

MINUTES

REGULAR MEETING

Stephanie Rawlings-Blake, President
Sheila Dixon, Mayor - **ABSENT**
Edward J. Gallagher, Director of Finance
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

Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Sheila Dixon, in her absence during the meeting, designated Mr. Edward J. Gallagher, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

Deputy Comptroller: "Is there anyone here who would like to file a protest, but because of the holiday on Monday, was unable to enter the building, please come forward?"

The meeting was called to order by the President.

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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:

Cianbro Corporation	\$ 715,368,000.00
Collazo Contractors, Inc.	\$ 1,800,000.00
Comus Construction, LLC	\$ 5,373,000.00
Cotten Construction Company	\$ 13,500,000.00
Debra's Glass, Inc.	\$ 1,125,000.00
Delaine Contractors, Inc.	\$ 1,500,000.00
The Dirt Express Company	\$ 1,500,000.00
Driscoll Construction, Inc.	\$ 143,832,000.00
Gross & Brown Enterprises, LLC	\$ 117,000.00
Hayward Baker, Inc.	\$1,131,093,000.00
Lee Electrical Contracting, Inc.	\$ 1,500,000.00
Monroe & Monroe, Inc.	\$ 81,000.00
Pessoa Construction Co.	\$ 8,000,000.00
Pritchett Controls, Inc.	\$ 8,000,000.00
Spears Mechanical, Inc.	\$ 8,000,000.00
Towson Mechanical, Inc.	\$ 43,182,000.00
Worcester Eisenbrandt, Inc.	\$ 8,000,000.00

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

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

CTI Consultants, Inc.	Engineer
Cho Benn Holback & Associates, Inc.	Architect
Hatch Mott MacDonald, LLC.	Architect Engineer Land Survey Property Line Survey Survey
Penza Bailey Architects	Architect
Rummel, Klepper & Kahl, LLP	Engineer Land Survey
Tucker, Young, Jackson, Tull, Inc.	Engineer

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

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,
the Board approved the
Extra Work Orders and Transfers of Funds
listed on the following pages:

1800 - 1802

All of the EWOs had been reviewed and approved
by the

Department of Audits, CORC,
and MWBOO, unless otherwise indicated.

The Transfer 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

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

Department of Transportation

1. EWO #001, \$131,520.68 - TR 08021, Citywide Slab Repairs
\$ 476,927.74 Machado Construction - -
 Co., Inc.
2. EWO #002, \$ 29,916.40 - TR 08021, Citywide Slab Repairs
\$ 476,927.74 - Machado Construction - -
 Co. Inc.

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$159,729.32	9950-902465-9509	9950-902595-9508
MVR	Constr. Res.	Contingencies
	Curb Repairs	Citywide Slab Repairs

This transfer will cover the costs associated with change order nos. 1 and 2 of contract no. TR 08021 with Machado Construction Co., Inc.

4. EWO #007, \$110,400.00 - TR 02055, Gwynns Falls Trail
Extension from Children's Loop to I-70 Park & Ride
\$ 3,355,623.00 \$ 642,843.09 Allied Contractors, - -
 Inc.

Under a previous change order no. 6, two new items were created under TR 02055 to allow for measurement and payment for work that was directed to effect immediate repair of the roadway and bridge surface on I-83 between Guilford Avenue and Fayette Street. This change order is for additional materials required after further evaluation of the roadway.

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>

Department of Transportation

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$120,040.00	9950-000000-9507	9950-902334-9508
MVR	Constr. Res.	Contingencies
	Minor Bridge Rehab.	Gwynns Falls Trail Extension

This transfer will cover the costs associated with change order no. 7 with Allied Contractors, Inc. for the immediate repair of the roadway and bridge surface on I-83 between Guilford Avenue and Fayette Street.

6. EWO #004, \$ 37,208.94 - TR 00104, Bituminous Rehabilitation of Druid Park Lake Drive: McCulloh Street to Linden Avenue				
\$ 585,788.00	\$ 69,033.00	L.F. Mahoney, Inc.	-	-

7. EWO #009, \$276,172.50 - Project No. 799, Improvements to Hawkins Point Road				
\$ 587,242.00	\$ 340,521.00	Century Engineering	-	-

Department of Transportation

8. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$279,090.99	9950-903416-9507	
Federal	Constr. Res.	
	Hawkins Point Road Bridge	

MINUTES

EXTRA WORK ORDERS

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

Bureau of Water and Wastewater

TRANSEFR OF FUNDS - cont'd

69,772.75	"	"	
<u>MVR</u>			
\$348,863.74	-----		9950-902416-9506
			Design & Studies
			Hawkins Point Road

This transfer will clear the deficit in the account and cover the costs associated with the award associated with task no. 9 to Century Engineering, Inc., for design modifications to address the concern of various agencies and stakeholder.

9. EWO #004, \$ 0.00 - WC 1193, Repaving Utility Cuts at Various Locations

\$ 2,793,512.50	\$	32,618.72	Monumental Paving	0	21.98
			& Excavating, Inc.		

THE OVERRUNS AND UNDERRUNS CANCELLED EACH OTHER OUT.

10. EWO #005, \$434,200.00 - WC 1193, Repaving Utility Cuts at Various Locations

\$ 2,793,512.50	\$	32,618.72	Monumental Paving	0	30.91
			& Excavating, Inc.		

11. EWO #007, \$406,085.00 - WC 1156, Locust Point Area Infrastructure Rehabilitation

\$ 7,883,300.00	\$	2,601,493.50	Spiniello Companies	28	77
				days	

Subsequent to the award of this contract, it was discovered that additional quantities of bid items would be necessary to complete all of the proposed work. An additional 28 days of non-compensable contract time is also requested.

MINUTES

Department of Public Works/ - Developer's Agreement No. 1109
Bureau of General Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 1109 with The Maryland School for the Blind, developer.

AMOUNT OF MONEY AND SOURCE:

\$19,484.00

BACKGROUND/EXPLANATION:

The developer would like to install additional water service to its proposed construction located in the vicinity of 3501 Taylor Avenue. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

A Performance Bond in the amount of \$19,484.00 has been issued to The Maryland School for the Blind, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1109 with The Maryland School for the Blind, developer.

MINUTES

Bureau of General Services - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an on-call agreement with MIN Engineering, Inc., for Project No. 1100M, On-Call Mechanical/Electrical 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:

\$750,000.00 (Upset limit) - accounts will be assigned per task

BACKGROUND/EXPLANATION:

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work, involved is limited in scope or of an urgent nature, which in either case, should not be postponed until the customary Mechanical/Electrical Design selection process can be executed. To accommodate this type of work, the Bureau of General Services wishes to establish an on-call Mechanical/Electrical Design contract with MIN Engineering, Inc. The cost of services rendered will be a negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. Although the contract duration is two years, projects started within the two-year period may continue beyond the two-year time frame until completion.

The consultant was selected pursuant to the Architect and Engineering Awards Commissions procedures, under AEAC Project No. 1100M.

MBE/WBE PARTICIPATION:

MWBOO SET MBE GOALS AT 27% AND WBE GOALS AT 09%.

MINUTES

Bureau of General Services - cont'd

MBE: Dhillon Engineering, Inc.
 Paulco Engineering, Inc.
 Sabra, Wang & Assoc., Inc.

in the aggregate	\$202,500.00	27%
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WBE: SP Arch, Inc.	\$ 67,500.00	9%
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MWBOO FOUND 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 agreement with MIN Engineering, Inc., for Project No. 1100M, On-Call Mechanical/Electrical Engineering Services.

MINUTES

Bureau of General Services - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an on-call agreement with Cho Benn Holback + Associates, Inc. for Project No. 1098C On-Call Architectural Design 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:

\$750,000.00 (Upset Limit) - accounts will be assigned per task

BACKGROUND/EXPLANATION:

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work, involved is limited in scope or of an urgent nature, which in either case, should not be postponed until the customary architectural design selection process can be executed. To accommodate this type of work, the Bureau of General Services wishes to establish an on-call Architectural Design Services contract with Cho Benn Holback + Associates, Inc. The cost of services rendered will be a negotiated not-to-exceed price for each task assigned. Fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. Although the contract duration is two years, projects started within the two-year period may continue beyond the two-year time frame until completion.

The consultant was selected pursuant to the Architect and Engineering Awards Commissions procedures, under AEAC Project No. 1098C.

MBE/WBE PARTICIPATION:

MWBOO SET MBE GOALS AT 27% AND WBE GOALS AT 09%.

MINUTES

Bureau of General Services - cont'd

MBE: MIN Engineering, Inc.	27.00%
WBE: Mahan Rykiel Associates, Inc.	2.00%
Gower Thompson, Inc.	7.00%

MWBOO FOUND 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 an on-call agreement with Cho Benn Holback + Associates, Inc. for Project No. 1098C On-Call Architectural Design Services.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1809 - 1837

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. PAMELA M. HUDSON	\$11.97	\$ 22,812.43

Account: 4262-311-014-00-109

Ms. Hudson will continue to work as a Data Entry Operator II for the Adult and Geriatric Personal Care Program. She will process incoming invoices for payment to Medical Assistance Personal Care Providers for services rendered to patients and verify information for completeness and accuracy; check eligibility status for electronic billing with Medical Assistance recipient records; and enter pay request information submitted on invoices. In addition, Ms. Hudson will file invoices and provider records after transmittal is completed and verified through download and copy Personal Care Provider records for the Case Monitor's review. The period of the agreement is July 1, 2009 through June 30, 2010.

2. CLAUDIA LEMUS	\$12.83	\$ 24,452.00
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Account: 4000-426210-3110-306800-601009

Ms. Lemus will continue to work as an Office Assistant II for the Montgomery County Personal Care Program. She will be responsible for preparing letters, memos, and other correspondence and setting up and maintaining the office database. In addition, Ms. Lemus will assemble data for narrative and statistical reports; create and update spreadsheets; maintain files; answer telephones; and direct calls to appropriate staff. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
3. LATONYA N. GARDNER	\$11.91	\$ 22,698.00

Account: 4000-426210-3110-306800-601009

Ms. Gardner will continue to work as an Office Assistant I for the Montgomery County Personal Care Program. She will be responsible for processing invoices for Personal Care Providers and verifying the information for accuracy and completeness; checking the provider's eligibility status for electronic billing with Medical Assistance recipient records; and inputting pay request information submitted on invoices. In addition, Ms. Gardner will file invoices and provider records after transmittal is completed and verified through download and copy Personal Care Provider records for the Case Monitor's review. The period of the agreement is July 1, 2009 through June 30, 2010.

4. JOAN M. JOHNSON	\$12.56	\$ 18,287.36
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Account: 4000-426210-3110-306800-601009

Ms. Johnson will continue to work as a part-time Office Assistant II for the Personal Care Provider Relations Unit. Her duties will include assisting and maintaining a database of providers and applicants; assisting with telephone coverage; and answering inquires and maintaining a log of the inquiries and potential applicants. In addition, Ms. Johnson will assist with the provider application process; review information submitted by provider applicants for accuracy and completeness; assign dates for orientation, fingerprinting and criminal background checks; and schedule appointments and confirm the appointments. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
5. SHELLY PAULA KANE	\$15.05	\$ 28,682.29

Account: 4000-426210-3110-306800-601009

Ms. Kane will continue to work as a Data Entry Operator II for the Adult and Geriatric Services. She will be responsible for processing incoming Personal Care Provider invoices and verifying information for completeness and accuracy; checking provider's eligibility status for electronic billing with Medical Assistance recipient records; and checking the computer for complete and accurate client information. In addition, Ms. Kane will file a completed and signed copy of the billing agreement; input pay request information submitted on the invoices; and file invoices and provider records after transmittal is completed and verified through download. The period of the agreement is July 1, 2009 through June 30, 2010.

6. SARITA LAUGHLIN, MSW	\$28.67	\$ 45,037.00
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Account: 4000-426210-3110-306800-601009

Ms. Laughlin will continue to work as a Mental Health Coordinator. She will be responsible for assisting in administering departmental programs providing services to the mentally ill and coordinating all Pre-Admission Screening and Resident Review activities. In addition, Ms. Laughlin will coordinate the activities of community mental health planning committees and develop improved methods of coordination and services, etc. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
7. CARL J. JOHNSON	\$20.00	\$ 23,000.00

Account: 5000-530310-3040-278900-601009

Mr. Johnson, retiree, will continue to work as a Tobacco Control Enforcement Officer. He will be responsible for enforcing tobacco control laws for Baltimore City regarding tobacco retailers and product placement, illegal sales to youth under age 18, and illegal sales of individual cigarettes; and issuing citations to violators of tobacco control laws. He will work with the student transport vendor and public school students to conduct compliance checks (under-age purchase of tobacco products). In addition, Mr. Johnson will conduct routine field inspections and investigations regarding tobacco control code violations; prepare reports received on complaints, investigations, and inspections; and conduct face-to-face group education for residents, retailers, restaurant owners, police officers, youth and others regarding the City's tobacco control laws. He will also maintain data records and evidence files on inspections and citations; testify in adjudicative Environmental Control Board hearings when violators appeal citations; complete other tobacco enforcement activities; and maintain time-and-effort activities for payroll documentation. The period of the agreement is July 1, 2009 through June 30, 2010.

8. DEVELLEN BENNETT	\$16.71	\$ 31,846.00
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Account: 4000-426210-3110-306801-601009

Ms. Bennett will continue to work as a Program Assistant II for the Montgomery County Personal Care Program. She will

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>be responsible for completing Personal Care Provider applications, which includes processing them for fingerprints and criminal background checks and coordinating the provider number requests process with the Department of Health and Mental Hygiene. In addition, Ms. Bennett will maintain a confidential file and current list of all providers with valid provider numbers. She will disseminate this information to the nursing supervisor and case monitors; verify service contracts for compliance with the Department of Health and Mental Hygiene Personal Care regulations; and initiate and maintain data entry on all recipients and providers. She will also forward written notification to providers if terminated from an assigned case or the program. The period of the agreement is July 1, 2009 through June 30, 2010.</p>		

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| 9. | EARL SALAHUD-DIN | \$15.45 | \$ 29,445.00 |
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Account: 4000-423700-3110-306600-601009

Mr. Salahud-Din will continue to work as a Job Development/Instructor for the Senior Community Service Employment Program (SCSEP). He will be responsible for networking with local businesses to promote the SCSEP and secure possible job placements; maintaining information files on local employers; and initiating a job bank by contacting local employers for future employment possibilities. In addition, Mr. Salahud-Din will work with participants, identifying and assisting participants in the development of work related skills; match job-ready participants to specific jobs, depending on abilities,

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
interests, and employers needs. He will act as a liaison between employers and program participants and assist in establishing a Business Advisory Board for the purpose of generating and maintaining a working network with the corporate community. The period of the agreement is July 1, 2009 through June 30, 2010.		
10. BERNARD L. CONAWAY	\$15.60	\$ 28,392.00

Account: 6000-624010-3030-273296-601009

Mr. Conaway will continue to work as a Patient Care Coordinator. His duties will include, but are not limited to monitoring participation and providing follow-up assistance within the GRAMS Program (i.e. Senior Adult Dental Initiative); providing assistance to older adults seeking dental services; and monitoring patient participation within the Ryan White Program. In addition, Mr. Conaway will assist in strengthening program linkages with agencies referred to the dental clinics; provide program information and referral assistance to community groups and organizations; and aid in the redevelopment and facilitation of the program's Consumer Advisory Board. He will also assist the program manager in obtaining and compiling data for program surveys, semiannual and annual reports. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES

PERSONNEL

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
11. ELLA J. TURNER	\$13.00	\$ 15,600.00

Account: 4000-426200-3110-299200-601009

Ms. Turner, retiree, will continue to work as a part-time Office Assistant II for the Senior Community Service Employment Program. She will maintain files and prepare materials for in-service meetings and re-certifications; solicit senior citizens by making presentations and/or distributing program information and enrollee requirements at resident meetings at senior citizens buildings, senior centers, neighborhood senior clubs, churches, malls and grocery stores. In addition, Ms. Turner will solicit non-profit businesses and agencies to become host agencies for the purpose of training Senior Aides with skills to help them obtain unsubsidized jobs. The period of the agreement is July 1, 2009 through June 30, 2010.

