the humane thing to do would be to euthanize "Bak" so that he would not suffer any more. "Bak" was euthanized on January 10, 2009.

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 Animal Emergency Center, Inc.

MINUTES

Police Department - Ratify Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify an expenditure of funds by Direct Payment Order to pay B. von Paris and Sons, Inc.

AMOUNT OF MONEY AND SOURCE:

\$4,900.00 - 1001-204-008-00-326

BACKGROUND/EXPLANATION:

Venable LLP donated furniture valued at \$55,425.00 to various Baltimore Police Department locations, at no cost. On July 14-19, 22, 28 and 29, 2008, B. von Paris and Sons, Inc. moved the donated furniture from Venable LLP's Charles Street location to the various Baltimore Police Department locations.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the expenditure of funds by Direct Payment Order to pay B. Von Paris and Sons, Inc.

MINUTES

Police Department - Grant Award Agreement and
Appropriation Adjustment Order

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant award agreement with the U.S. Department of Justice, United States Attorney, District of Maryland. The period of the agreement is January 1, 2009 through May 31, 2009. The Board is also requested to approve an appropriation adjustment order to transfer appropriation from Program No. 201 to Program No. 202.

AMOUNT OF MONEY AND SOURCE:

Grant Award - \$10,300.00

Appropriation Adjustment Order

<u>Amount</u>	<u>From:</u>	<u>Amount</u>	<u>To:</u>
\$10,300.00	4000-201-095 Federal Unal- located	\$10,300.00	4546-202-904-1 Anti-Gang Strategy Equipment

BACKGROUND/EXPLANATION:

The Department has received a grant, in the amount of \$10,300.00, from the U.S. Department of Justice, United States Attorneys Office for the Comprehensive Anti-Gang Activity Strategy Grant. The funds will be used to purchase eight camcorders, eight digital cameras, and a GPS system to support teams in the Violent Crime Impact Division to combat gang activity.

The grant award agreement was late because notification of the award was recently received.

MINUTES

Police Dept. - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with the U.S. Department of Justice, United States Attorney, District of Maryland. The Board also approved an appropriation adjustment order to transfer the appropriation from Program No. 201 to Program No. 202.

MINUTES

Police Department - Grant Award Agreement and Reimbursement Agreement Appropriation Adjustment Order

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant award agreement with the Living Classrooms Foundation and approve and authorize execution of a reimbursement agreement with the U.S. Department of Justice. The period of the agreements is January 1, 2009 through June 30, 2010. The Board is also requested to approve an appropriation adjustment order to transfer appropriation from Program No. 201 to Program No. 202.

AMOUNT OF MONEY AND SOURCE:

Grant Award and Reimbursement Agreement - \$149,966.00

Appropriation Adjustment Order

<u>Amount</u>	<u>From:</u>	<u>Amount</u>	<u>To:</u>
\$149,966.00	4000-201-095	\$74,214.00	4547-202-904-1 Anti-Gang Strategy UASO - Equipment
		\$49,200.00	4547-202-904-5 Anti-Gang Strategy UASO - Services
		\$26,552.00	4547-202-904-7 Anti-Gang Strategy UASO - Personnel

BACKGROUND/EXPLANATION:

The Department has received a grant, in the amount of \$149,966.00, from the U.S. Department of Justice, United States Attorneys Office to administer the Comprehensive Anti-Gang Activity Strategy Grant.

MINUTESPolice Department - cont'd

The grant funds will be used to support the Living Classrooms Foundation's multi-faceted Anti-Gun and Gang Violence Impact Program in the Eastern and Western Districts. The Living Classrooms Foundation will hire two outreach/supervisor workers. In addition, the Department will purchase police suppression equipment, desktop computers, and pay police overtime for law enforcement involvement in the grant program.

The grant award agreement is late because notification of the award was recently received.

APPROVED FOR FUNDS BY FINANCE

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

(FILE NO. 56329)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the grant award agreement with the Living Classrooms Foundation and approved and authorized execution of a reimbursement agreement with the U.S. Department of Justice. The Board also approved an appropriation adjustment order to transfer appropriation from Program No. 201 to Program No. 202. The President **ABSTAINED.**

MINUTES

Police Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Family League of Baltimore City, Inc. The period of the agreement is July 1, 2008 through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$53,372.00 - 1001-225-013-00-701
26,180.00 - 1001-225-014-00-701
\$79,552.00

BACKGROUND/EXPLANATION:

The Governor's Office of Children funds two Youth Service Bureaus in Baltimore City and provides funds to the Family League of Baltimore City, Inc., which in turn subcontracts with the Youth Service Bureaus. Baltimore City is required to provide 25% matching funds. This agreement will transfer these funds to the Family League of Baltimore City, Inc.

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

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(FILE NO. 55358)

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
1. <u>MCGRAW HILL COMPANIES</u>	<u>\$10,720.51</u>	<u>Selected Source</u>
Solicitation No. 06000 - Tabe Testing Materials - Mayor's Office of Employment Development - Req. No. R518112		
These materials must be compatible with existing equipment used for testing.		
2. <u>CITIZENS PHARMACY SERVICES</u>	<u>\$ 5,040.00</u>	<u>Low Bid</u>
Solicitation No. 07000 - Docyclycline ESTD - Department of Health - Req. No. R514699		
3. <u>C & D MUNICIPAL SALES, INC.</u>	<u>\$15,094.00</u>	<u>Low Bid</u>
Solicitation No. 07000 - Shaft Parts for Barnes Pump - Department of Public Works - Req. No. R518536		
4. <u>DAS SOLUTIONS, LLC</u>	<u>\$ 8,250.00</u>	<u>Only Bid</u>
Solicitation No. 07000 - Servo Amplifier - Department of Public Works - Req. No. R518354		
5. <u>MODERN EQUIPMENT SALES & RENTAL CO.</u>	<u>\$ 7,200.00</u>	<u>Low Bid</u>
Solicitation No. 07000 - Cutoff Saw Partner - Department of Public Works - Req. No. R516913		
6. <u>OUTDOOR FITNESS, INC.</u>	<u>\$14,153.00</u>	<u>Low Bid</u>
Solicitation No. 07000 - Outdoor Fitness Equipment - Department of Recreation and Parks - Req. No. R517543		
7. <u>DELTA OMEGA COMMERCIAL CLEANING, LLC</u>	<u>\$11,400.00</u>	<u>Low Bid</u>
Solicitation No. B50000960 - Janitorial Services - Department of Housing and Community Development - Req. No. R514730		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

8. <u>TERRA TECHNOLOGIES</u>	<u>\$11,846.60</u>	<u>Only Bid</u>
Solicitation No. B50000983 - Annual Service Contract - Department of Public Works - Req. No. R518290		

9. <u>WENGER CORPORATION</u>	<u>\$24,000.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - OEM Parts for Wenger Showmobile - Department of Public Works - Req. Nos. Various		

The vendor is the sole provider of these OEM parts.

10. B&L	\$1,760.07	Ratification/
<u>ENTERPRISES</u>	<u>6,688.33</u>	<u>Selected Source</u>
	<u>\$8,448.40</u>	

Solicitation No. S70704 - Janitorial Services - Health
Department - Req. No. R515058

Although, the planned renewal of this contract was delayed by the vendor's late paperwork submission, the vendor continued to provide services to meet the agency's needs.

11. <u>CDP, INCORPORATED</u>	<u>\$379,125.00</u>	<u>Sole Source</u>
Solicitation No. 08000 - Furnish and Deliver Primavera Software - Department of Transportation - Req. No. R512622		

The installation of Primavera Software P6 will take place in three phases. In order to maintain the continuity with the existing Primavera product, purchase of the designated product is essential for the agency's operation.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & 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. PIPELOGIX INC. | \$ 25,780.00 | Sole Source |
|--------------------|--------------|-------------|
- Solicitation No. 08000 - Flexidata Software - Department of Public Works, Bureau of Water and Wastewater - Req. No. R516182

The requirements for this software are specific and unique and must be compatible with the existing systems. The vendor will supply the City's entire requirement, be it more or less.

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

- | | | |
|------------------------------------|--------------|-------------|
| 13. FRESH CREEK TECHNOLOGIES, INC. | \$ 80,000.00 | Sole Source |
|------------------------------------|--------------|-------------|
- Solicitation No. 08000 - Replacement Nets - Department of Public Works, Water and Wastewater Maintenance - Req. No. R513575

The requirements for these nets are specific and unique, and must be compatible with the existing patented nets. The vendor is the sole source provider of these items.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|--|--------------|---------|
| 14. ROLLING DOORS OF MARYLAND, INC. | \$200,000.00 | Renewal |
| BP 07104 - Various Doors System Repair/Installation - Agencies Various - Req. Nos. Various | | |

On March 14, 2007, the Board approved the initial award in the amount of \$176,750.00. The award contained an option to renew at the sole discretion of the City. On March 19, 2008, the Board approved the first renewal in the amount of \$200,000.00. Authority is requested to approve the second one-year renewal in the amount of \$200,000.00, making the award amount \$576,750.00.

MWBOO SET GOALS OF 1% MBE AND 0% WBE.

MBE: Spear Mechanical	\$2,000.00	1%
Calmi Electrical Co.	\$2,000.00	1%

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|---|--------------|---------|
| 15. AEG ENVIRONMENT PRODUCTS AND SERVICES, INC. | \$200,000.00 | Renewal |
| BP 06114 - Requirements for Leachate Hauling and Disposal - Department of Public Works, Bureau of Solid Waste - Req. Nos. Various | | |

On March 12, 2006, the Board approved the initial award in the amount of \$1,500,000.00. The award contained an option to renew at the sole discretion of the City. On March 5, 2008 the Board approved the first renewal. This is the second and final renewal in the amount of \$200,000.00.