12. HENRY R. WILLIAMS, JR. DDS	\$80.00	\$ 16,640.00
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Account: 1001-000000-3030-271991-601009

Mr. Williams will continue to provide services as an Oral Surgeon for children and youth up to the age of 21 years, and medically compromised adults. In addition, he will be responsible for performing complicated oral surgery procedures on patients treated in the Health Department's clinics located in the Druid and Eastern Health Centers. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES**PERSONNEL**Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
13. JOHN LAWS NICKENS, JR., DDS	\$60.00	\$ 78,000.00

Account: 1001-000000-3030-271993-601009

Mr. Nickens will continue to provide general dentistry procedures that will include routine oral surgery, restorative and periodontal treatment, prosthetics and preventive care for children and medically compromised adults treated at the Eastern Dental Clinic. The period of the agreement is July 1, 2009 through June 30, 2010.

14. JOHN C. HARRIS	\$16.83	\$ 17,500.00
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Account: 1001-000000-3040-274000-601009

Mr. Harris will continue to work as a Community Health Educator II for the Needle Exchange Program. He will be responsible for providing syringe exchange services; HIV/Aids counseling testing and referral including phlebotomy, wound care assistance, health education risk reduction training; and referrals for drug treatment to Community Risk Reduction Services clients. The period of the agreement is July 1, 2009 through June 30, 2010.

15. HOWARD CARTER, JR.	\$15.00	\$ 7,800.00
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Account: 6000-627810-3080-294400-601009

Mr. Carter will continue to work as a Youth Development Aide/Tutor for the Carrera Young Executives Program. He

MINUTES

PERSONNEL

Health Department - cont'd

Hourly Rate

Amount

will be responsible for providing homework assistance, tutorial and college preparation assistance; and assisting with providing individual instruction to participants with specific education deficits. In addition, Mr. Carter will maintain folders/records on individual students to assist in skill building; assist with monthly reports; create lessons for students who do not have homework; and provide feedback to the teacher, which will help students to improve their performance in school and at the center. He will also provide creative educational ideas that will help with student attendance and participation in the program; assist in building educational resources; update the educational area quarterly; and provide assistance, as needed on Saturdays. The period of the agreement is July 1, 2009 through June 30, 2010.

16. **PRECIOUS ANN VENTURA FORTES** \$15.00 **\$ 7,800.00**

Account: 6000-627809-3080-294400-601009

Ms. Fortes will serve as a Youth Development Aide/Tutor for the Carrera Program. She will be responsible for providing homework assistance, tutorial and college preparation assistance. She will assist in providing individual instruction to participants with specific education deficits. She will also help with instruction of a variety of classes, leisure games, educational activities, and participate in workshops, etc. The period of the agreement is July 01, 2009 through June 30, 2010.

MINUTES

PERSONNELHealth Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
17. PHYLLIS N. COLEY	\$25.00	\$10,400.00

Account: 6000-627810-3080-294400-601009

Ms. Coley will serve as an Entrepreneurial Specialist for the Carrera West Young Executives Program. She will be responsible for assessing and analyzing participant's job readiness, academic planning and goal orientation. She will develop and facilitate entrepreneurial sessions that are consistent with the school's identified objectives for participants, organize and conduct a weekly job club for program participants that includes a stipend, and which focuses on learning about financial management and banking. She will also provide special individual employment counseling assistance. The period of the agreement is July 01, 2009 through June 30, 2010.

18. ADA V. MOORE	\$26.84	\$32,208.00
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Account: 4000-424310-3080-294500-601009

Ms. Moore will serve as a Community Health Nurse II for the Bureau of Child Health and Immunization. She will provide immunizations in the child and adult immunization clinics, health education, and complete data summaries and other reports. She will also assist with investigations of reported vaccine-preventable disease outbreaks and assist with other administrative duties. The period of the agreement is July 01, 2009 through June 30, 2010.

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PERSONNELHealth Department - cont'd

19. **JESSICA MARIA LESCANO** \$15.00 \$ 7,800.00

Account: 6000-627810-3080-294400-601009

Ms. Lescano will serve as a Youth Development Aide/Tutor for the Carrera Program. She will be responsible for providing homework assistance, tutorial and college preparation assistance. She will assist in providing individual instruction to participants with specific deficits. She will also help with instruction of a variety of classes, leisure games, educational activities, and participate in workshops, etc. The period of the agreement is July 01, 2009 through June 30, 2010.

20. **RACHAEL G. POWELL** \$13.73 \$26,167.00

Account: 4000-426210-3110-306800-601009

Ms. Powell will serve as an Office Assistant III for the Montgomery County Personal Care Program. She will be responsible for processing referral information from other agencies, hospitals, and the general public for persons interested in receiving personal care services. She will monitor the intake process, complete intake forms and forward the information to the nursing supervisor. She will also update intake and referral files, compile monthly statistical reports on intake and referral information. The period of the agreement is July 01, 2009 through June 30, 2010.

21. **MARGARET L. WOMACK** \$ 8.00 \$10,400.00

Account: 4000-426200-3110-299200-601009

Ms. Womack will serve as an Office Assistant I for Adult Geriatric Health Services. Her duties will include, but are

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PERSONNELHealth Department - cont'd

not limited to: assisting the Medical Assistance Personal Care Program, assisting Nurse Case Monitors in locating qualified Personal Care Providers; maintaining a current list of providers with valid provider numbers; maintaining a log of requests from Nurse Case Monitors for providers, and contacting nurse case monitors when providers become available and notifying providers when Nurse Case Monitors make referrals. The period of the agreement is July 01, 2009 through June 30, 2010.

22. **IRENE WARREN** \$ 8.00 \$ 8,320.00

Account: 4000-426200-3110-299200-601009

Ms. Warren will serve as an Office Assistant I for Adult Geriatric Health Services. She will be responsible for assisting with telephone coverage and directing calls to the appropriate station. She will prepare materials for Assisted Living Classes for owners, manager, and/or their representatives of assisted living homes. The period of the agreement is July 01, 2009 through June 30, 2010.

23. **BETTY BUTLER** \$10.00 \$19,058.00

Account: 4000-426200-3110-299200-601009

Ms. Butler will serve as an Office Assistant II for Adult Geriatric Health Services. Her duties will include, but are not limited to: back-up for intake and referrals; checking eligibility status for billing of adult evaluation and review services clients, and checking the computer for com-

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PERSONNELHealth Department - cont'd

plete and accurate client information. She will also distribute copies of information to proper staff; file invoices; answer telephones; and refer calls and visitors to proper station. The period of the agreement is July 01, 2009 through June 30, 2010.

24. **LaFRANCE FIGUEROA** \$ 8.00 \$ 8,320.00

Account: 4000-426200-3110-299200-601009

Ms. Figueroa will serve as an Office Assistant I for Adult Geriatric Health Services. She will be responsible for assisting with the telephone coverage and directing calls to the appropriate station. She will prepare materials for the Personal Care Program providers and Case Monitors. She will also enter data into the computer and file charts. The period of the agreement is July 01, 2009 through June 30, 2010.

25. **LINETTE BENNETT** \$10.30 \$19,630.00

Account: 4000-426209-3110-306800-601009

Ms. Bennett will serve as an Office Assistant I for Adult and Geriatric Health Services. She will be responsible for answering the telephone and directing calls to the appropriate staff. She will process incoming/outgoing mail, verify invoices and Personal Care Provider information for accuracy and completeness. She will check eligibility status for electronic billing with recipient's record, handle incoming mail, and make copies and faxes. The period of the agreement is July 01, 2009 through June 30, 2010.

MINUTES

PERSONNELHealth Department - cont'd

26. **MARGARETTE J. REIDER** \$30.44 **\$36,528.00**

Account: 6000-624910-3100-297201-601009

Ms. Reider will serve as a Community Health Nurse II for the School Health Program. She will be responsible for coordinating the BreathMobile meetings and gathering updated literature on asthma. She will keep staff updated, prepare asthma lesson plans and assist the staff in filling the asthma sessions on the Annual Operating Plan. In addition, she will coordinate the activities of the Grant to meet the requirements. The period of the agreement is July 01, 2009 through June 30, 2010.

27. **IEASHIA D. BRANCH** \$10.20 **\$12,852.00**

Account: 6000-624910-3100-297101-601009

Ms. Branch will serve as a School Health Assistant for the Hearing and Vision Program. She will perform hearing and vision testing. She will report to the Eastern Health District to sign-out equipment on the first workday of each week and to sign-in equipment on the last workday of each week. She will utilize various equipment including Audiometer, Eye Chart, and Goodlite. She will report on non-functioning equipment. She will attend quarterly Hearing and Vision program meetings; attend Division meetings; attend the First Day Back in-service/workshops, and submit bi-weekly Health Statistics and travel daily to different schools. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES**PERSONNEL**Health Department - cont'd

28. **CHARLES M. MASON** \$13.00 **\$20,280.00**

Account: 4000-423409-3110-569000-601009

Mr. Mason will serve as a Volunteer Recruiter/Coordinator for the Retired Senior Volunteer Program (RSVP). He will be responsible for developing and implementing volunteer recruitment activities. He will represent the Director in the Community at recruitment activities and serve as a representative of the RSVP in several collaborative partnerships on civic activities with a direct impact on improving the lifestyles for seniors and retirees. The period of the agreement is July 01, 2009 through June 30, 2010.

AMENDMENT TO AGREEMENT

29. **STEPHANIE S. REGENOLD** \$36.05 **\$ 2,343.00**
not to exceed

On October 29, 2008, the Board approved the original agreement in the amount of \$11,536.00 for a term of approximately 10 hours per week through June 30, 2009. However, the Health Department wishes to amend the original agreement to increase the hours to 15 hours per week beginning March 25, 2009 through June 30, 2009.

This amendment will increase the amount of the agreement by \$2,343.00 and make the total amount of the agreement \$13,879.25.

30. Reclassify the following Position:

From: 33258 - Word Processing Operator III
Grade 078 (\$26,873.00 - \$30,989.00)
Job No. 300-46288

To: 33501 - Purchasing Assistant
Grade 081 (\$29,049.00 - \$34,416.00)

Cost: \$3,621.00 - 1001-300-068-00-101

MINUTES

PERSONNELHealth Department - cont'd31. Create the following Position:

61111 - Health Program Administrator I
 Grade 111 (\$41,700.00 - \$60,500.00)
 Job No. to be assigned by BBMR

Cost: \$59,845.00 - 6000-623509-3040-535900-601001

32. Create the following Position:

62294 - Nurse Practitioner
 Grade 546 (\$63,276.00 - \$72,397.00)
 Job No. to be assigned by BBMR

Cost: \$85,508.00 - 4000-422709-3080-294000-601001

33. Create the following six positions:

a. 33212 - Office Assistant II
 Grade 075 (\$25,294.00 - \$28,751.00)
 3 positions
 Job Nos. to be assigned by BBMR

b. 33213 - Office Assistant III
 Grade 078 (\$26,873.00 - \$30,989.00)
 1 position
 Job No. to be assigned by BBMR

c. 81322 - Program Assistant I
 Grade 080 (\$28,204.00 - \$33,177.00)
 Job No. to be assigned by BBMR
 1 position

d. 62215 - Community Health Nurse Supervisor I
 Grade 544 (\$59,604.00 - \$67,941.00)
 Job No. to be assigned by BBMR
 1 position

Costs: \$287,334.00 - 4000-426209-3110-306801-601001

MINUTES**PERSONNEL**Health Department - cont'd34. Create the following four positions:

- a. 31502 - Program Compliance Officer II
Grade 110 (\$40,000.00 - \$56,800.00)
Job No. to be assigned by BBMR
- b. 42571 - Public Health Investigator
Grade 430 (\$29,867.00 - \$33,193.00)
Job No. to be assigned by BBMR
- c. 42561 - Public Health Representative
Grade 086 (\$34,551.00 - \$41,677.00)
Job No. to be assigned by BBMR
- d. 61255 - Community Health Educator Supervisor
Grade 112 (\$44,300.00 - \$62,600.00)
Job No. to be assigned by BBMR

Costs: \$ 57,909.00 - 4000-400000-3030-513200-601001
 51,466.00 - 4000-400000-3030-513200-601061
 46,782.00 - 4000-400000-3030-513200-601061
 62,894.00 - 4000-400000-3030-513200-601061
\$ 219,051.00

35. Retitle and downgrade the following class:

- a. From: 63331 - Hearing and Vision Tester
(10 Months, 6.5 Hours)
Grade 414 (\$23,739.00 - \$28,203.00)
- To: 63331 - Hearing and Vision Tester (10 months)
Grade 460 (\$21,250.00 - \$25,525.00)

Create the following positions:

- b. 63331 - Hearing and Vision Tester (10 months)
Grade 460 (\$21,250.00 - \$25,525.00)
9 positions
Job Nos. to be assigned by BBMR

Costs: \$345,879.00 - 6000-624900-3100-295900-601001

MINUTES**PERSONNEL**Commission on Aging and Retirement Education

	<u>Hourly Rate</u>	<u>Amount</u>
36. BETTIE WALKER	\$ 6.50	\$ 6,760.00
Account: 4000-436109-3250-319704-601009		
<p>Ms. Walker will serve as an Office Assistant. She will be responsible for assisting with various office duties, such as answering the phones, filing, sorting incoming and outgoing mail. She will also assist clients with information on the National Family Caregivers Program. The period of the agreement is July 1, 2009 through June 30, 2010.</p>		
37. KENNETH J. HAMLIN	\$10.50	\$11,720.00
		(Includes parking and toll fees not to exceed \$800.00)

Account: 5000-533109-3250-319800-601009

Mr. Hamlin will serve as a Paraprofessional. His duties will include, assisting with scheduling medical and community appointments for clients, escorting and transporting clients to medical and community activities, shopping for food and clothes for clients and relocating clients' personal items/possessions to alternative living arrangements. The period of the agreement is July 1, 2009 through June 30, 2010.

MINUTES**PERSONNEL**Environmental Control Board (ECB)

	<u>Hourly Rate</u>	<u>Amount</u>
38. PATRICIA D. WELCH	\$50.00	\$30,000.00

Account: 1001-000000-1170-138600-601009

Ms. Welch will continue to conduct hearings to make preliminary determinations as to whether citations issued by City enforcement officers comply with the Code, ECB rules and relevant court decisions. She will also, record all hearings and complete the Disposition sheet and present it to the Executive Director of ECB. The period of the agreement is effective upon Board approval for one-year.

Department of Recreation and Parks

39. MARY SUE McCARTHY	\$31.25	\$65,000.00
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Account: 1001-000000-4710-362100-601009

Ms. McCarthy will work as a Coordinator for the Office of Partnerships. Her duties will include, but are not limited to developing the departmental operating procedures for establishing partnerships that are intended to improve and maintain recreation and parks resources. She will also create and monitor a budget to fund and sustain the Office of Partnerships and its programs. The period of the agreement is effective upon Board approval for one-year.