ON NOVEMBER 16, 2005, MWBOO DETERMINED THAT NO GOALS WOULD BE SET FOR MBE AND WBE BECAUSE THERE WAS NOT AN OPPORTUNITY TO SEGMENT THE CONTRACT.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

16. PRAXAIR INC. AND BOC GASES	\$100,000.00	Selected Source
Solicitation No. 06000 - Liquid Oxygen - Department of Public Works, Bureau of Water and Wastewater - Req. Nos. Various		

A requirement exists for an emergency backup oxygen supply to cover periods during which the City's oxygen plant may not be able to meet the demand associated with wastewater treatment. The recommended vendors have plants close to Baltimore that will allow them to meet the demand within the required response time. A previous solicitation for this requirement yielded no responsive bids.

ON FEBRUARY 12, 2009, MWBOO DETERMINED THAT NO GOALS WOULD BE SET FOR MBE AND WBE BECAUSE THERE WAS NOT AN OPPORTUNITY TO SEGMENT THE CONTRACT.

MWBOO GRANTED A WAIVER.

17. GENETEC INC.	\$ 0.00	Renewal
BP 06182 - Provide Mobile License Plate Recognition System - Mayor's Office of Information and Technology - Req. Nos. Various		

On September 13, 2006, the Board approved the initial award in the amount of \$266,500.00. Subsequent actions have been approved. The award contained four one-year renewal options at the sole discretion of the City. Subsequent actions have been approved. Authority is requested to exercise the second one-year renewal.

ON MAY 1, 2006, MWBOO DETERMINED THAT NO GOALS WOULD BE SET FOR MBE AND WBE BECAUSE THERE WAS NOT AN OPPORTUNITY TO SEGMENT THE CONTRACT.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

18. ISOBUNKERS, LLC.	\$ 34,473.00	Ratification and
	<u>1,965,527.00</u>	Cooperative Contract
	<u>\$2,000,000.00</u>	

BRCPC Contract #PRC-265-07 - Heating Oil - Department of Public Works, Fleet Management Division - Req. Nos. Various

Contract #PRC-265-07 for Heating Oil is from the BRCPC cooperative and is for a term of three years beginning November 1, 2007 through October 31, 2010.

On November 14, 2007, the Board authorized the use of a BRCPC contract for heating oil in amount of \$1,000,000.00 for the period November 1, 2007 through October 31, 2008 and allowed for two one-year renewals on that authority. Due to an administrative error, the first renewal was not exercised and the vendor continued to supply the City's requirement.

Therefore, it is requested that the expenditures from November 1, 2008 through March 5, 2009 be ratified. An award/renewal is requested for the period of March 6, 2009 through October 31, 2009 with a single one-year renewal option.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
	<u>Item No.</u>	<u>Amount</u>
19. THE DAVEY TREE EXPERT COMPANY	27	\$ 5,600.00
GILMORE PLANT & BULB CO., INC.	7, 18	4,500.00
GREENSKEEPER ENVIRONMENTAL, LLC	6, 9, 14, 20, 28	8,220.00
JOHN DEERE LANDSCAPES	1, 2, 3, 4, 10, 21, 25, 33, 34, 39, 40	33,320.00
SPEAKMAN NURSERIES, INC.	5, 12, 19, 26 26, 29, 36, 44	13,810.00
TRUE GREEN LANDSCAPES	38	4,140.00
WESTMINSTER WHOLESALE NURSERIES	16, 35, 37, 41	<u>10,410.00</u>
		\$ 80,000.00 Increase

Solicitation No. B50000702 - Street Trees for Fall '08 -
Department of Recreation and Parks - Req. No. R518761

On October 22, 2008, the Board approved the initial award in the amount of \$106,460.60. An increase as indicated above is necessary to cover the costs associated with tree planting for Spring 2009, making the total award \$186,460.60.

ON AUGUST 27, 2008, MWBOO DETERMINED THAT NO GOALS WOULD BE SET BECAUSE THERE WAS NOT AN OPPORTUNITY TO SEGMENT THE CONTRACT.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|---|--------------|----------------------|
| 20. W.W. GRAINGER, INC. | \$500,000.00 | Cooperative Purchase |
| BPO-001B8900505 Maryland State - Supplies for Maintenance
Repair and Operations - Department Various - Req. Nos. Various | | |

The City requires a blanket contract whereby all of its agencies can obtain supplies for maintenance, repair, and operations. Such a contract was competitively bid by the Maryland State General Services Division to obtain large quantities and discount pricing.

DEFERRED

MWBO ASSIGNED GOALS OF 5% MBE AND 0% WBE.

MBE: Sue Ann's Office Supply	\$25,000.00	5%
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MWBO FOUND VENDOR IN COMPLIANCE.

A LETTER OF PROTEST HAS BEEN RECEIVED FROM THE MARYLAND MINORITY CONTRACTORS ASSOCIATION.

- | | | |
|---|--------------|-------------|
| 21. W.W. GRAINGER, INC. | \$ 20,734.50 | Sole Source |
| Solicitation No. 08000 - Heaters - Department of Public Works
- Req. No. R518542 | | |

WITHDRAWN

The vendor is the sole source provider of this equipment, which is a direct replacement for existing heaters.

- | | | |
|---|--------------|-------------|
| 22. VERIZON | \$163,829.00 | Sole Source |
| Solicitation No. 08000 - Furnish and Deliver IVR System -
Mayor's Office of Information and Technology - Req. No.
R519616 | | |

The requested product is essential for the City's call center and the vendor is the only source of this proprietary product.

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

MMCA-MARYLAND MINORITY CONTRACTORS ASSOCIATION, INC.

A Chapter of American Minority Contractors and Businesses Association, Inc.

3010 Ridgewood Ave.
Baltimore, Maryland 21215
443-413-3011
410-323-0932 fax

February 24, 2009

Via Facsimile: 410-685-4116
Baltimore City Board of Estimates
204 City Hall
100 N. Holliday Street
Baltimore, MD 21202
Attention: Ms. H. B. Taylor
Clerk to the Board

Re: Bid Protest-Item 19, Page 66-Proposed Non-competitive Award to W.W. Grainger, Inc.
("Grainger")

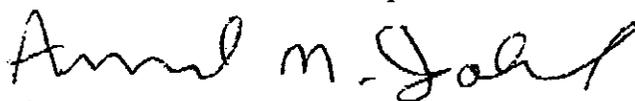
This Association is a Maryland chartered corporate body whose corporate purpose is to represent and advocate on behalf of the economic interests of minority and women-owned business enterprises.

We institute this protest on behalf of this Association and moreover, on behalf of Sue-Ann's Office Supply, Inc. (Sue-Ann's), a Baltimore City certified M/WBE firm that has been identified to participate on the subject contract.

The basic issue is that the proposed contract with W.W. Grainger, Inc. is *Ultra Vires* and unlawful because it has not been competitively bid in accordance with Article VI, Section 11 of the Baltimore City Charter. Moreover, the proposed contract violates the City's M/WBE utilization Ordinance in that the established MBE goal of 5% is substantially too low, given the large number of qualified MBE firms available to perform on this contract. Also, the complete absence of any WBE goal on the contract is facially inappropriate given the large number of WBE firms available to perform on the proposed contract.

The protestants will be harmed if the contract is approved. MMCA's corporate purpose will be harmed and frustrated and Sue-Ann's will lose contract opportunities due to the low MBE goal and no WBE goal applied to the contract.

Accordingly, we respectfully request that Your Honorable Board reject this proposed contract award. I will appear at the Board's 02-25-09 public meeting to give argument supporting my request that the Board reject this proposed non-competitive bid. Thank You for your kind and favorable consideration of this protest.



Arnold M. Jolivet
Managing Director

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of General Services

23. NATIONAL ENVIRONMENTAL SERVICES \$19,975.00 Low Bid
 IC 499 - Asbestos Removal at PS Dunbar Senior High School (PS 414) - Bureau of General Services - Req. No. N/A

This contract is for the removal of asbestos ceiling panels in the swimming pool area.

24. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 40,000.00	9916-194-134	9916-197-135
Gen. Funds	Asbestos Mgmt. Program - Res.	Asbestos Abatement AHERA-Active

This transfer of funds will provide funding for various asbestos abatement projects for the Baltimore City Public School System.

Bureau of General Services

24. CAROLINA DOOR CONTROLS, INC. \$ 17,200.00 Low Bid
 IC 495 - Revolving Door Repair Project at 401 E. Fayette Street, the MECU Building

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

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

Bureau of General Services - cont'd

25. C & S ORNAMENTAL

IRON, CO., INC.	\$ 12,875.00	Low Bid
IC 498 - Prisoner Control Gates Project at Courthouse East, 111 N. Calvert Street		

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. Item nos. 18 and 20 were **DEFERRED** until March 11, 2009 and Item no. 21 was **WITHDRAWN**. The Transfer of Funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTESDepartment of Transportation - Traffic Mitigation Agreements

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

1. **SOUTH CHARLES STREET APARTMENTS, LLC** **\$ 5,000.00**

Account: X950-527-175 (Revenue)

South Charles Street Apartments, LLC proposes to perform the scope of work for the construction of a 174,000 square foot multi-family residential project that includes: approximately 200 rental units (36 efficiencies and 164 dwelling units) and 307 off-street parking spaces. This redevelopment is located at 1901 South Charles Street. The subject site is bounded to the south by Winder Street, to the west by South Charles Street, to the north by East Wells Street, and to the east by Marshall Street.

Under the terms of this agreement, the developer will make a contribution of \$5,000.00 towards the implementation of the Baltimore City Bicycle Master Plan.

The developer agrees to pay the City for the implementation of the Baltimore City Bicycle Master Plan, upon billing by the City.