MINUTES**PERSONNEL**Department of Housing and Community Development (DHCD)40. Create the following two positions:

81193 - Community Resource Coordinator
Grade 088 (\$37,426.00 - \$45,344.00)
Job No. to be assigned by BBMR

Costs: \$111,554.00 - 4950-119-931-99-101

41. Retitle and Upgrade the following class:

From: 10160 - Director Head Start Programs
Grade 650 (\$87,000.00 - \$100,900.00)

To: 10160 - Director Public Program
Grade 964 (\$92,000.00 - \$111,500.00)

Costs: \$5,556.00 - 4000-486309-452299-601001

Department of Transportation42. Reclassify the following two positions:

a. From: 10172 - Division Chief II
Grade 952 (\$62,700.00 - \$90,900.00)
Job No. 501-21123
1 position

To: 10173 - Division Chief III
Grade 955 (\$74,100.00 - \$102,300.00)

b. From: 00142 - Executive Level I
Grade 948 (\$55,200.00 - \$99,200.00)
Job No. 230-47240
1 position

MINUTES

PERSONNELDepartment of Transportation - cont'd

To: 00143 - Executive Level II
 Grade 959 (\$77,200.00 - \$132,400.00)

Costs: \$ 3,525.00 - 3001-501-001-00-101
\$16,357.00 - 3001-230-001-00-101
\$19,882.00

43. Reclassify the following two positions:

a. From: 10172 - Division Chief II
 Grade 952 (\$62,700.00 - \$90,900.00)
 Job No. 5030-35690

To: 72125 - Engineer Supervisor (PE)
 Grade 120 (\$64,800.00 - \$91,100.00)

b. From: 72112 - Engineer II
 Grade 113 (\$46,700.00 - \$65,500.00)
 Job No. 5030-21638

To: 72113 - Engineer III
 Grade 116 (\$53,900.00 - \$76,000.00)

Costs: \$ 2,498.00 - 3001-000000-5030-384900-601001
7,775.00 - 3001-000000-5030-384800-601001
\$10,273.00

MINUTES

PERSONNEL

Department of Transportation - cont'd

44. Reclassify the following position:

From: 72112 - Engineer II
Grade 113 (\$46,700.00 - \$65,500.00)
Job. No. 5030-35893
1 position

To: 42222 - Construction Project Supervisor II
Grade 118 (\$58,800.00 - \$83,800.00)

Costs: \$13,067.00 - 3001-000000-5030-384500-601001

	<u>Hourly Rate</u>	<u>Amount</u>
45. MARY HALEY	\$19.09	\$17,495.96

Account: 3001-230-009-00-109

Ms. Haley will serve as a Special Accounting Assistant. Her duties will include but are not limited to: placing orders, verifying delivery of items received and processing payments through Direct Payment Orders, Vendor Delivery Authorizations and Partial Receiving Notices. The period of the agreement is June 1, 2009 through December 1, 2009.

Baltimore City Police Department

46. JESSICA JOHNSON	\$18.75	\$39,000.00
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Account: 4000-449408-2020-217700-601009

Ms. Johnson will serve as a DNA Evidence Technician to help reduce the backlog in the analysis of DNA samples. She will be responsible for conducting proper computer tracking, evidence transfer and assignment, and case research for cold cases awaiting biological and DNA testing. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**

Baltimore City Police Department - cont'd

Reclassify the following position:

47. From: 34425 - Fiscal Supervisor
Grade 113 (\$46,770.00 - \$65,500.00)
Job No. 200-16649

To: 34145 - Accountant Supervisor
Grade 114 (\$48,600.00 - \$68,600.00)

Costs: \$2,600.00 - 1001-200-003-00-101

Department of Finance

48. **BRIAN L. WINFIELD** \$15.24 **\$29,049.00**

Account: 1001-000000-1480-166400-601009

Mr. Winfield will serve as License Inspector for the Licensing/Business Taxes Unit of the Department of Finance/Bureau of Revenue Collections. His duties will include, but are not limited to; conducting City-wide on-site inspections of gas stations, pawnbrokers, open-air garages, message parlors, theaters, skating rinks, bars, clubs and other establishments for a variety of business occupational and amusement type licenses required by Article 15 of the Baltimore City Code. The period of the agreement is effective upon Board approval for one-year.

49. Reclassify the following position;

From: 31335 - Public Policy Analyst Supervisor
Grade 122 (\$71,200.00 - \$100,700.00)
Job No. 141-12081

To: 00142 - Executive Level I
Grade 948 (\$55,200.00 - \$99,200.00)

Cost: \$900.00 - 1001-000000-1410-160400-601001

MINUTES**PERSONNEL**Department of Public Works, Division of Utility Maintenance50. Reclassify the following unclassified position:

From: 10172 - Division Chief II
Grade 952 (\$62,700.00 - \$90,900.00)
Job No. 546-23747

To: 10173 - Division Chief III
Grade 955 (\$74,100.00 - \$102,300.00)

Cost: \$13,559.00 - 2071-546-001-00-101

Department of Public Works, Bureau of General Services51. Create the following three positions:

52281 - Pipefitter I
Grade 426 (\$27,507.00 - \$29,513.00)
Job no. to be assigned by BBMR
2 positions

52212 - Electrical Mechanic II
Grade 432 (\$31,674.00 - \$35,419.00)
Job no. to be assigned by BBMR
1 position

Cost: \$124,205.00 - 1001-000000-1930-192600-601001

Department of Public Works, Bureau of Solid Waste52. a. Abolish the following 2 positions:

53816 - Solid Waste Superintendent
Grade 110 (\$40,000.00 - \$56,800.00)
Job no. 513-35961
1 Position

52931 - Laborer
Grade 482 (\$26,603.00 - \$27,518.00)
Job no. 513-36375
1 Position

MINUTES**PERSONNEL**Department of Public Works, Bureau of Solid Waste - cont'db. Abolish the following class:

52987 - Superintendent of Property Management
Grade 114 (\$48,600.00 - \$68,600.00)

c. Create the following class:

53817 - Solid Waste Assistant Superintendent
Grade 113 (\$46,700.00 - \$65,500.00)

d. Upgrade the following class:

53816 - Solid Waste Superintendent

From: 110 (\$40,000.00 - \$56,800.00)
To: 115 (\$51,000.00 - \$72,200.00)

e. Retitle and Upgrade the following class:

From: 53827 - Solid Waste Disposal General
Superintendent
Grade 112 (\$44,300.00 - \$62,600.00)

To: 53827 - Landfill Superintendent
Grade 115 (\$51,000.00 - \$72,200.00)

f. Reclassify the following nine positions

From: 53816 - Solid Waste Superintendent
Grade 110 (\$40,000.00 - \$56,800.00)
Job nos. 515-34196, 515-36393,
513-36339, 513-36233
4 Positions

To: 53816 - Solid Waste Superintendent
Grade 115 (\$51,000.00 - \$72,200.00)

MINUTES

PERSONNELDepartment of Public Works, Bureau of Solid Waste - cont'd

From: 53816 - Solid Waste Superintendent
Grade 110 (\$40,000.00 - \$56,800.00)
Job nos. 513-34741, 513-36232,
513-36235
3 Positions

To: 53817 - Solid Waste Assistant Superintendent
Grade 113 (\$46,700.00 - \$65,500.00)

From: 52987 - Superintendent of Property Mgt.
Grade 114 (\$48,600.00 - \$68,600.00)
Job no. 515-47544
1 Position

To: 53816 - Solid Waste Superintendent
Grade 115 (\$51,000.00 - \$72,200.00)

From: 53827 - Solid Waste Disposal Gen'l.
Superintendent
Grade 112 (\$44,300.00 - \$62,600.00)
Job no. 516-22030
1 Position

To: 53827 - Landfill Superintendent
Grade 115 (\$51,000.00 - \$72,000.00)

Costs: (\$41,838.00) - 1001-000000-5130-387000-601001
13,083.00 - 1001-000000-5150-388000-601001
2,855.00 - 1001-000000-5150-388300-601001
7,969.00 - 1001-000000-5160-389800-601001
7,969.00 - 3001-000000-5130-386200-601001
(57,824.00) - 3001-000000-5130-386200-601001
29,021.00 - 3001-000000-5130-386500-601001
13,083.00 - 3001-000000-5130-386600-601001
13,083.00 - 3001-000000-5150-387900-601001
13,083.00
\$12,599.00 - Total Costs

MINUTES**PERSONNEL**Fire Department53. Overlap in Employment in Excess of 20 Working Days:

41213 - Fire Captain
 Grade 341 (\$56,363.00 - \$69,521.00)
 Job no. 212-12679

Cost: \$33,808.00 - 1001-000000-2120-226300-601061

54. Reclassify the following vacant position:

From: 33233 - Secretary III
 Grade 084 (\$32,209.00 - \$43,246.00)
 Job no. 12578

To: 72492 - Building Project Coordinator
 Grade 093 (\$46,122.00 - \$63,266.00)

Cost: \$19,156.00 - 1001-000000-2100-224900-601001

55. Reclassify the following position and transfer between budget account numbers:

From: 41265 - Port Engineer
 Grade 392 (\$55,798.00 - \$68,081.00)
 Job No. 210-13899

To: 10206 - Staff Aide to the Fire Chief
 Grade 341 (\$56,363.00 - \$69,521.00)

Cost: \$1,461.00 - From: 1001-000000-2120-226400-601061
 To: 1001-000000-2100-224900-601061

MINUTES**PERSONNEL**Fire Department - cont'd56. a. Downgrade the following positions:

From: 10212 - Fire Command Staff I
 Grade 964 (\$92,000.00 - \$111,500.00)
 Job nos. 212-12618, 212-12624,
 212-32934, and 212-32936
 4 Positions

To: 41214 - Battalion Fire Chief
 Grade 344 (\$64,163.00 - \$80,164.00)

b. Reclassify the following Positions:

From: 10212 - Fire Command Staff I
 Grade 964 (\$92,000.00 - \$111,500.00)
 Job no. 213-48228

To: 41214 - Battalion Fire Chief
 Grade 344 (\$64,163.00 - \$ 80,164.00)

From: 10212 - Fire Command Staff I
 Grade 964 (\$92,000.00 - \$111,500.00)
 Job no. 319-32954

To: 41243 - Battalion Fire Chief EMS EMT-P
 Grade 383 (\$67,948.00 - \$ 84,044.00)

Cost: (\$59,644.00) - 1001-000000-3190-308700-601061

Cost: (\$59,644.00) - 1001-000000-2120-226300-601061

MINUTES**PERSONNEL**Circuit Court for Baltimore City

	<u>Hourly Rate</u>	<u>Amount</u>
57. JASON GREENBERG	\$30.89	\$58,900.00
58. LAUREN ARMSTRONG	\$30.89	\$58,900.00

Account: 1001-000000-1100-109501-60109

Mr. Greenberg and Ms. Armstrong will serve as Assistant Counsels for the Civil Division. Each will be responsible for reviewing motions and making recommendations in a wide variety of civil non-domestic cases. They will also perform legal research, draft opinions, and other related duties. The period of the agreement is effective upon Board approval for one year.

Office of the Comptroller

59. FRED WRIGHT	\$16.29	\$32,967.00
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Account: 1001-000000-1300-157300-601009

Mr. Wright, retiree, will work as a Special Assistant. He will be responsible for escorting the Comptroller to meetings and public events as requested and required, supervising the maintenance of vehicles assigned to the Comptroller and providing office assistance for the Board of Estimates. The period of the agreement is June 28, 2009 through June 27, 2010.

A WAIVER WAS REQUESTED OF THE SALARY CAP AND THE NUMBER OF HOURS WORKED AS OUTLINED IN THE ADMINISTRATIVE MANUAL SECTION 212-1.

MINUTES

Health Department - Agreements

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

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

1.	HOUSING AUTHORITY OF BALTIMORE CITY/ CHASE HOUSE	\$0.00
2.	HOUSING AUTHORITY OF BALTIMORE CITY/ J. VANSTORY BRANCH SENIOR BUILDING	\$0.00
3.	HOUSING AUTHORITY OF BALTIMORE CITY/ GOVANS MANOR	\$0.00
4.	UNIVERSITY OF MARYLAND/BALTIMORE COLLEGE OF DENTAL SURGERY	\$0.00
5.	HOUSING AUTHORITY OF BALTIMORE CITY/ THE ELLERSLIE	\$0.00
6.	COMMISSION ON AGING AND RETIREMENT EDUCATION	\$0.00
7.	COMMISSION ON AGING AND RETIREMENT EDUCATION/OLIVER SENIOR CENTER	\$0.00
8.	HOUSING AUTHORITY OF BALTIMORE CITY/ BERNARD E. MASON APARTMENTS	\$0.00
9.	HOUSING AUTHORITY OF BALTIMORE CITY/ McCULLOH HOMES	\$0.00

MINUTESHealth Department - cont'd

The above-listed organizations will serve as host agencies for the Senior Community Service Employment Program. This program provides part-time work experience or volunteer service opportunities for persons, aged 55 years or older, with no upper age limitation. The placement of Senior Citizen Aides in non-profit or governmental agencies will allow those agencies to provide services that would otherwise not be available because of the lack of funds. The period of the agreement is July 1, 2009 through June 30, 2010.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - Case Monitor Agreements

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

The Maryland State Department of Health and Mental Hygiene (DHMH) are designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Case Monitors who will supervise personal care services to eligible recipients.

The Case Monitors will exercise independent professional judgment and carry professional liability insurance. Each case monitor will be an independent contractor and not an employee of the City. The period of the case monitoring agreement is July 1, 2009 through June 30, 2010.

The Case Monitors will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her in Montgomery County. They will review and/or revise the plan at least once every 60 days, or more if necessary and supervise the personal care providers. The Case Monitors will make home visits as often as the Department's nurse supervisor determines to be necessary, but not less than every 60 days; maintain a clinical record on each recipient case monitored; and provide other case monitoring services, as required.

The Case Monitors will also be responsible for Statewide Evaluation and Planning Services (STEPS) to residents in Montgomery County.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. ELAINE POMPEI, R.N.		\$ 97,500.00
Accounts: 4000-426200-3110-538001-603018		\$ 82,500.00
	\$55.00 per case per month	

MINUTES

Health Department - cont'd

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
4000-425500-3110-537001-603018		\$ 15,000.00
	\$85.00 per case for STEPS	
2. SANDRA'S NURSING SERVICES, LLC		\$137,250.00
Accounts: 4000-426200-3110-538001-603018		\$ 99,000.00
	\$55.00 per case per month	
4000-425500-3110-537001-603018		\$ 38,250.00
	\$85.00 per case for STEPS	
3. GWENDOLYN DELORES JACOBS, INC.	\$45.00 per case per month	\$ 81,000.00
Account: 4000-426200-3110-538001-603018		

Gwendolyn Delores Jacobs, Inc. will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her in Baltimore City. The Case Monitor will review and/or revise the plan at least once every 90 days, or more if necessary and supervise the personal care providers. The Case Monitor will make home visits as often as the Department's nurse supervisor determines to be necessary, but not less than every 90 days; maintain a clinical record on each recipient case monitored; and provide other case monitoring services, as required. The period of the case monitoring agreement is July 1, 2009 through June 30, 2010.

MINUTES

Health Department - cont'd

The Case Monitors may not exceed a maximum of 75 cases at any time, unless a waiver is received.

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 foregoing case monitor agreements.

MINUTES

Health Department - Grant Agreements

The Board is requested to approve and authorize execution of the various agreements for the Lead Abatement Action Program.

1. **HOLABIRD INVESTMENTS, LLC** **\$15,000.00**

The property is located at 2314 Garrett Avenue.

2. **HOLABIRD INVESTMENTS, LLC** **\$10,030.00**

The property is located at 623 N. Archer Street.

3. **PORTUGAL PROPERTIES, LLC** **\$ 7,190.00**

The property is located at 944 Bennett Place.

Account: 4000-428008-3050-282900-603026

The City has received grant funds from the Department of Housing and Urban Development for certain lead hazard reduction activities, as outlined in the regulations for the Federal Lead Hazard Reduction Program.

The grantee has applied to the City for a grant to undertake the lead hazard reduction work on the above listed properties. The grantee's contribution of 20% of the total project cost will be deposited into a non-interest bearing account of the City, and disbursed by the City to the Certified Contractor or other parties due payment, in accordance with the construction contract and the agreement.

MINUTES

Health Department - cont'd

The grantee or its certified contractor will perform the services and provide materials for the project on the properties and agrees that the project will be subject to occupancy and rental covenants and restrictions in the form required by the City for a three year period from the time the lead hazard reduction work is completed.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing case monitor agreements.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Washington Uniform.

AMOUNT OF MONEY AND SOURCE:

\$23,684.25 - 1001-000000-3160-308100-604051

BACKGROUND/EXPLANATION:

Washington Uniform has requested payment for overdue invoices for items purchased in preparation for the Safe Streets official media campaign held on March 27, 2009, in conjunction with Baltimore City's National Youth Violence Prevention Week.

On March 5, 2009, the Department requested and received a quote from Washington Uniform for program staff uniform shirts, community t-shirts, and collateral material (posters, bumpers stickers, buttons) to be distributed at events related to National Youth Violence Prevention Week.