2. **GATEWAY AT WASHINGTON HILL, LLC** **\$ 5,000.00**

Account: X950-527-175 (Revenue)

Gateway at Washington Hill, LLC proposes to perform the scope of work for the construction of 444 dwelling units, approximately 666 garage units, and 30,000 square feet of retail space, including 20,000 square feet for a grocery store. The total square footage is approximately 528,960 square feet for this project. The development will be located at 1951 East Fayette Street.

Under the terms of this agreement, the developer will make a contribution of \$5,000.00 towards the implementation of the Baltimore City Bicycle Master Plan, specifically the construction of bicycle lanes along Washington and Wolfe Streets, in the vicinity of the project.

MINUTESTransportation - cont'd

The developer agrees to pay the City for the implementation of the Baltimore City Bicycle Master Plan, upon billing by the City.

3. **WEXFORD BALTIMORE-POPPLETON, LLC** **\$36,000.00**

Account: X950-509-980 (Revenue)

Wexford Baltimore-Poppleton, LLC proposes to perform the scope of work for construction of the University of Maryland Bio Park Building Three in the 800 block of West Baltimore Street. The development will include 180,000 square feet of research and development office space. The development is located at the properties of 873-881, 883, 885, 887, 889 and 891-899 West Baltimore Street; 5, 7, and 9 South Poppleton Street; and 884, 886, 888, and 890 Booth Street.

Under the terms of this agreement, the developer will make a contribution of \$36,000.00 towards the operation of publicly-available shuttle bus service in Baltimore City near the development.

The developer agrees to pay the City for the shuttle contribution, upon billing by the City.

(FILE NO. 56037)

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 1 to Sabra, Wang & Associates, Inc. under Project 1074, On-call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing.

AMOUNT OF MONEY AND SOURCE:

\$ 40,000.00	-	9950-506-315-10-332
60,000.00	-	9950-508-299-10-332
<u>62,748.00</u>	-	9950-506-752-10-332
\$162,748.00		

BACKGROUND/EXPLANATION:

This task is for in-house project management support services that include highway bridge structural design and related software in use by the City.

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1. \$ 48,000.00	9950-509-299	
Federal	Const. Res.	
	Hanover Draw Bridge	
66,906.99	" " "	
MVR		
<u>\$114,906.99</u>	-----	9950-508-299-3
-		Design & Studies
		Hanover Draw Bridge

MINUTES

Department of Transportation - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
2. \$ 62,748.00 Federal	9950-507-752 Const. Res. Bridge Inspection Program	9950-506-752-3 Design & Studies Bridge Inspection Program
3. \$ 32,000.00 Federal	9950-507-315 Const. Res. Edmondson Ave. Bridge	
8,000.00 MVR	" " "	
<u>\$ 40,000.00</u>	-----	9950-506-315-3 Design & Studies Edmondson Ave. Bridge

These transfers of funds will fund costs associates with Task No. 01, Project No. 1074 to hire a consultant for in-house support for the bridge projects.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Sabra, Wang & Associates, Inc. under Project 1074, On-Call Consultant Services for Reconstruction, Rehabilitation and/or Resurfacing. The Transfer of Funds was 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

Department of Planning - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with The Parks and People Foundation. The period of the agreement is September 1, 2008 through August 31, 2010.

AMOUNT OF MONEY AND SOURCE:

\$24,000.00 - 9938-474-801

BACKGROUND/EXPLANATION:

Under this agreement, The Parks and People Foundation will work with students, schools and teachers to plant trees, shrubs and other landscape materials on school grounds. This initiative will provide environmental education and experience to Baltimore's youth and help the City to meet its goal of doubling its tree canopy.

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

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Planning - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$24,000.00	9938-475-457	9938-474-801
Other	Reserve - Critical Areas Mitigation	Active Green Schoolyard Initiative

This transfer will provide funds to cover costs associated with the agreement for the Green Schoolyard Initiative Project between the Department of Planning and The Parks and People Foundation.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with The Parks and People Foundation. The Transfer of Funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President

ABSTAINED.

MINUTES

Bureau of General Services - Developer's Agreement No. 1107

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 1107 with Homes for Hamilton Hills, Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

\$25,053.00

BACKGROUND/EXPLANATION:

The Homes for Hamilton Hills, Limited Partnership, would like to install a new water service, curbs, and gutters to its proposed construction located in the vicinity of 5304 Harford Road. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A performance bond in the amount of \$16,070.00 has been issued to Homes for Hamilton Hills, Limited Partnership, which assumes 100% of the financial responsibility.

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1107 with Homes for Hamilton Hills, Limited Partnership.

MINUTES

Bureau of General Services - Ratification of a Past Due Invoice

ACTION REQUESTED OF B/E:

The Board is requested to ratify the payment of a past due invoice from the Art Decorating Company, Inc.

AMOUNT OF MONEY AND SOURCE:

\$ 2,200.00 - 1001-193-002-02-326

BACKGROUND/EXPLANATION:

The Art Decorating Company, Inc. was selected to supply rental materials, bunting, and lifts that were needed for then President-Elect Barack Obama's visit to Baltimore City on January 19, 2009.

APPROVED FOR FUNDS BY FINANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the ratification of the payment of a past due invoice from the Art Decorating Company, Inc.

MINUTES

Bureau of General Services - Temporary Access Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a temporary access agreement with Potts & Callahan, Inc. The period of the agreement is for one year as of the date of entry upon the entry area with the option to renew on a month-to-month basis at no cost.

AMOUNT OF MONEY AND SOURCE:

\$ 1.00

BACKGROUND/EXPLANATION:

The Department of Public Works, Bureau of Water and Wastewater is proposing to perform work in conjunction with Storm Water Contract No. 7759, Drainage Improvements at the rear of 5011 Pulaski Highway. The repairs are located in the vicinity of the property owned by Potts & Callahan, Inc. located at 5101 Pulaski Highway.

In the design of this project, it has been determined that the City's contractor will need temporary access through a portion of the property owned by Potts & Callahan, Inc. for construction.

The temporary access agreement is being granted to the City at no cost.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the temporary access agreement with Potts & Callahan, Inc.

MINUTESHealth Dept. - cont'd

3. **THE JOHN HOPKINS UNIVERSITY (JHU)** **\$ 226,355.00**

Account: 4245-304-901-56-351

The JHU will provide high quality HIV primary and sub-specialty care to people with HIV infection. The JHU will also provide training to providers of HIV care and conduct research to advance the treatment and prevention of HIV infection. Clinical programs are developed to provide easy and ready access to services to the target population, while offering the totality of services under the main umbrella of the John Hopkins University AIDS Services.

4. **THE JOHN HOPKINS UNIVERSITY** **\$229,232.00**
(JHU)

Account: 4245-304-901-04-351

The JHU will provide enhanced services for HIV primary care/tertiary care to uninsured clients in the Moore Clinic. They will also provide laboratory evaluations to facilitate the monitoring of the HIV infections' response to antiretroviral therapies, and to assess for development of toxicity or adverse effects to therapeutics among clients that are uninsured. The JHU will provide diagnostic evaluations to facilitate the medical management of HIV infection and its complications and vaccines as recommended in current treatment guidelines.

5. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 33,881.00**

Account: 4245-304-901-09-351

Park West Health Systems, Inc. will provide primary care services including a comprehensive physical examination, updated labs, care plans, specialty referrals and follow up in a timely manner for Hidden Garden Program clients. The goal is to ensure that clients receive ambulatory outpatient medical care in an efficient and effective manner based on the minimum standards of care.

MINUTES

Health Dept. - cont'd

MWBOO GRANTED A WAIVER for Items 2 through 5.

The agreements are late because the State AIDS administration programmatically manages the Ryan White Part B services. The Department is responsible for processing contracts after receipt of an approved budget and scope of services and making payments to the provider after the State selects the provider through the Request for Proposal process.

AMENDMENT TO AGREEMENT

6. TRAINING RESOURCE NETWORK, INC. \$ 45,000.00
(TRN)

Account: 4277-304-801-15-351

On July 23, 2008, the Board approved the original agreement with the TRN for \$209,403.00 for the period of March 1, 2008 through February 28, 2009. Under this amendment, the TRN will provide additional services in conjunction with the administrative transition and closeout of Part A contracts awarded through the Health Education Resource Organization (HERO) and conduct fiscal assessment of Ryan White Part A programs to access compliance to federal requirements for reimbursements of allowable costs. The TRN will also provide BCHD's Quality Improvement program and the Part A administrative program with technical assistance in the planning, development and implementation of FY'09 Objective Reviews of Part A applications received and provide the Part A administrative program with capacity building technical assistance in the implementation of activities associated with the transition of clients from HERO to other AIDS service organizations.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESHealth Department - cont'dGRANT AGREEMENT

7. **CAREFIRST BLUECROSS BLUESHIELD** **\$100,000.00**
(CAREFIRST)

Account: 6263-308-906

CAREFIRST will contribute funds to support program development for the Birth Outcomes Program in the development of training materials for this new initiative. The period of the grant agreement is March 1, 2009 through June 30, 2009.

The grant agreement is late because it was not finalized until December 19, 2008.

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

MEMORANDUM OF UNDERSTANDING (MOU)

8. **JOHNS HOPKINS BAYVIEW MEDICAL CENTER** **\$0.00**

The memorandum of understanding is to improve the public health in Baltimore City through the collaboration between the Bureau Disease Control Laboratory and the Johns Hopkins Bayview Medical Center, Inc. to provide clinical laboratory testing for John Hopkins Bayview Medical Center's patients suspected of having infectious diseases or patients having contact with others with infectious diseases such as HIV and/or Syphilis. The period of the MOU is October 1, 2008 through June 30, 2010.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned agreements, the amendment to agreement, grant agreement, and memorandum of understanding. The Comptroller **ABSTAINED** on Item No. 1. The President **ABSTAINED** on Item No. 2.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay R & S Northeast, LLC.