The Health Department employee responsible for ordering these materials was unaware of the City's purchasing guidelines as outlined in AM-301-1, which cites, "If the amount of the procurement is greater than \$5,000.00, then [the agency] requires approval of the Board of Estimates before a purchase order is issued and prior to the expenditure or commitment of funds."

The employee has acknowledged this error and the Department has addressed this as a personnel matter.

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 Washington Uniform.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to sponsor the annual Senior Companion Luncheon to be held at the Forum Caterers, Inc. on June 19, 2009.

AMOUNT OF MONEY AND SOURCE:

\$1,780.00 - Acclaimed Promotional Specialties, Inc.
1,200.00 - The Kuumba Ensemble
350.00 - G & A Van Services
71.80 - Proforma Performance, Inc.
185.99 - Flowers by Chris
\$3,587.79 - 4000-423509-3110-306500-604014

BACKGROUND/EXPLANATION:

The Senior Companion Program is a 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 demands.

The Department's Senior Companion Program contracts with various City Agencies to employ low-income persons, 60 years of age and older, to assist the elderly and other homebound persons in Baltimore City with everyday tasks.

The catering agreement with the Forum Caterers, Inc. was approved by the Board on March 4, 2009.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to sponsor the annual Senior Companion Luncheon to be held at the Forum Caterers, Inc. on June 19, 2009.

MINUTESHealth Department - Agreement and Amendment to Agreement

The Board is requested to approve and authorize execution of the agreement and the amendment to agreement.

AGREEMENT

1. **BALTIMORE SUBSTANCE ABUSE SYSTEMS, INC. \$223,175.00**
(BSAS)

Account: 1001-000000-3040-274002-603051

BSAS is responsible for implementing, administering, and monitoring substance abuse treatment services for clients who desire treatment from the Needle Exchange Program (NEP). BSAS will communicate the Department's policies and priorities to its sub-grantees in Baltimore City, monitor the activities of the sub-grantees in conforming with the Department's policies and grant award conditions, and provide on-going assistance.

The treatment services will include out-patient detoxification, physical examination, and medical care, focusing on the following diseases: HIV, Sexually Transmitted Diseases, and Tuberculosis. In addition, BSAS will provide counseling and other supportive services and a continuum of care, ranging from intensive out-patient treatment to admission for standard treatment for opiate dependence. The period of the agreement is July 1, 2008 through June 30, 2009.

The agreement is late because the award was made late in the budget year.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

AMENDMENT TO AGREEMENT

2. **BALTIMORE HEALTH CARE ACCESS, INC.** **\$277,251.00**

Account: 4000-421109-3080-294600-603051

On August 6, 2008, the Board approved the original agreement, in the amount of \$3,075,335.00 with Baltimore Health Care Access, Inc. for Administrative Care Coordination/Ombudsman services. This amendment to the agreement, in the amount of \$277,251.00, will provide additional services for a total contract award of \$3,352,586.00. All other terms and conditions of the agreement remain unchanged.

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 foregoing agreement and the amendment to agreement. The President **ABSTAINED** on item no. 1.

MINUTESBureau of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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.	1732 Thames Street	Society for the Preservation of Federal Hill and Fells Point, Inc.	Bracket sign 3' x 2'
	Annual Charge: \$52.70		
2.	1720 Thames Street	Four Forces Real Estate, LLC	Retain Bracket sign, cornice sign, two spot reflectors
	Annual Charge: \$209.27		
3.	3735 S. Hanover Street	T & Z Investment, Inc.	Retain vestibule, awning, one spot reflector, ten fluorescent tubes, two sets of steps
	Annual Charge: \$2,083.56		
4.	421 Fallsway	Health Care for the Homeless, Inc.	Two 4" conduits at 7'
	Annual Charge: \$49.00		
5.	12 - 14 E. 25 th Street	12-14 East 25 th Street Association, LLC	One planter 109 sq. ft.
	Annual Charge: \$577.70		

MINUTES

Bureau of General Services - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6.	938 - 940 S. Conkling Street	G & J Development, LLC	Retain one large cornice, one egress stairway, one handicap ramp facing and twenty-two spots
	Annual Charge: \$4,597.65		
7.	2844 Hudson Street	2844 Hudson St., LLC	Retain two flat signs, one handicap ramp, one display case, one set of steps, seven spot reflectors
	Annual Charge: \$388.79		

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

Commission on Aging and Retirement Education (CARE) - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is October 1, 2008 through September 30, 2009, unless otherwise indicated.

1. **ACTION-IN-MATURITY, INC. (AIM)** **\$33,301.65**

Account: 4000-433509-3250-316905-607001

The AIM will provide for a multitude of transportation services for the elderly in Baltimore City. AIM has a model transportation service for more than ten senior sites; providing social, recreational, and educational services, and other activities.

2. **THE BAR ASSOCIATION OF BALTIMORE CITY** **\$77,600.00**

Account: 4000-433509-3250-316913-607001

The organization will provide legal services to meet the legal needs of the underserved elderly residents of Baltimore City through direct representation, outreach and education.

3. **THE UNIVERSITY OF MARYLAND, PETER LAMY CENTER ON DRUG THERAPY AND AGING** **\$43,226.00**

Account: 4000-436209-3250-317400-607001

The organization will provide professional educational

MINUTES

CARE - cont'd

services to improve medication management in various senior housing/congregate housing facilities located throughout Baltimore City.

The agreements are late because CARE recently received the signed agreements from the providers.

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 various foregoing agreements.

MINUTES

Commission on Aging and
Retirement Education (CARE)

- Revised Notification of Grant
 Awards for Fiscal 2009 and
 Notification of Grant Award for
FY10

The Board is requested to approve acceptance of the revised notification of grant awards (NGA) for Fiscal 2009 and acceptance of (NGA) for Fiscal Year 2010 from the Maryland Department of Aging (MDoA) for the indicated programs. The period of the agreement is October 1, 2008 through September 30, 2009, unless otherwise indicated.

REVISED NGA FOR FY'09

1. FEDERALLY FUNDED PROGRAM	\$274,345.00
Account: 4000-433509-3250-319700-000000	\$ 25,672.00
Older American Act Title IIIB	
4000-432909-3250-319700-000000	\$161,026.00
Older American Act Title III C-1	
4000-434309-3250-319700-000000	\$ 83,913.00
Older American Act Title III C-2	
4000-436209-3250-317800-000000	\$ (1.00)
Older Americans Act Title IIID	
4000-436109-3250-316900-000000	\$ 2,027.00
Older Americans Act Title IIIE	
4000-433909-3250-317500-000000	\$ 1,708.00
Older Americans Act Ombudsman/ Elder Abuse	

On February 25, 2009, the Board approved acceptance of the NGA in the amount of \$4,420,289.00 for the MDoA State funded programs. The revised NGA will increase the award by \$274,345.00 and make the total award \$4,694,634.00 for FY'09.

MINUTESCARE - cont'd

2. **NUTRITION SERVICES INCENTIVE SERVICES (NSIP) PROGRAM** **\$24,636.00**

Account: 6000-633509-3250-317400-000000

On February 11, 2009, the Board approved acceptance of the NGA in the amount of \$207,247.00 for the MDoA State funded programs. The revised NGA will increase the award by \$24,636.00 and make the total award \$231,883.00 for FY'09.

ACCEPTANCE OF NGA

3. **SENIOR HEALTH INSURANCE PROGRAM (SHIP)** **\$56,723.00**

Account: 4000-433410-3250-319900-000000

The appropriation of the SHIP funds will enable CARE to provide public education regarding health insurance plan options to Baltimore City seniors and their families. This supplements funds in programs such as Senior Information and Assistance. The period of the agreement is April 1, 2009 through March 31, 2010.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the acceptance of the revised notification of grant awards for Fiscal 2009 and acceptance of notification for Fiscal Year 2010 from the Maryland Department of Aging for the indicated programs.

MINUTES

Police Department - Expenditures of Funds

The Board is requested to approve the following expenditures of funds and approve payment by expenditure Authorization:

1. **PITNEY-BOWES** **\$ 1,605.00**

Account: 1001-000000-2040-219600-603009

The Board is requested to approve payment to Pitney Bowes Engineering for outstanding invoices from December 30, 2008 through March 30, 2009 for the maintenance of a postage stamp machine.

The postage stamp machine is leased through Pitney Bowes Engineering Company. The postage stamp machine is critical to the day-to-day operations of the Baltimore Police Department. Pitney Bowes provides postage stamp services for departmental administration.

2. **LANGUAGE LINE SERVICES** **\$27,241.85**

Account: 1001-000000-2040-219800-603004

The Board is requested to approve payment to Language Line Services for outstanding invoices from April 30, 2008 through March 31, 2009 for language communication services.

Language Line Services are critical to the day-to-day operations of the Baltimore Police Department. Language Line Services has provided a discreet tool for departmental administration and connectivity for public safety applications to the officers and the public. Additionally, this circuit is used to assist the Baltimore Police Department with language barriers in various locations for business and investigative use. This should be the final payment made by the Baltimore City Police Department because this account is being taken over by the State of Maryland.

MINUTES

Police Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the foregoing expenditures of funds and approved payment by expenditure Authorization:

MINUTES

Police Department(BPD) - Expenditure Authorization

ACTION REQUESTED OF B/E:

The Board is requested to pay by expenditure authorization order to ATX Communications. The period of the outstanding invoice is February 8, 2009 through March 27, 2009.

AMOUNT OF MONEY AND SOURCE:

\$1,566.57 - 1001-000000-2040-219800-603004

BACKGROUND/EXPLANATION:

The ATX Communications provide essential long distance communication services, which are critical to the day-to-day operations of the Baltimore Police Department. The ATX Communications through its long distance service provides long distance and broadband access for departmental administration and connectivity for public safety applications, to the officers. Additionally this circuit is used to extend the BPD long distance to various locations for business and investigative use. The BPD is working to move this account to PAETEC, the approved provider for the City.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board the payment by expenditure authorization order to ATX Communications.

MINUTES

Police Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Enterprise Rent-a-Car.

AMOUNT OF MONEY AND SOURCE:

\$19,428.15 - 1001-000000-2010-197600-603067

BACKGROUND/EXPLANATION:

The Department leased vehicles from the above vendor and assigned them to various units for police operations. Vehicle accidents occurred while the vehicles were operated in an official capacity.

Under the current agreement, the City is obligated to compensate the vendor for all damages to vehicles and any diminished value that resulted while the vehicles were under the Department's control.

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 Enterprise Rent-a-Car.

MINUTES

Department of Housing and Community - Grant Agreements
Development, Baltimore Homeless Services

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

1. **PRISONER'S AID ASSOCIATION OF MARYLAND, INC.** **\$ 433,454.00**

Account: 4000-496309-3570-591214-603051

Prisoner's Aid Association of Maryland, Inc. will provide temporary rental assistance payments to homeless clients. The period of the agreement is July 26, 2009 through July 25, 2010.

2. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC. (AIRS)** **\$1,124,275.00**

Account: 4000-496309-3570-591201-603051

AIRS will provide temporary rental assistance payments to homeless clients. The period of the agreement is February 1, 2009 through January 31, 2010.

The agreement is late because of delays at the administrative level.

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 grant agreements.

MINUTES

DHCD - cont'd

homeless and disabled due to chronic substance abuse and/or chronic mental illness. The organization will provide monthly rental assistance payments for monthly rental subsidies, security deposits and/or payments for damage to the property. The period of the agreement is May 1, 2009 through April 30, 2010.

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 foregoing grant agreements:

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a land disposition agreement with the Maryland 25, LLC, for the property known as 916, 1016, and 1018 North Arlington Avenue.

AMOUNT OF MONEY AND SOURCE:

\$ 5,000.00 - 916 North Arlington Avenue
 5,000.00 - 1016 North Arlington Avenue
 5,000.00 - 1018 North Arlington Avenue
 \$15,000.00 - payable in full at the time of settlement

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title and interest to the developer for the properties known as 916, 1016, and 1018 North Arlington Avenue at the total offered price of \$15,000.00. The properties were appraised for \$7,500.00. However the purchase price for these properties will be \$5,000.00 each. The developer will not make a deposit before settlement, but will pay to the City the full sum of \$15,000.00 at the time of settlement.

The project will consist of the renovation of the vacant buildings and conversion of the vacant lots into affordable single-family homes with the option to buy. The developer is committed to the revitalization of the area and has previously invested into the community by purchasing and successfully renovating 1005, 1007, and 1009 North Arlington Avenue from the City for transitional housing. The developer is also stabilizing and renovating 906, 908, 920, 1004, 1006, and 1020 North Arlington Avenue, which were also purchased from the City.

MINUTES

DHCD - cont'd

The sale of these properties once developed could generate an estimate of \$1,068.00 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 preventing tax abandonment.

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

The properties located at 916, 1016, and 1018 North Arlington Avenue appraised for \$7,500.00, however the purchase price for these properties was reduced to \$5,000.00 each. The purchase price was reduced due to the deteriorating market conditions in the area, which made it necessary to sell below the appraised value. The properties were appraised April 22, 2009 and found to be in poor condition, and have severely damaged roofs or lack thereof, which also indicates absence of walls and floors. The interior inspection could not be conducted due to safety of the appraiser and apparent instability of the structure. The developer plans to assist in the elimination of blight and provide a specific benefit to the immediate community by the successful development and rental of these properties.

MBE/WBE PARTICIPATION:

The developer has signed the commitment to comply with Article 5, Subtitle 28 of the Baltimore City Code.

(FILE NO. 56602)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with the Maryland 25, LLC, for the property known as 916, 1016, and 1018 North Arlington Avenue.

MINUTES

Department of Housing and Community Development - (DHCD) - Resolution

The Board is requested to approve and authorize execution of the Resolution authorizing the acceptance of the American Recovery and Reinvestment Act (ARRA) funds for the Community Development Block Grant (CDBG-R) Program.

AMOUNT OF MONEY AND SOURCE:

\$6,226,574.00 - (CDBG-R) Recovery Act funds

BACKGROUND/EXPLANATION:

The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17, 2009. The City of Baltimore through the Department of Housing and Community Development (DHCD) is eligible to receive funding under this Act. The goals of the Recovery Act are to preserve and create jobs, provide assistance to those most impacted by the recession, long-term economic enhancement via investments in technology and infrastructure, and stabilization of State and local government budgets.

These resources will be allocated in a manner to focus on activities that will primarily benefit low- to moderate-income persons, preserve and/or create jobs, assist those most impacted by the recession, invest in long-term economic enhancement and stabilize State and local government budgets.

The submitted Resolution will authorize the Commissioner of the DHCD, acting on behalf of the Mayor and City Council of Baltimore, to accept the CDBG-R funds and to submit a revised amendment to the 2008 Action Plan to HUD. The Resolution also designates the Commissioner as the authorized official

MINUTES

DHCD - cont'd

representative of the Mayor and City Council of Baltimore to act in connection with the CDBG-R funds and to provide any additional information as may be required by HUD. This will include assurances and certifications to ensure that the City will comply with various regulations, policies and other Federal laws as prescribed in the American Recovery and Reinvestment Act of 2009.

MBE/WBE PARTICIPATION:

Minority and Women's Business Enterprise requirements will be included in applicable Agreements with city agencies and non-profit organizations.