AMOUNT OF MONEY AND SOURCE:

\$3,071.25 - 4238-308-901-00-412

BACKGROUND/EXPLANATION:

The order for family planning supplies was mistakenly duplicated by the vendor on a closed purchase order, and upon delivery was distributed throughout the Department's clinics.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay R & S Northeast, LLC.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay Arrow Parking. This payment will cover invoices for the months of December 2008, January, February and March, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 6,760.00	-	5186-316-923-00-303
1,560.00	-	1001-316-024-00-303
520.00	-	6232-316-723-00-303
\$ 8,840.00		

BACKGROUND/EXPLANATION:

The Operation Safe Kids and Safe Streets program offices are located at 218 W. Saratoga Street, Baltimore, MD 21202. Direct service staff (Case Managers and Youth Workers) have 12 - 15 youth on their caseload and spend a majority of their time in the community. They are required to see each client four times per week at their homes, schools and places of business, in addition to attending meetings around the downtown area such as the Health Department, Mayor's Office of Employment Development and Department of Juvenile Services. This request is for payment for parking spaces.

The Department is working on a contract with this vendor, but it has not been finalized.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTESHealth Department - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Forum Caterers, Inc.

AMOUNT OF MONEY AND SOURCE:

\$ 2,500.00	- 125 guests at \$20.00 per person
250.00	- assorted cheese/gourmet crackers
531.25	- seasonal fruit
250.00	- specialty cake
706.25	- service charge
\$ 4,237.50	- 4235-311-907-00-414

BACKGROUND/EXPLANATION:

The Forum Caterers, Inc. will provide accommodations for the Department's Senior Companion Luncheon Banquet on Friday, June 19, 2009.

The Senior Companion Program is part of Senior Corps, a network of national service programs that provide older Americans' with the opportunity to apply their life experiences to meeting community needs. The program contracts with various City agencies to employ low-income persons sixty years of age and over. The program assists the elderly and other homebound persons in Baltimore City with everyday tasks. This event is held to recognize the volunteers of the Senior Companion Program, and is funded by the grantor.

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 Forum Caterers, Inc.

MINUTESHealth Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Koinonia Baptist Church Incorporated. The Board is also requested to provide an advance payment of \$6,000.00 to enable the participating churches to purchase necessary supplies and materials for the Smoke-Free Holy Ground Initiative.

AMOUNT OF MONEY AND SOURCE:

\$ 7,000.00 - The Project Coordinator, Bishop Douglas I. Miles, will be responsible for the coordination and organization of the Smoke-free Holy Ground project. Bishop Miles will design and implement a faith-based tobacco use and cessation initiative that will target six churches and 850 individuals in Baltimore City. He will work 100 hours at a rate of rate of \$70.00 per hour.

\$ 3,000.00 - Six site coordinators will be assigned at Trinity Baptist Church, Koinonia Baptist Church, New Hope Baptist Church, New All Saints Roman Catholic Church, John Wesley Methodist Episcopal Zion Church and Memorial Baptist Church. Each coordinator will be responsible for the activities at their church (6 @ \$500.00).

\$ 9,000.00 - supplies, food, entertainment, rental of space for six sites - each church will receive \$1,500.00 to purchase supplies, food, entertainment and rental of space and janitorial services at (6 @ \$1,500.00)

\$19,000.00 - 5303-304-921-02-351

BACKGROUND/EXPLANATION:

The Department's Office of Cigarette Restitution and Chronic Disease Prevention will sponsor the Smoke-Free Holy Ground Initiative at six African American churches; Koinonia Baptist Church, Trinity Baptist Church, New Hope Baptist Church, New All Saints Roman Catholic Church, John Wesley Methodist Episcopal Zion Church, and Memorial Baptist Church.

MINUTES

Health Department - cont'd

This initiative is intended for African Americans who worship in the above-mentioned churches and those individuals interested in smoke prevention activities. This smoke-free initiative is designed to reach citizens through the distribution of literature and materials on the dangers of tobacco use; the implementation of smoke prevention programs; and working with local pastors to serve as smoking prevention advocates and presenters and enact smoke-free ground policies on church grounds. This project is intended to make a bold statement to the overall community about its commitment to improving the quality of life and promoting good health for African Americans.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved an expenditure of funds to pay Koinonia Baptist Church Incorporated. The Board also approved the advance payment of \$6,000.00 to enable the participating churches to purchase necessary supplies and materials for the Smoke-Free Holy Ground Initiative.

MINUTES

Mayor's Office of Employment - Agreement and Memorandum
 Development (MOED) of Understanding (MOU)

The Board is requested to approve and authorize execution of the following agreement and memorandum of understanding.