RESOLUTION OF THE BOARD OF ESTIMATES
OF THE MAYOR AND CITY COUNCIL OF BALTIMORE
AUTHORIZING THE FILING OF AN AMENDMENT TO THE 2008 ANNUAL ACTION
PLAN FOR CDBG-R FUNDS

WHEREAS, The American Recovery and Reinvestment Act of 2009 (Recovery Act) was signed into law by President Obama on February 17, 2009. It is an unprecedented effort to jumpstart the economy, create or save jobs, and address long-neglected challenges. The Act includes measures to modernize our nation's infrastructure, enhance energy independence, expand educational opportunities, preserve and improve affordable health care, provide tax relief, and protect those in greatest need; and

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has announced additional funding under the American Recovery and Reinvestment Act of 2009 (Recovery Act) for the Community Development Block

MINUTES

DHCD - cont'd

Grant (CDBG-R) program. These funds are for activities that will primarily benefit low- to moderate-income persons, preserve and/or create jobs, assist those most impacted by the recession, invest in long-term economic enhancement and stabilize State and local government budgets; and

WHEREAS, the City of Baltimore anticipates receiving an estimated \$6,226,574.00 under the CDBG-R funds; and

WHEREAS, it is recognized that acceptance of funds under the federal program will impose certain obligations and responsibilities upon the Mayor and City Council of Baltimore.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Estimates of the Mayor and City Council of Baltimore that:

1. The Commissioner of the Department of Housing and Community Development (DHCD) is hereby authorized and directed to execute and file with HUD an Amendment to the 2008 Annual Action Plan and Certifications on behalf of the Mayor and City Council of Baltimore for receipt of the CDBG-R funds to undertake and finance programs; to provide any additional information as may be necessary; to furnish documents as may be required on behalf of the Administration; and to act as the authorized representatives of the Mayor and City Council of Baltimore in connection with the above-referenced program.

MINUTES

DHCD - cont'd

2. The Mayor and City Council of Baltimore authorizes the Commissioner of DHCD to execute the assurances and certifications, as required by HUD, that the City will comply with all regulations, policies, guidelines and requirements as called for under the American Recovery and Reinvestment Act of 2009 for the CDBG-R program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Resolution authorizing the acceptance of the American Recovery and Reinvestment Act funds for the Community Development Block Grant Program.

MINUTES

Department of Transportation - Final Payment for Repairs
to the Hanover Street
Bridge Bascule Span

ACTION REQUESTED OF B/E:

The Board is requested to approve the final payment to the Maryland Department of Transportation, State Highway Administration (SHA) for repairs to the Hanover Street Bridge Bascule Span.

AMOUNT OF MONEY AND SOURCE:

\$235,977.69 - 9950-901575-9508-900020-706099

BACKGROUND/EXPLANATION:

On December 12, 2007 the Board approved a cost sharing agreement with the SHA permitting the Department to utilize the On Call Contractor, procured by the State Highway Administration. The contractor provided specialized repairs needed on the moveable bridge. The original approved estimated amount of \$136,800.00 was a deposit and insufficient to cover the entire cost of repairs. The Board is now requested to approve an additional \$235,977.69 to cover the final cost to repair the Hanover Street Bridge Bascule Span.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the final payment to the Maryland Department of Transportation, State Highway Administration for repairs to the Hanover Street Bridge Bascule Span.

MINUTES

Department of Transportation - Final Payment for Services
Without a Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment to Wilbur Smith Associates, Inc. (WSA).

AMOUNT OF MONEY AND SOURCE:

\$50,768.38 - 9950-904834-9508-900010-705022

BACKGROUND/EXPLANATION:

On February 14, 2001, the Board approved a design agreement with the WSA to provide engineering, architectural and environmental efforts to replace the historic Forest Park Avenue Bridge. On February 1, 2006, the Board approved Amendment No. 1 to extend the agreement to February 14, 2008 for post award services. During the construction of the bridge there were many issues that required additional post award services. Subsequently, the WSA submitted a proposal that required on-going negotiations because the Department felt the cost was too high. Once a price was agreed to, the Department was required to obtain approval from the State Highway Administration during which time the agreement expired. The WSA submitted their final invoice. It has been reviewed and adjusted in accordance with the contract. The payment will cover post award services performed in connection with the design of the Forest Park Avenue Bridge Replacement over Gwynns Falls.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized payment to Wilbur Smith Associates, Inc.

MINUTES

Baltimore Development - Fountain Area License and
Corporation (BDC) Maintenance Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of fountain area license and maintenance agreement with Marketplace Land Holdings, LLC. (Licensee). The period of the agreement is effective upon Board approval for three years, with automatic renewals of one year each unless terminated in accordance with the terms of the agreement.

AMOUNT OF MONEY AND SOURCE:

\$1.00

BACKGROUND/EXPLANATION:

The Licensee will have the right to install permanent and non-permanent improvements, such as planters and decorative fencing, to restrict access to the Fountain License Area during appropriate times, mainly during weekend evenings. The restricted access is necessary to reduce loitering and the gathering of large crowds not eligible to enter an open air area adjacent to the Fountain Area, currently operated by the Licensee. All improvements must be approved by the City prior to installation. All Improvements must be kept in good condition and removed at the end of the agreement.

During the additional three year period, after the initial term the City may terminate if its determines, in the City's judgment, that the Fountain Area should be controlled solely by the City in order to protect the health, safety or welfare of the public. After six years, the agreement will be on a year-to-year basis and the City may terminate the agreement for any reason.

MINUTES

BDC - cont'd

(FILE NO. 57027)

UPON MOTION duly made and seconded, the Board approved and authorized execution of fountain area license and maintenance agreement with Marketplace Land Holdings, LLC.

MINUTES

Baltimore Development - Relocation Expenses
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the second relocation expense claim of Repetez Consignments from 4731 Gwynn Oak Avenue to 4734 Liberty Heights Avenue.

AMOUNT OF MONEY AND SOURCE:

\$5,319.42 - 9910-902-879-9601

BACKGROUND/EXPLANATION:

The City purchased 4731-35 Gwynn Oak Avenue on July 28, 2008, by an option agreement approved by the Board of Estimates on June 8, 2008. The property is to be included in the Disposition Lot 1 land assembly in accordance with the Howard Park Business Area Urban Renewal Plan. As a result, it is necessary to relocate the existing tenants of this property.

Accordingly, the Board is requested to approve this claim in the amount of \$5,319.42 for the actual move cost, storage cost, and reestablishment costs for the new location. This amount was provided by Diversified Property Services, the company with whom the City have contracted to assist in this relocation process.

The relocation of the business tenants of 4713-35 Gwynn Oak Avenue is essential to the land assembly needed for the development of the Howard Park Grocery project. This project, awarded to the team of Vanguard/ROC in August 2006, proposes construction of over 65,000 sq. ft. of grocery and retail space for this stable but underserved community in Northwest Baltimore.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

BDC - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,307.74	9910-904982-9600	9910-902879-9601
19 th EDF	Constr. Res.	19 th Comml. Revit.
2,190.63	9910-904982-9600	9910-902879-9601
20 th EDF	Constr. Res.	20 th EDF Comml. Revit.
1,821.05	9910-904982-9600	9910-902879-9601
21 st EDF	Constr. Res.	21 st EDF Comml. Revit.
\$ 5,319.42		

This transfer will provide funds for relocation payment for Repetez Consignments of 4731 Gwynn Oak Avenue. The relocation of this business is a necessary part of the land assembly needed for the development of the Howard Park Grocery project. This project, awarded to the team of Vanguard/ROC in August 2006, proposes the construction of over 65,000 square feet of grocery and retail space for this stable but underserved community in Northwest Baltimore.

(FILE NO. 57024)

UPON MOTION duly made and seconded, the Board approved and authorized the second relocation expense claim of Repetez Consignments from 4731 Gwynn Oak Avenue to 4734 Liberty Heights Avenue. 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 Real Estate - Contract of Sale, SCOPE Project

The Board is requested to approve and authorize execution of the contract of sale for the following property:

<u>Purchaser</u>	<u>Property</u>	<u>Sale Price</u>
The W.C. Featherstone Company, LLC	4104 Maine Avenue	\$15,000.00

The purchaser agrees to complete the renovation of the property and obtain a Certificate of Occupancy no later than 18 months from the date of settlement.

On May 28, 2003, the Board approved an agreement with the Baltimore Economy and Efficiency Foundation, Inc. and the Greater Baltimore Board of Realtors, Inc. to allow the sale of City-owned properties under the SCOPE Project, which is an acronym for Selling City Owned Properties Efficiently.

Under this project, real estate brokers are responsible for marketing the properties and providing the City with sale contracts. Upon closing, they will be paid 8% of the sale proceeds, with a \$2,500.00 minimum fee.

(FILE NO. 56663)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract of sale for the above listed property.

MINUTES

Department of Real Estate - Tax Sale Certificates

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Tax Sale Certificates to Mr. Solomon Galloway for amounts that are less than the lien amount for the properties located at 1810, and 1814 N. Rosedale Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1810 N. Rose- dale Street	\$ 3,000.00	\$ 3,410.29	\$24,347.47	\$ 3,410.29
1814 N. Rose- dale Street.	\$ 6,830.00	\$ 5,683.62	\$11,834.53	\$ 6,830.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates for the properties on May 14, 2007 for the total amount of \$36,182.00. Mr. Galloway has offered to purchase the Tax Sale Certificates for the assignment amounts, file petitions to foreclose, acquire title to the properties and return them to productive use. The assignment amounts for the Tax Sale Certificates will cover the flat taxes and water bills on the properties.

(FILE NO. 56662)

UPON MOTION duly made and seconded, the Board approved the assignment of Tax Sale Certificates to Mr. Solomon Galloway for amounts that are less than the lien amount for the properties located at 1810, and 1814 N. Rosedale Street.

MINUTES

Department of Real Estate - Amendment to Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to the contract with the East Baltimore Development, Inc. (EBDI). The amendment extends the period of the contract through June 30, 2011.

AMOUNT OF MONEY AND SOURCE:

\$299,499.90 - 6000-600309-1320-158100-400000

BACKGROUND/EXPLANATION:

On June 27, 2007, the Board approved the contract with the EBDI for the period of July 1, 2007 through June 30, 2009. The contract provides funding to the City to support acquisition activities of Phase II of the EBDI Project. The Department of Real Estate will hire contract appraisers to assist with appraisal review of properties acquired and hire a Real Estate Agent to assist with negotiating the options agreements. The amendment extends this agreement for an additional two years and increases the compensation to the City to cover the two years.

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

The Board **DEFERRED** this item until June 3, 2009.

MINUTES

Department of Real Estate - Appraisal Policy Update

ACTION REQUESTED OF B/E:

The Board is requested to approve an update to the policy on appraisals, which was approved on April 2, 2008 and approve the Uniform Relocation Assistance Waiver Valuation Form.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The policy was last updated and approved by the Board on April 2, 2008. This update incorporates the appraisal waiver provision for the acquisition of property as documented in the Federal Register, Uniform Relocation Assistance 49 CFR Part 24 Sec. 102 (c)(2). Under this provision an Agency may exercise the option to purchase a property without the requirement of an independent appraisal report subject to certain requirements enumerated in 49 CFR Part 24. The regulations require that when an appraisal is determined to be unnecessary, because available data supports a proposed value of \$10,000.00 or less the Agency shall prepare a waiver valuation.

The person performing the waiver valuation must have sufficient understanding of the local real estate market to be qualified to make the waiver valuation. The waiver valuation and form will be added to the appraisal policy section, "Exceptions to requiring an appraisal" as paragraph "e".

As a result of the review of the City's experience and the federal regulations, it is recommended that the policy be updated to include an exception to requiring an appraisal under the Uniform Relocation Assistance Act. The proposed updated appraisal policy is submitted with this request, and includes the addition of paragraph "e", under the section titled "Exceptions to requiring an appraisal."

The Comptroller will continue to review the City's experience and report back to the Board no less than every three years and recommend whether the appraisal policy should be updated based upon current market conditions and goals of the City.

MINUTES

Appraisal Policy Update - cont'dCITY OF BALTIMORE
APPRAISAL POLICY

This policy requires that for the sale or purchase of real property by the City of Baltimore, that there is at least one appraisal report and that:

1. negotiations or the written offer to sell or purchase real property must begin within six months of the date of the appraisal report,
2. any agreement must be presented to the Board of Estimates for approval within twelve months of the date of the appraisal report, unless the property falls within one of the enumerated exceptions
3. a Statement of Purpose and Rationale be provided, when City-owned property is proposed to be sold for less than the appraised value. The Statement of Purpose and Rationale must include any of the factors listed below which are applicable. The factor/s should be fully described and substantiated in the Statement of Purpose and Rationale. The factor/s that will be considered for sales less than the appraised value are:
 - a. specific benefit to the immediate community,
 - b. elimination of blight,
 - c. economic development; creation of jobs, real estate and other taxes,
 - d. established decline in the market as determined by reported trends, which necessitate a sale below the appraised value, or
 - e. condition/s of the property which require remediation or impact the sale such as:
environmental; lack of infrastructure and utilities, deed restrictions/easements which affect constructability; and structural deterioration which occurred subsequent to the appraisal.

MINUTES

Appraisal Policy Update - cont'dExceptions to requiring an appraisal:

- a. Unimproved real property with an assessed value of \$2,500.00 or less will not require an appraisal.
- b. The policy of presenting a sales agreement to the Board of Estimates for approval within twelve months of the date of the appraisal shall not apply to the closing of streets/roads, alleys or other right-of-ways. Because the requestor is not only required to pay the fair market value for the land, but also all other costs related to the closing, the value of the property is a factor that the requestor frequently relies upon in determining the feasibility of moving forward with the closing.

Due to the extended period of time (up to two years) for processing, which includes the actual street closing agreement, the introduction of the sales ordinance, and public notice it often takes more than twelve months for the agreement of sale to be presented to the Board of Estimates.

- c. The sale of properties under an approved Board of Estimates Policy which allows for an alternative method in determining value such as a Broker Price Opinion will not require an appraisal.
- d. Disposition of assembled City-owned property for affordable housing - When disposing of assembled City-owned property for re-development by a specific developer, an appraisal of each property may not be necessary. A representative appraisal may be used for valuation of the other assembled properties that are similar in type and condition.

MINUTES

Appraisal Policy Update - cont'd

For example, one appraisal may be obtained to be used as a representative sample in determining the value for each property such as:

1. vacant and boarded two or three story dwelling,
2. occupied property two or three story dwelling based on its condition (good, fair, poor), or
3. vacant unimproved parcel of land.

This process may be used in valuing the property type based upon similar size, location, zoning, and condition within the development project.

e. PURSUANT TO THE UNIFORM RELOCATION ASSISTANCE REGULATIONS 49 CFR PART 24 SEC. 102 (c)(2), AN APPRAISAL MAYBE WAIVED FOR THE ACQUISITION OF PROPERTIES, WHEN AN AGENCY DETERMINE THAT AN APPRAISAL IS UNNECESSARY BASED UPON REVIEW OF AVAILABLE DATA WHICH SUPPORTS THAT THE PROPOSED ACQUISITION IS ESTIMATED AT \$10,000 OR LESS. THE AGENCY SHALL SUBMIT THE BOARD OF ESTIMATES APPROVED WAIVER VALUATION FORM TO SUBSTANTIATE THE EXCEPTION TO THE APPRAISAL POLICY.

MINUTES

Appraisal Policy Update - cont'd



**Office of Property Acquisition and Relocation
Uniform Relocation Assistance Waiver Valuation Form**

Property Address	
Block / Lot	
Property Owner	
Reason for Acquiring	
Real Estate Officer	
Proposed Purchase Price	

Available Data Source(s)	Land Records of Baltimore City	Other:
	CoBLAM	
	MRIS	
	SDAT	

Please list comparable sales used in the valuation (*provide attachments if necessary*):

If comparable sales not used, please provide alternative justification (*provide attachments if necessary*):

Has the property owner agreed to waive the appraisal? YES NO

If yes, provide date of signature on Memorandum of Understanding

By executing this document where indicated, I am affirming that I have sufficient understanding of the local real estate market and am qualified to make the above waiver valuation,

Real Estate Agent

Date

Approved By:

William Burgee, Director

Date

MINUTESAppraisal Policy Update - cont'd

UPON MOTION duly made and seconded, the Board approved an update to the policy on appraisals, which was approved on April 2, 2008 and approve the Uniform Relocation Assistance Waiver Valuation Form.

MINUTES**CITY COUNCIL BILL**

09-0300 - Sale of Property - The Former Bed of Hunter Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of Hunter Street, extending from the north side of a 10-foot alley laid out in the rear of the properties known as 210 through 218/220-222 East Preston Street Northerly 94.1 feet, more or less, to the south side of a 7-foot alley laid out in the rear of the properties known as 209 through 217 East Mount Royal Avenue and no longer needed for public use; and providing for a special effective date.