AGREEMENT

1. **BALTIMORE AREA CONVENTION AND VISITORS ASSOCIATION (BACVA)** **\$ 1,718.85**

The agreement authorizes the BACVA to provide 18 hours of training for 48 incumbent employees of the BACVA through an imitative known as Maryland BusinessWorks. The period of the agreement is February 18, 2009 through March 15, 2009.

The incumbent employees will receive instruction under the Certified Tourism Ambassador (CTA) Training Program. The amount of the agreement will not exceed \$1,718.85 of Federal funds. This cost represents 50% of the total cost of training.

Account No. 8953-631-429-05-351

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MEMORANDUM OF UNDERSTANDING

2. **WOMEN ACCEPTING RESPONSIBILITY (WAR)** **\$ 0.00**

The MOU between MOED and WAR is for professional services to provide workforce development services to ex-offender women to support their reintegration into the community and improve their overall quality of life. The period of the MOU is September 1, 2008 through September 30, 2009.

MINUTES

MOED - cont'd

The MOU was delayed in its presentation to the Board because additional time was necessary to reach a comprehensive understanding that was agreeable to both parties.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned agreement and memorandum of understanding. The President **ABSTAINED** on Item No. 1.

MINUTES**TRAVEL**

<u>Name</u>	<u>To Attend</u>	<u>Amount</u>
<u>Health Department</u>		
1. William E. Morris*	3 rd National Immunization	\$3,241.00
Rose Jefferson*	Dallas, TX	
Anne Bailowitz,	March 30, 2009 - April 2, 2009	
MD,MPH	(Reg. Fee \$275.00 *ea.)	
<u>Police Department</u>		
2. John P. Jendrek	Sytech Wiretap School	\$1,372.00
	Myrtle Beach, SC	
	March 3, - 6, 2009	
	(Reg. Fee \$700.00)	

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

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

On the recommendations of the City agencies

hereinafter named, the Board

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

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to the low bidders meeting the specifications,

deferred action, or rejected bids on those as indicated

for the reasons stated.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS:**Bureau of Purchases

- | | | | |
|----|---|--|--------------|
| 1. | B50000843, Automotive
Paint & Supplies | Sherwin-Williams
Automotive Finishes
Corporation | \$500,000.00 |
|----|---|--|--------------|

MWBOO GRANTED A WAIVER.

- | | | | |
|----|---|----------------------------------|--------------|
| 2. | B50000968, General
Welding Equipment &
Supplies | Earlbeck Gases &
Technologies | \$ 70,000.00 |
|----|---|----------------------------------|--------------|

MWBOO GRANTED A WAIVER.

MINUTESBureau 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.	207 S. High Street	Dean Albany	Balcony 10' x 3'
	Annual Charge: \$210.90		
2.	2250 E. North Ave.	2250 North Ave. LLC.	Single face electric sign 4' x 8'
	Annual Charge \$140.60		
3.	2201 N. Monroe Street	Center for Urban Families, Inc.	One 4' conduit @ 110'
	Annual Charge \$385.00		
4.	1118 S. Charles St.	1018 South Charles Street, LLC	Four 4" conduits @ 5' two 4" conduits @ 15' four 4" conduits @ 64'
	Annual Charge: \$1,071.00		
5.	4100 Frederick Ave.	Tom Song, LLC	Handicap ramp 16' x 3'
	Annual Charge: \$70.30		

MINUTES

Bureau of General Services - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 3919 Eastern Avenue	Richard A. Lionello	Retain (2) single face electric signs (1) 3½' x 1½' (1) 7' x 1½'
\$239.02 Annual Charge		
7. 55 Market Place	Market Place Commercial Limited Partnership	(1) Double face non-illum sign 2' 10" x 3', (1) single face electric sign 48' x 2'5"
\$812.60 Annual Charge		
8. 838 E. Preston Street	HABC	(1) Set of steps, (1) handicap ramp 22' 5½" x 4'6"
\$140.00 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.

MINUTES**PROPOSALS AND SPECIFICATIONS**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the following Proposals and Specifications to be advertised for receipt and opening of bids on the dates indicated:

- Department of Transportation - TR 08301, Resurfacing
Frankford Avenue from Moravia
Park Drive to Sinclair Lane
BIDS TO BE RECV'D: 04/08/2009
BIDS TO BE OPENED: 04/08/2009
- Department of Transportation - TR 05303, Resurfacing Hilton
Street from Fredrick Avenue to
Mulberry Street
BIDS TO BE RECV'D: 04/22/2009
BIDS TO BE OPENED: 04/22/2009
- Department of Recreation and
Parks - RP 09011, Druid Hill Park -
Liberty Heights Entrance
BIDS TO BE RECV'D: 04/15/2009
BIDS TO BE OPENED: 04/15/2009

MINUTES

Deputy Comptroller: "Good afternoon. The Board is in session for the receiving and opening of bids on March the 4, 2009. I would like to announce that there are no bids to be received today and no addenda. Therefore, the Board of Estimates is now in recess. Thank you."

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 11, 2009.

JOAN M. PRATT
Secretary