The Departments of Public Works and Finance support passage of City Council Bill 09-0300, subject to the passage of companion City Council Bills 09-0298 and 09-0299 which would open and condemn and close Hunter Street to public use.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved City Council Bill No. 09-0300 and directed that the City Council Bill be returned to the City Council with the recommendation that it also be approved and passed by that Honorable Body. The President **ABSTAINED.**

MINUTES

OPTIONS/CONDEMNATIONS/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.	Charles J. Leggore Sr., Lillian I. Leggore and Charles J. Leggore Jr., Trustees of the Charles J. Leggore Sr. and Lillian I. Leggore Trust	926 N. Patterson Park Ave.	F/S	\$ 49,500.00
2.	810 N. Patterson Park, LLC	810 N. Patterson Park Ave.	F/S	\$ 75,000.00
3.	Grady Spencer, Jr.	814 N. Patterson Park Ave.	F/S	\$ 40,000.00

Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

4.	The Marion I. & Henry J. Knott Foundation	816 E. Preston St.	G/R \$90.00	\$ 600.00
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Funds will be transferred prior to settlement into account no. 9910-904714-9588-900000-704040, Preston Street RFP Project.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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Department of Housing and Community Development - Options

5. Ibrahim Elawad	816 E. Preston St.	L/H	\$ 21,000.00
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Funds are available in account no. 9910-904714-9588-900000-704040, Preston Street RFP Project.

6. Rae V. Holley a/k/a Rae Harley	1605 N. Gay St.	F/S	\$ 43,450.00
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Funds are available in account no. 9910-904488-9588-900000-704040, American Brewery Project.

(FILE NO. 57092)

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.

Dept. of Housing and Community Development - Quick-takes

7. James M. Stein	930 W. Lexington Street	G/R \$25.00	\$ 166.67
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Funds will be transferred prior to quick-take into account no. 9910-901780-9588-900000-704040, Poppleton Project.

8. Jacob Sakols	418 E. 20 th St.	G/R \$96.00	\$ 800.00
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Funds will be transferred prior to quick-take into account no. 9910-904713-9588-900000-704040, Barclay Project.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Quick-Takes</u>			

9. Moses Morris, Jr.	2030 Hoffman St.	G/R \$48.00	\$ 320.00
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Funds will be transferred prior to quick-take into account no. 9910-908087-9588-900000-704040, Miscellaneous Project.

10. S.C.L. Corporation	2236 Barclay St.	Sub- G/R \$120.00	\$ 547.00
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Funds will be transferred prior to quick-take into account no. 9910-904713-9588-900000-704040, Barclay 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 these properties.

11. City Homes East Business Trust	939 N. Duncan St.	L/H	\$21,960.00
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Funds are available in account no. 9910-907420-9588-900000-704040, EBDI Project Phase II.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Quick-Takes</u>			
12. Kevin D. Lewis	1621 N. Gay St.	L/H	\$33,340.00
13. Joan Turman	1623 N. Gay St.	L/H	\$27,160.00
14. Constance R. Walton	1625 N. Gay St.	L/H	\$27,120.00

Funds are available in account no. 9910-904488-9588-900000-704040, American Brewery Project.

DHCD - Rescissions and Approval of Options

15. Dowman, LLC	2228 E. Madison St.	L/H	\$24,400.00
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On March 04, 2009, the Board by condemnation and quick-take, approved the acquisition of the leasehold interest in 2228 E. Madison St. in the amount of \$24,400.00. However, since that time, the owner has agreed to a voluntary settlement. Therefore, the Board is requested to rescind its previous approval and approve an option for the amount of \$24,400.00.

16. Dowman, LLC	2230 E. Madison St.	L/H	\$28,400.00
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On July 16, 2008, the Board by condemnation and quick-take, approved the acquisition of the leasehold interest in 2230 E. Madison St. in the amount of \$28,400.00. However, the owner has agreed to a voluntary settlement. Therefore, the Board is requested to rescind its previous approval and approve an option for the amount of \$28,400.00.

17. Ashar Abbasi	808 N. Patterson Park Ave.	F/S	\$33,500.00
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On July 16, 2008, the Board by condemnation and quick-take, approved the acquisition of the fee simple interest in 808 N. Patterson Park Ave. in the amount of \$33,500.00. However, the owner has agreed to a voluntary settlement.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Rescissions and Approval of Options - cont'd</u>			

Therefore, the Board is requested to rescind its previous approval and approve an option for the amount of \$33,500.00.

Funds are available in State funds, account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

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 - Payment of Settlement

18.	Margaret M. Rast, 714 Lennox St. mortgage interest holder	F/S	\$12,900.00
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Funds will be drawn from account no. 9910-906610-9588-900000-704040, Reservoir Hill area.

On December 11, 2002, the Board approved the purchase by condemnation and quick-take of the fee simple interest in 714 Lennox Street for the fair market value of \$7,100.00. The funds were deposited and remain in escrow with the District Court for Baltimore City. On September 3, 2004, said \$7,100.00 was issued to Baltimore City to partially satisfy \$7,400.10 in outstanding municipal liens. Contemporaneous with the filing of the condemnation suit and unbeknownst to the City, the owner had sold the

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

property for the amount of \$60,000.00. The defendants asserted the \$7,100.00 valuation was a hardship. The parties, including the mortgage holder, have agreed to settle the condemnation suit in the amount of \$20,000.00. Therefore, the Board is requested to approve payment in the amount of \$12,900.00 in the District Court for Baltimore City.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the options, condemnations, quick-takes, rescissions and approval of options and payment of settlement.

MINUTES

Department of Housing and - Acquisition by Gift
and Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2134 Herbert Street as a gift from Kona Properties, LLC.

AMOUNT OF MONEY AND SOURCE:

No City funds will be expended.

BACKGROUND/EXPLANATION:

Kona Properties, LLC is giving the City the property located at 2134 Herbert Street as a contribution to Project 5000. Pursuant to the provisions of Article 13, §2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development (DHCD) may acquire, by gift, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of the DHCD has made the required determination with regard to this property. The property will be redeveloped. It is free of liens and encumbrances.

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2134 Herbert Street as a gift from Kona Properties, LLC.

MINUTES

Parking Authority of Baltimore City (PABC) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Hoffmann Architects. The period of the agreement is effective upon Board approval for 90 days.

AMOUNT OF MONEY AND SOURCE:

\$17,837.00 - 2075-580-053-00-316

BACKGROUND/EXPLANATION:

The City currently owns 17 structured parking facilities that are managed by the PABC. These facilities have a combined value in excess of \$200,000,000.00. To ensure the continued value of these facilities, reduce the potential for costly repairs due to lack of required regular maintenance and minimize the risks of liability associated with improper maintenance, the PABC issued a Request for Proposals (RFP) for a Structural Survey and Maintenance Evaluation to be performed on all PABC managed facilities, prior to the acquisition of 1001 E. Fayette Street.

Hoffmann Architects was one of eight firms that responded to the RFP. The eight proposals were reviewed and the top two proposals were selected. Each vendor was to perform an evaluation on one-half of the PABC managed facilities.

An agreement with Hoffmann Architects to perform one half of the work was approved by the Board of Estimates on June 4, 2008. The City's acquisition of the 1001 E. Fayette Street Garage was not anticipated at the time of the RFP, nor was it included in the previously approved agreement with Hoffmann Architects.

MINUTES

PABC - cont'd

Under this agreement, the scope of work to be performed includes a structural survey and maintenance evaluation of 1001 E. Fayette Street by Hoffmann Architects.

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 Hoffmann Architects.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Amount</u>
<u>Mayor's Office</u>		
1. Demaune A. Millard	77 th Annual Meeting United States Conf. Of Mayors Providence, RI June 11 - 16, 2009 (Reg. Fee \$900.00)	\$2,266.45

The subsistence rate for this location is \$199.00 per day. The hotel cost is \$168.00 per night plus occupancy taxes of \$21.45 per night. The Department is requesting an additional \$7.00 per day to cover the cost of meals and incidental expenses.

Mayor's Office of Governmental Relations

2. Janelle Mummey	2009 Maryland Municipal League's Summer Convention Ocean City, MD June 28 - July 1, 2009 (Reg. Fee \$608.00)	\$1,504.70
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UPON MOTION duly made and seconded, the Board approved the travel requests. Mr. Gallagher **ABSTAINED** on behalf of the Mayor.

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:

1896 - 1918

to the low bidders meeting the specifications,
deferred action, corrected or rejected bids on those as
indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Board **DEFERRED** item no. 2 until June 3, 2009.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | |
|--|---|----------------|
| 1. B500001009, Towing &
Road Service for
Heavy Equipment &
Trucks | First Call
The Auto Barn, Inc.

Second Call
Ted's Towing Service,
Inc. | \$1,000,000.00 |
|--|---|----------------|

MWBOO SET MBE GOALS AT 5% AND WBE GOALS AT 0%.

The Auto Barn, Inc.:

MBE: JJ Adams Fuel Company 5%
 Universal Carrier Industries, 0%
 LLC

Ted's Towing Service, Inc.:

MBE: JJ Adams Fuel Company 5%

MWBOO FOUND VENDORS IN COMPLIANCE.

A LETTER OF PROTEST WAS RECEIVED FROM TED'S TOWING, INC.

President: "Moving to the non-routine items, the first item is my page number of course is gone, page 91, item no. 1 recommendation for contracts and awards, Towing and Road Service, Heavy Equipment and Trucks. If you are here to speak on this issue, if, or I guess I should backup and say, if you have filed a protest, please come forward. Come forward. Come to the front. Not, if you are here to speak on it because anyone could come. Alright. You have to speak directly in the microphone and state your name before you --."

MINUTES

Mr. James Motsay, Esquire: "Yes. Good morning, on behalf of Ted's Towing, Incorporated, protestant here. Do you want me to continue?"

President: "Yes."

James Motsay: "Members of the Board, Madam President. We are here today because of a recommendation by the Purchasing Office recommending heavy equipment and trucks recommendation to a bidder that does not comply with the bidding process. There are 122 items that were bid, 120 items that were bid. Twenty-Two, which were equal. There were then 98 items left. Ted's towing was the lowest bidder on 58 of those items. The setup is such that and I'll pass this out if you would like. Madam Comptroller, Mr. Scott. This is a breakdown showing the comparisons of Ted's Towing bill to our bidding to the recommended the bidder and if you notice where it says High that means we were the high bidder and where it says Low we were the low bidder. There are areas that are listed for each selected position that the City wanted bid and there are four items within each one. As a result of the City's method of award, the City is approving a non-low bidder. If you look at the actual award process, method of award SW 23, it says that, 'the City will award to a responsive, responsible bidder meeting specifications who bids lowest cost for each item'. Each item,

MINUTES

meaning each piece, it is anticipated that the City -- well there is a volume and then there will be multiple vendors. The vendor with the highest number of low bid items will be recommended for the award as, the first call that's no happening in the bidding process, that's the basis of our protest. We have a bid that is artificially low throughout the process and if you look at balancing and unbalancing, you have bids that are well below market by the recommended bidder here. If you compare those bids to even the Police towing which both of these bidders in this particular contract do, these are far significant less. These are heavy pieces of equipment, \$250,000.00 pieces of equipment and they are bidding less for that tow than they are for towing a car under other City contracts. So, we are saying that it's an artificially low item and it's therefore materially and mathematically unbalanced, and the award should not be granted to that bidder. But, it should in fact be granted to Ted's Towing because they complied with the method of award and they have a responsible and reasonable bid and it's proportional to its cost and also carries on the -- a profit amount. So, that's the basis of our protest here today."

President: "Thank you."

Mr. Motsay: "Thank you."

MINUTES

Mr. Joe Mazza, Assistant City Purchasing Agent: "Hi members of the Board. We are recommending the award to Auto-Barn as the First Call and to Ted's Towing as the Second Call. We agree with the protester that they did have the lowest number of low bid items on their bid sheet. Excuse me, the highest number of low bid items which was the basis for the award. However, we also agree that the bid was unbalanced but we contend that it was Ted's Towing that submitted the unbalance bid. I've handed out to the Board a little presentation that we will go through. I agree, once again, with the protester that for a bid to be unbalanced it has to be both mathematically and materially unbalanced. Now, a bid is mathematically unbalanced if there are nominal prices for some items coupled with inflated prices for other items. Now, Ted's bid, the 56 top items which we will get to later on the bid price sheet represent the bulk of the City's spending. That's the actual towing. The other items are extras like lockouts or releasing brakes and that sort of thing and they do not amount to much. But those 56 items, Ted's bid zero on half of those on 28 of those 56 items. For those same items, Auto-Barn bid \$71.43. Ted's average -- that's the low end now Ted's average bid for the other 28 items was \$219.00 on average for those items and Auto-Barn was \$119.00 for those items. Then you have Ted's was 84% higher almost twice as much. Now, Ted's

MINUTES

contends this morning that the \$119.00 is artificially low. We contend that the competitive bidding process is the market and that is the market price for this bid. So, they are clearly mathematically unbalanced they have the high items and the low items. Now, the next test is that they have to be materially unbalanced, in other words it has to make a difference. There have to be reasonable doubt that awarding to the bidder will ultimately give the City the best deal. If you skip to page five, once again you will see the bid sheets that were provided by both Ted's and Auto-Barn. The high use items are listed at the top and you can see that Ted's bid zero for the extra hour tows. The way this bid is structured is that the initial tow of two hours or less is bid and then each extra hour is given a price as well. Ted's bid certain amount for the initial tows but zero for the extra hour tows. Whereas, Auto-Barn, as we said earlier bid about \$71.00 on average for those extra hour tows. If you go to the next page, page six, we summarize below the prices. If you look at the initial tow, you will see that Ted's bid an average of \$219.64, Auto-Barn bid \$119.29. If you look at the extra hour tows, I've used two to three hours here as an example because that is the vast majority of our extra hour tows are less than three hours. They do not go over three hours usually. In that case, Ted's bid for the two or three-hour tow

MINUTES

is the same as the one-hour tow because there is no extra charge, \$219.64, the same as the two-hour tow, excuse me. Auto-Barn charges \$71.00 for that extra hour. So, their charge for a two-to-three hour tow would be \$190.72. If you go onto the next page --"

Mr. Edward Gallagher, Director of Finance: "Page seven".

Mr. Mazza: "Page seven, excuse me. We have experience in the City that tells us that we have twice as many two hour or less tows, or the initial tows than we do extra hour tows. With these two vendors actually, our experience has been 217 tows of two hours or less and 113 tows of between two and three hours. Multiplying the number of each tow by the average bid prices you see below that the bottom line is if we experience the same proportion of extra hour tows to initial tows as we have in the past, Auto-Barn yields a bid that is significantly lower \$47,000.00 versus \$72,000.00 for Ted's Towing. Now, the protester may contend that we are cherry picking a scenario here which favors Ted's --"

Mr. Gallagher: "Auto-Barn."

Mr. Mazza: "Excuse me, which favors Auto-Barn. So, what we have done is let's say we actually experience twice as many. Now, more tows would favor the protester were extra hour tows. Now, let's say that we experience twice as many extra hour tows 226

MINUTES

versus 113 and you'll see that Auto-Barn still becomes the lowest. Now, say we postulate another scenario which would favor the protester and that is if the extra hour tows were long tows which is not our experience. So, the five to six hours, excuse me the four to five hour tows. In that case, indeed, the Auto-Barn charge for the extra hour tows is higher, \$333.00 because eventually they get up to what Ted's price is. But, still when you do the math Auto-Barn ends up in the greatest deal to the City. So, we can see even in scenarios that are highly unlikely and highly favorable to the protester, the City still does better with Auto-Barn. Therefore, the bid is materially unbalanced as well. In summary, for a bid to be rejected it has to be mathematically and materially unbalanced. Ted's was mathematically and materially unbalanced. Therefore, Ted's should not be given the first call. However, Ted should be allowed to participate as a second call vendor and the reason for that is the way the RFP is structured that the second call vendor if they chose to participate will participate at the prices charged by the first call vendor. Thank you."

President: "Has there been any confirmation of whether or not Ted's is interested in participating as second call?"

Mr. Mazza: "We do not know that. We'll make the offer and it will be up to them as to whether or not they accept it."

MINUTES

President: "And, that will be another issue that will come before the Board?"

Mr. Mazza: "No ma'am. That will be just a part of the award."

City Solicitor: "The recommended award, I think is--

Mr. Mazza: "It's on the agenda, as first-call for Auto-Barn and second-call for Ted's Towing. Now, whether or not Ted accepts that it is up to them."

President: "What would be the -- what would happen if they choose not to accept it?"

Mr. Mazza: "If they chose not to accept it Auto-Barn will be the sole selectee."

President: "Okay. I did not know if you were going to substitute another --."

Mr. Mazza: "No. There were three bidders, one bid where it was thrown out for lack of a bid bond and the only two remaining bids were Ted's and Auto-Barn."

President: "Thank you."

Mr. Motsay: "Just briefly, Mr. Mazza presents that this is market rates and they are not. If you compare these rates with current City rates for the same towing, these rates are artificially low. When you factor in this, you have to factor in proportional share of your cost for operating that equipment, insurance, gasoline, driver time, as well as performance bond."

MINUTES

Currently, these two vendors are operating at rates much higher than what Auto-Barn has put in. This is why we are contending that they are artificially low; just an intent to get it and it is not a responsible bid. They are not operating with a performance bond. So that had to be factored in. Both bids are below what they are currently are being paid for this type of work. Our concern is that the City Purchasing Office is saying that zero bid is a bad thing. I mean that seems to be what Mr. Mazza was telling us and that's not a bad thing if they have elected to put in a creative bid in such way that it balances out the bid for the first two hours, the second two hours. Remember, this is a bid that goes out across the City on the Eastside and the Westside that's why there are 48 items. I agree with Mr. Mazza that we do have the lowest number of bids and that they are cherry picking. They are picking out certain items and they are picking out certain number of factors of hours and they are not taking it across the actual method of award. If they are going to start changing the method that they calculated this, there is a problem then with the bidding process and that is our whole contention here that the bidding process has not been followed."

City Solicitor: "Well, of course, the response is -- that the problem is with your client's bid which they point out pretty

MINUTES

persuasively based on what the number is both mathematically and materially unbalanced. You raise a question as to maybe whether it is appropriate under any circumstances or these circumstances to reject a bid that is both mathematically and materially unbalanced but it seems to me that they may have a case for the fact your client's is."

Mr. Motsay: "I think ours is mathematically balanced and materially balanced. I think Auto-Barn is not, because mathematically they still have to be responsible in their bid. They are bidding very low. They are bidding well below the market. The City is saying that this is a market rate that Auto-Barn is giving and it is not."

City Solicitor: "Well, the market in this context is what the lowest bidder is prepared to do the work for."

Mr. Motsay: "But, it still has to be a responsible bid and in mathematical balancing it still has to bear proportionate to the cost. They are bidding less for a towing of a tractor-trailer than they bid on other bids with the City for a car."

President: "But, don't you think it's a bit incongruous to make the argument that Auto-Barn is unusually low when Ted's bid contained a significantly number of zero price for the items."

Mr. Motsay: "No, because they were trying to find a creative way to justify the work."

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President: "They are trying to find a creative way to have the highest number of lowest bids. It just did not work."

Mr. Motsay: "Well, it did work because we had the highest number of low bids."

President: "Yes, but when you actually had to price out the possibilities as Mr. Mazza said, in order to task register a balance bid or unbalanced bid, it has to be mathematically and materially -- and, once you do those things, the numbers does not work out."

Mr. Motsay: "Well, they are still different, but that's where we then still contend that the recommended bidder is artificially low in what they are bidding."

President: "So, you are saying that there are no additional costs for extra hour tows"

Mr. Motsay: "No, our client was willing to carry that cost on the extra hour tows."

President: "So, how do you not make the same argument that Auto-Barn is not willing to carry the cost for a tractor over a police vehicle?"

Mr. Motsay: "Because, they have not factored in what the actual cost for what tow is."

President: "So, what is the actual cost for extra hour tow?"

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Mr. Motsay: "I have someone here to help me, if that's okay with you."

President: "Okay."

Mr. Motsay: "What is the cost on extra hour tows?"

Clerk: "Would you please state your name?"

Ms. Paula Potenda from Ted's Towing: "Good morning. The actual cost for the extra hour tows would be very comparable to the --"

President: "Zero."

Ms. Potenda: "No ma'am."

President: "So, that's the issue. You are making the argument that Ted's Towing is eating those costs but you are not willing to make the similar argument for Auto-Barn. They are doing the exact same thing."

Ms. Potenda: "No, ma'am. The way that we structured our bid it said the vendor with highest number of low bids items."

President: "Right, and in order to make sure -- it's just like on the "Price Is Right", when the last person bids a dollar. You are gambling that everybody else has overbid. You did the same thing. You're -- a significant number of items you bid zero, but nobody can bid lower than zero. You did that and when the City did its calculations we find out that it is mathematically and materially unbalanced."

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Ms. Potenda: "Based, on the numbers that the City used on their calculations."

President: "Is there any calculations that you can show that would make this a better deal for the City?"

Ms. Potenda: "I do not have privy to their records to their numbers."

President: "No, you see how they have done the calculations. The City has made the calculations giving you the advantage say that there is a -- what was the calculations that did that gives --?"

City Solicitor: "Based on four or five hours."

Mr. Mazza: "We doubled the number of extra hour tows and the long tows favor the protester. So, we doubled the number of extra hour tows that we expect. It's a highly, highly unlikely scenario but to give them the benefit of the doubt, we did that. Auto-Barn comes out lower. Then, we looked at the case where let's say the tows were longer. Now tows very rarely exceed three hours. What we said is, 'okay let's say they are five hours long, all of them, every one of them' still Auto-Barn comes out less."

City Solicitor: "I would ask the protester, have you done a hypothetical calculation of any plausible scenario that results

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in Ted's doing this work for the City for less money than Auto-Barn?"

Ms. Potenda: "No, sir. I did not and I will tell you why."

City Solicitor: "Okay."

Ms. Potenda: "It's because reading the bid that was put out. The RFP that was put out. It, it said the person with the highest number of low bids. From our experience, I can use the same argument from Ted's experience we know that the bulk of the jobs we have done from the City because presently we do this without a contract. We know that the bulk of those jobs only take two hours. We also know that to be financial stable not to play, the 'let's play the low bid', I will be out of business next year because I am bidding so low which is not reasonable. It is not responsible. We also know that we put a real price that is below the regular market price. It is a discounted rate for the City. It is not however 'I'll be out of business next year rate'. So, what we did based on fact that, we know that most of those jobs majority of the jobs that we do did take less than two hours. We felt, to meet the criteria of the highest number of low bids, that by bidding zero for after two hours that that was responsible. That's what we felt. We also felt that if those jobs took us more than two hours then we simply eat them."

MINUTES

President: "Any other questions?"

City Solicitor: "Ready for a motion?"

President: "Okay."

City Solicitor: "I move to reject bid protest and adopt the recommendation of the Purchasing Bureau."

Mr. Gallagher: "Second."

President: "All those in favor AYE. All Opposed. Motion carries. Thank you."

* * * * *

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 2. B50000894, Interactive Web-Based Map

THE PROTEST OF SPATIAL SYSTEMS ASSOCIATES, INC. WILL BE HEARD ON MAY 27, 2009.

Department of Transportation

- 3. TR00045, Rehabilitation of Orleans Street from Central Ave. to Wolfe St. Manuel Luis Construction Co., Inc. \$6,158,714.40

DBE: Rowen Concrete, Inc. \$ 545,000.00 8.85%
 Bay City Construction Inc. \$1,217,495.00 19.77%
 Fallsway Construction Co., Inc. \$ 150,000.00 2.43%

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$5,480,000.00	9950-903255-9509	
Federal	Constr. Res.	
	Orleans Street	
1,602,521.56	9950-919001-9509	
Federal	Constr. Res.	
	Unallotted	
<u>\$7,082,521.56</u>		
\$6,158,714.40	-----	9950-902255-9508-6
		Struc. & Imprv.
615,871.44	-----	9950-902255-9508-5
		Inspection
307,935.72	-----	9950-902255-9508-2
<u>\$7,082,521.56</u>		Contingencies

This transfer will fund the costs associated with the award of contract TR 00045 to the Manuel Luis Construction Co., Inc.

MINUTES

A PROTEST WAS RECEIVED FROM CIVIL CONSTRUCTION LLC, AND MONUMENTAL PAVING & EXCAVATING INC.

A LETTER OF CORRESPONDENCE HAS BEEN RECEIVED FROM M. LUIS CONSTRUCTION COMPANY, INC.

President: "Now, we have Page 92, Item 3, and 4, sorry. This is recommendation for contract, Rehabilitation of Orleans Street from Central Avenue to Wolfe Street. If you are here to protest, please come forward."

Ms. Leslie Winner, Law Department: "It doesn't appear that the protesters are here unless I am wrong."

President: "Someone's coming."

City Solicitor: "Someone here from Monumental?"

Ms. Winner: "Monumental."

City Solicitor: "Is anyone here from Civil Construction?"

President: "You scared them away?"

Ms. Winner: "I went out in the hall they were not --"

City Solicitor: "I guess, I have to ask a question whether --"

President: "Are they out there in the hallway?"

Ms. Winner: "No. I went out. No one is there."

President: "Can you stand in for them?"

Ms. Winner: "No."

President: "I know, I am just joking."

City Solicitor: "I have to ask the question whether -- you know and I ask this because both of those two companies have been

MINUTES

actively represented and have presented their bid protest materials and if then -- the fact that neither one of them is here makes me ask the question whether they have been clearly notified by the agency or somebody else that this protest is being considered today by the Board of Estimates."

Ms. Laetitia Griffin, Department of Transportation: "Yes. Good morning. All bidders were notified that this was presented before the Board of Estimates for award."

City Solicitor: "Today?"

Ms. Griffin: "Today. Yes, they were notified Friday, last Friday."

City Solicitor: "By?"

Ms. Griffin: "By the Contract Administrator."

City Solicitor: "No, I am sorry by, in what actually by what fashion ...email, by...?"

Ms. Griffin: "By telephone. All of them were spoken to."

President: "We checked out in the hallway so they are not out there either."

Ms. Griffin: "Yeah, we also called yesterday, as well to remind them."

President: "Is there a Motion? You feel uncomfortable with this or do you want to call a question?"

MINUTES

City Solicitor: "Well, I am just -- I am really astonished I must say, I mean we've been very hard on the Purchasing Bureau when there have been a notification issue and have -- you know deferred the consideration of bid protests until protester is there. I am not questioning whether phone calls were made. I am just quite astonished."

President: "Want to call them now?"

Mr. Jamie Kendricks, Department of Transportation: "If I may, Madam President. This is a Recovery Act Project. Time is of the essence in moving forward and we would request that the Board move forward in the absence of any protest."

Mr. Alfred Foxx, Director of Transportation: "Madam President. I think we did due-diligence in contacting the folks yesterday to talk to them about this protest today."

City Solicitor: "Could I just -- for the record. If I could just understand specifically what telephone contact was made with these other two protestants and what -- if these were actual conversations as opposed to voice mail messages and when they took place and who they took place with?"

Ms. Griffin: "These were actual conversations. Yes, she has a phone log."

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City Solicitor: "But, this is a large contract and these protests have been actually pursued and I just want to make sure that we have a record of notification."

Ms. Juanita Horton, Department of Transportation: Hi, I am the Contract Administrator. I did not bring anything. I contacted Civil Construction, Monumental, Flanigan, and M. Luis. I also e-mailed them stating that the contract was going to be awarded on today. I spoke with Lavon Wellman of Civil also yesterday, and I spoke with Mr. Mahoney today"

President: "Did they give you any indication of whether they would be present today?"

Ms. Horton: "Mr. Mahoney said yesterday that he had to speak with his lawyer to get back with him after 2:00 yesterday. I called him 2:30 yesterday. He told me that he had not heard anything and he did not know until today. Lavon from Civil told me that she was waiting -- this was yesterday morning. She was waiting for a response from her letter of April that she sent to our legal Department and that she was told by her attorneys to not address the questions. My question to her was were they still going to protest? She said, she would have leave that up to Mr. --"

City Solicitor: "Scott Livingston?"

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Ms. Horton: "The lady. That was yesterday afternoon when I spoke to them around 2:30."

City Solicitor: "Okay. So, We had actual conversations with representatives of each of the bidders for different reasons they basically did not give you a clear indication whether they were going to be here today or not. One was getting in touch with me and the other was different reason. Okay, but you actually spoke with the people --?"

Ms. Horton: Yes, sir and we also followed-up with emails.

City Solicitor: "And, the emails were sent to the same people you just identified?"

Ms. Horton: "Yes."

City Solicitor: "Okay."

President: "I think we have one of them on the phone, if we could just wait one second."

(Momentary Pause for phone response)

President: "Nothing. If they are not here, they cannot do it. Alright, I will take over here --"

City Solicitor: "I am sorry, what the information?"

President: "They are saying that the lawyer for Civil Construction said they did not know. So, that's the lawyer. If you had a conversation with the bidder and they did not -- it is

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5/27/09

MINUTES

our responsibility to contact the bidder not to make them contact their attorneys so --."

Director of Public Works: "Correct."

City Solicitor: "Okay. I MOVE that we accept the recommendation of the Department and proceed with the award to M. Luis.

Director of Public Works: "Second."

President: "All those in favor, say AYE. Opposed. Motion carries."

* * * * *

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Purchases**Correction to an Award**

5. B50000912, Street Light
System Maintenance

Lighting Maintenance,
Inc.

Severn Cable, LLC

LAI Construction

On March 18, 2009, the Board approved the initial award for B50000912 in the amount of \$4,500,000.00 for the period of March 18, 2009 through March 10, 2012. However, the expiration date shown on the Board letter was incorrect. The correct expiration date is March 17, 2011. Therefore, the Board is requested to approve the award of this contract with the corrected period of March 18, 2009 through March 17, 2011.

MINUTES

Department of Public Works (DPW) - Ratification of Payment
for Past Due Invoices

ACTION REQUESTED OF B/E:

The Board is requested to ratify the payment of past due invoices for Martins Sign, Screen & Digital Printing Supplies Company, Inc. The invoices are for the period of October 17, 2008 through April 23, 2009.

AMOUNT OF MONEY AND SOURCE:

\$3,107.61 - 1001-000000-1900-190300-604009

BACKGROUND/EXPLANATION:

The Bureau of Purchases issued a Purchase Order (P.O.) on September 9, 2008 in the amount of \$20,000.00. This P.O. was for general operating materials used for special printing of signs, posters and banners for various City agencies.

The P.O. expired on September 09, 2008. The DPW continued to use this vendor until a new P.O. was issued on April 27, 2009. Therefore, authority is requested to pay Martins Sign, Screen & Digital Printing Supplies Company, Inc., in the amount of \$3,107.61, for all past due invoices.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the payment of past due invoices for Martins Sign, Screen & Digital Printing Supplies Company, Inc.

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

1. BELCO	\$11,755.00	Low Bid
Solicitation No. 07000 - Fiberglass Round Damper - Department of Public Works - Req. No. R524467		

2. CLEAN VENTURE, INC.	\$ 8,125.80	Ratification
Solicitation No. 06000 - Hazardous Waste Clean Up - Department of Public Works - Req. No. R523783		

An inspection by City personnel revealed evidence of an oil spill, which required immediate remediation due to the spill's proximity to a nearby stream. If left uncleaned, the spill could have caused environmental damage, accelerated by expected heavy rains.

3. KERSHNER ENVIRONMENTAL TECHNOLOGIES, LLC	\$ 9,043.52	Low Bid
Solicitation No. 07000 - Chlorinator Feeder Parts - Department of Public Works - Req. No. R523444		

4. MOORE MEDICAL, LLC	\$11,648.77	Low Bid
Solicitation No. B50001068 - Zostavax Vaccine - Health Department - Req. No. R521683		

5. BELAIR ROAD SUPPLY CO., INC.	\$ 9,892.18	Low Bid
Solicitation No. 07000 - Sewer Bricks - Department of Public Works - Req. No. R521788		

6. KERSHNER ENVIRONMENTAL TECHNOLOGIES,	\$18,600.00	Low Bid
Solicitation No. 07000 - Chlorine Detector Sensors - Department of Public Works - Req. No. R523748		

7. GECKO CREATIVE	\$ 7,345.00	Low Bid
Solicitation No. B50001032 - Tobacco Program/Promotional Materials - Health Department - Req. No. R515869		

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

- | | | |
|--|-------------|---------|
| 8. MCKESSON | \$11,856.00 | Low Bid |
| Solicitation No. 07000 - Bicillin Syringes - Health Department
- Req. No. R518271 | | |
| 9. DRIVE NOW, LLC | \$99,251.00 | Low Bid |
| Solicitation No. B5000987 - Classroom and In-Car Driver
Education Training - Mayor's Office of Employment Development
- Req. No. R511437 | | |

MWBOO GRANTED A WAIVER.

- | | | |
|---|-------------|---------|
| 10. INQUIRIES, INC. | \$27,000.00 | Renewal |
| Solicitation No. BP 06176 - Provide Background Investigative
Services - Department of Human Resources - Req. No. R524445 | | |

On June 14, 2006, the Board approved the initial award in the amount of \$26,910.00. This renewal in the amount of \$27,000.00 is the second one-year renewal option. The period of the renewal is June 14, 2009 through June 13, 2010.

- | | | |
|---|-------------|---------|
| 11. RENAISSANCE UNEMPLOYMENT
INSURANCE CONSULTANTS,
INC. | \$40,000.00 | Renewal |
| Solicitation No. BP 07127 - Administer an Unemployment
Insurance Program - Department of Human Resource - Req. No.
R52445 | | |

On June 13, 2007, the Board approved the initial award in the amount of \$32,800.00. This renewal, in the amount of \$40,000.00, is for the second one-year renewal option. The period of the renewal is July 1, 2009 through June 30, 2010.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

12. INDUSTRIAL

ORGANIZATIONAL

SOLUTIONS, INC.	\$62,000.00	Increase
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Solicitation No. B50000128 - Police Testing Services -
Department of Human Resources - Req. No. R524445

On March 5, 2008, the Board approved the initial award in the amount of \$61,295.00 for the first year of a two-year contract that expires on March 14, 2010. This request is for the second year of the funding for the contract.

MWBOO GRANTED A WAIVER.

13. OSIRIS MOBILE X-RAY	\$ 7,261.50	Ratification
SERVICES	<u>40,000.00</u>	Selected Source
	<u>\$ 47,261.50</u>	

Solicitation No. 06000 - Radiology Technician Services -
Health Department - Req. No. R211738

On May 23, 2007, the Board approved the initial award in the amount of \$23,380.00. Subsequent actions have been approved. The agency continued to us this contract after the funds were depleted and invoices remain to be paid. The vendor has the unique capability of providing an on-call and on-site movable x-ray service at the clinic. The contractor will provide a licensed technician, state of the art x-ray equipment and Board certified radiologists to provide the services. The ratification period is March 3, 2009 through May 26, 2009. The selected source period is June 1, 2009 through May 31, 2010.

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 AND EXTENSIONS

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

14. ADP, INC.	\$1,600,000.00	Sole Source
Solicitation No. 08000 - Automatic Data Processing Human Resources Systems Licensing - Department of Human Resources -Req. No. R524383		

The vendor is the sole provider of licensing for the Automatic Data Processing Human Resources systems software. The period of the award is July 1, 2009 through June 30, 2010.

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.

15. P&J CONTRACTING COMPANY, INC.	\$ 0.00	Extension
Solicitation No. B50000651 - Uplands Housing Demolition & Recycling of Selected Materials - Department of Housing and Community Development - Req. Nos. R509334		

On October 8, 2008, the Board approved the initial award. Subsequent actions were approved. Authority is requested to extend the contract through July 31, 2009 to allow for project delays caused by inclement weather.

16. RUDOLPH'S OFFICE & COMPUTER SUPPLY, INC.	\$ 75,000.00	Extension
Solicitation No. B50000100 - OEM and Remanufactured Toner and Ink Cartridges - Departments Various - Req. Nos. Various		

On June 11, 2008, the Board approved the initial award. Subsequent actions were approved. The extension is needed so that the recycling and rebate program can be more thoroughly reviewed before a recommendation to renew the contract can be made. The period of the renewal is June 1, 2009 through September 1, 2009.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

MBE: Sutherland Data \$13,894.25

MWBOO FOUND VENDOR IN COMPLIANCE.

17. DSQ SOLUTIONS	\$ 25,835.00	Ratification
	<u>19,165.00</u>	Term Order
	<u>\$ 45,000.00</u>	

Solicitation No. 08000 - Computer Support and Maintenance Service - Department of Housing and Community Development (DHCD) - Req. No. R520553

The DHCD, Head Start Division, had been operating under the management of a non-profit organization prior to January 1, 2009. Since January, the Department has brought the management in-house and has been working towards fully integrating the program's management system into the City's system through instructional training on several new computer systems. The Department is currently receiving computer support and maintenance services under an existing agreement and must maintain services until the City is able to convert all of the computers and software onto the HABNET system that is currently used by the DHCD. DSQ Solutions is the sole provider of support and maintenance for the system.

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

MWBOO GRANTED A WAIVER

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

18. DATA NETWORKS

HARTFORD COMPUTER GROUP,
INC.

EARLY MORNING SOFTWARE

AMS

USC CANTERBURY

ISMART LLC

\$2,500,000.00

Renewal

Solicitation No. BP 04097 - Microcomputer Hardware and
Peripherals - Agencies Various - Req. Nos. Various

On April 21, 2004, the Board approved the initial award in the amount of \$6,000,000.00. The award contained five 1-year renewal options at the sole discretion of the City. On March 21, 2007 the Board approved the first renewal in the amount of \$2,500,000.00. On February 27, 2008, the Board approved a supplement for items that were added to the product list. On May 14, 2008 the Board approved the second renewal for the period April 23, 2008 through April 22, 2009. On April 8, 2009, the Board approved an extension for the period April 22, 2009 through July 1, 2009. This is the third renewal in the amount of \$2,500,000.00, making the award amount \$13,500,000.00. The period of the renewal is July 1, 2009 through June 30, 2010. Two 1-year renewal options remain.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, informal awards, renewals, increases to contracts and extensions. Mr. Gallagher **ABSTAINED** on behalf of the Mayor on item nos. 15 and 18.

MINUTES

Department of Finance/Office of Risk Management - Renewal of
2009 Flood
Coverage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of flood coverage for 805 S. Caroline Street with Harleysville Mutual, which will renew on June 22, 2009.

AMOUNT OF MONEY AND SOURCE:

\$15,931.00 - 2043-000000-1450-162900-063014

BACKGROUND/EXPLANATION:

On September 13, 2003, heavy rain from Hurricane Isabel caused flooding and inundated the Caroline Street parking garage with 3' of flood water. A claim was made with FEMA. Public assistance reimbursement has been approved. Disbursement of FEMA Public Assistance is contingent upon securing and maintaining flood coverage.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of flood coverage for 805 S. Caroline Street with Harleysville Mutual, which will renew on June 22, 2009.

MINUTES

Department of Finance - 2009 Combined Charity Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the United Way of Central Maryland (UWCM).

AMOUNT OF MONEY AND SOURCE:

\$328,820.00, plus \$1.80 per donor pledging dollars using the United e-Way

BACKGROUND/EXPLANATION:

On December 12, 2008, the Board authorized the Department to negotiate annually with the UWCM to continue serving as operating agency of the Combined Charity Campaign for Baltimore City. The Department requests approval of an agreement for the UWCM to manage the 2009 campaign. This agreement will commence upon Board approval and will terminate upon completion of the final audit and accounting for campaign year 2009.

For the 2009 campaign, the UWCM will implement United e-Way, a campaign management tool that will allow donors to make online pledges using a secure online system. The user-friendly website will be available to donors 24/7 during the campaign season. Online pledging is an efficient way to manage and administer the workplace campaign and will help us reach the ultimate goal of replacing the paper pledge sheets.

MBE/WBE PARTICIPATION:

UWCM has agreed to comply with the 7% MBE and the 3% WBE goal set by MWBOO. UWCM met these goals for the 2008 campaign.

UPON MOTION duly made and seconded, the Board approved and authorized execution of an agreement with the United Way of Central Maryland.

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.

MINUTESTRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Recreation and Parks</u>		
1. \$ 45,000.00 General Fund	9938-902742-9475 Reserve Park & Rec. Facilities Improv. FY08	9938-901742-9474 Active Park & Rec. Facilities Improv. FY08

The transfer of funds will provide funds to cover costs associated with Change Order No. 1 for the Madison Square Recreation Center Basketball Pavilion Renovation, Contract No. PB08813 and to reconcile the account's deficit.

Department of Transportation

2. \$ 99,855.52 MVR	9950-904124-9528 Const. Res. North Avenue	9950-904641-9508-3 Design & Studies Feasibility Studies
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The transfer of funds will cover the cost associated with the investigation and development of the preliminary concepts for the parking garage near Penn Station through task No. 7 on project 1060 (B/D # 08026) to Johnson, Mirmiran & Thompson, Inc.

3. \$ 30,000.00 MVR	9950-903373-9509 Const. Res. Test Pits	9950-902378-9508 Electronic Docs. MGMT System
------------------------	--	---

The transfer of funds will provide funds to cover costs associated with the subscription of "Micro Station" software from the Bentley Sustaining Infrastructure" for the project "Electronic Document Management System."

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the Urban Alliance for professional services. The period of the agreement is May 18, 2009 through June 30, 2010.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 8964-631-893-05-351

BACKGROUND/EXPLANATION:

The agreement will provide paid internships and support services for at least 60 Baltimore City High School seniors age seventeen to eighteen years and who reside in neighborhoods which lack the resources needed for work readiness development. The internships will provide employment in a professional setting and positive development opportunities. Youth who participate in this program will benefit from ongoing support services, which include mentoring, life-skills instruction, post high school planning and financial literacy training.

The amount of this agreement shall not exceed \$200,000.00 of Federal workforce Act funds.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Urban Alliance for professional services.

MINUTES

Bureau of the Budget and - Supplementary General Fund Operating,
Management Research General Fund Capital Appropriations
and General Fund Operating Appropria-
tion Transfer

The Board is requested to approve the various supplementary general fund appropriations and the general fund operating appropriation transfer.

SUPPLEMENTARY GENERAL FUND CAPITAL APPROPRIATION

<u>Amount</u>	<u>Program and/or Account</u>
1. \$ 550,000.00	Department of Public Works Account: 9916-194-134
Source of Funds:	Asbestos litigation settlement Proceeds

The supplementary appropriation will be utilized by the Department of Public Works to remove asbestos from City-owned buildings.

SUPPLEMENTARY GENERAL FUND OPERATING APPROPRIATION

2. \$2,964,000.00	201, Police Department (Field Operations Bureau)
Source of Funds:	Fiscal Year 2008 Fund Balance

The funding will be added the Fiscal 2009 operating budget to provide additional funds for overtime.

GENERAL FUND OPERATING APPROPRIATION TRANSFER

3. \$3,546,000.00	From: Program 515, Department of Public Works - Solid Waste Collection
	To: Program 201, Police Depart- ment - Field Operations Bureau
Source of Funds:	Program 515, Department of Public Works - Solid Waste Collection

MINUTES

Bureau of the Budget and - cont'd
Management Research

As part of the strategy to deal with the impact on budgeted revenues due to a continuing downturn in the economy, the Administration continued a budget freeze on spending that began in Fiscal 2008 and was carried over into Fiscal 2009 on all non-public safety agencies. The purpose of the budget freeze is to preserve appropriations, through limited spending, wherever possible, in order to cover actual operating deficits in agencies that may have overspent their budgets.

This ordinance will authorize the transfer of appropriation surpluses from the Department of Public works to cover the operating budget deficit in the Police Department.

UPON MOTION duly made and seconded, the Board approved the various supplementary general fund appropriations and the general fund operating appropriation transfer. The President

ABSTAINED.

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:

Bureau of Water and Wastewater - WC 1184, Replacement of Freight Elevators at Montebello Plant 1 and 2
BIDS TO BE RECV'D: 07/22/2009
BIDS TO BE OPENED: 07/22/2009

MINUTES

ANNOUNCEMENT

President: "Before we close, I want to thank Mr. Gallagher and Mr. Kleine. Even in these tough times we closing out this fiscal year with a little bit of a surplus which is remarkable. I think that speaks to our high level of fiscal responsibility. That being said there still remains a significant amount of undesignated funds and I renew my request to have \$500,000.00 made available for Teach for America. In these tough times we have to be smart and innovative about our investments and I am convinced and the evidence shows that Teach for America has played a significant part in the reforming of our public education system. We need to invest in what works and my hope is during this budget process we will be able to find money to increase an investment in Teach for America. Thank you. Is there anything else? If there no more business before the meeting will recess until bid opening at 12:00 noon. Thank you."

* * * * *

MINUTES

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

<u>Bureau of Water and Wastewater</u>	- SWC 7756, Charles Street Box Culvert Rehabilitation at East Stoney Run
	BIDS TO BE RECV'D: 6/10/09
	<u>BIDS TO BE OPENED: 6/10/09</u>

MINUTES

Bureau of Purchases - B50001058, Various Hoses and
Accessories

BIDS TO BE RECV'D: 6/3/09

BIDS TO BE OPENED: 6/3/09

Bureau of Purchases - B50001080, CCTV Maintenance
And Platform Integration

BIDS TO BE RECV'D: 6/3/09

BIDS TO BE OPENED: 6/3/09

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 - B50001026, Providing Temporary
Personnel Services

W.P. Tax & Accounting Group
Mary Kraft Staffing & HR
Solutions
Proper Staffing, Inc.
OBVERSE
Sigman & Summerfield
Associates, Inc.
Kennedy Personnel Services
Trustworthy Staffing
Services
Cypress Tech Solutions
Symphony Placements
1st Choice Staffing
Agency, LLC
First Assist, Inc.
Excel Staffing and
Personnel Services, Inc.
Kelly Services, Inc.
Care Resources
Beacon Staffing
C2 Medical Professionals
Metropolitan Technology
Solutions, Corp.

MINUTES

Bureau of Purchases - cont'd

NEC Staffing Services
All-Pro Placement
Service, Inc.
Careers USA
America on Demand of
MD, Inc.
Stuart Services
All-U-Need Personnel
The A.E. Brodhurst Corp.
Kahak, Inc.
Townsend Careers, LLC
St. Helena Healthcare
Staffing
Abacus
Jones Networking
Dependable Nursing
Services, LLC
GTBS, Inc.
Community Care Nursing
Services
Premier Staffing Sources,
Inc.

Bureau of Purchases - B50001027, J.I.T. Office Supplies

Staples Advantage
Impact Office Products
Office Depot
Rudolph's Office &
Computer Supply, Inc.
Sue-Ann's Office
Supply, Inc.

MINUTES

Bureau of Purchases - B50001062, Men's Health Care
Outreach Program

Manna House
University of MD
Family Medicine
Associates, PA

Bureau of Purchases - B50001066, Cisco Hardware

Zetta Global
Elevi Associates, LLC
Red Hawk IT Solutions,
LLC
En Pointe Technologies
Sales Inc.
Gov Connection, Inc.

Bureau of Purchases - B50001079, 64 x 12 Mobile Office
Trailer and 8 x 8 In Plant Office

Modular Genius

Bureau of Purchases - B50001087, Repair to Mt. Pleasant
Ice Rink

Ice Builders, Inc.

Bureau of Purchases - B50001081, Marine Repair Service,
Maintenance and Parts

Ellicot Dredge, LLC
Marcon Engineering
Services, Inc.

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BOARD OF ESTIMATES

5/27/09

MINUTES

There being no objections, the Board UPON MOTION duly made and seconded, the Board adjourned until its next regularly scheduled meeting on Wednesday, June 3, 2009.

JOAN M. PRATT
Secretary