

MINUTES**REGULAR MEETING**

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

The meeting was called to order by the President.

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Pursuant to Article VI, Section 1(c) of the revised City Charter effective July 1, 1996, the Honorable Mayor, Stephanie Rawlings-Blake, in her absence during the meeting, designated Mr. Harry Black, Director of Finance, to represent the Mayor and exercise her power at this Board meeting.

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President: "I will direct the Board members attention to the memorandum from my office dated August 20, 2012, identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "Move the approval of all items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. Those opposed NAY.
The routine agenda has been adopted."

MINUTES

BOARDS AND COMMISSIONS1. Prequalification of Contractors

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

ARC Services	\$	1,500,000.00
Admiral Elevator Company, Inc.	\$	4,266,000.00
Banneker Ventures, LLC	\$	8,000,000.00
Benfield Electric Co., Inc.	\$	8,000,000.00
Comus Construction, LLC	\$	1,500,000.00
Construction Trades Services, Inc.	\$	1,500,000.00
Delaware Elevator, Inc. and Related Companies	\$	8,000,000.00
F & F Landscaping, Inc.	\$	8,000,000.00
Harnden Group, LLC	\$	5,175,000.00
Industrial Monitoring and Control Systems, Inc.	\$	603,000.00
L. E. Blue & Associates, Inc.	\$	1,500,000.00
Pipeway Energy Construction, Inc.	\$	288,000.00
Ulliman Schutte Construction, LLC	\$	560,088,000.00

2. Prequalification of Architects and Engineers

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

Athavale, Lystad & Associates, Inc.	Engineer
AULtec, Inc.	Engineer, Land Survey

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

Baker, Ingram & Associates	Engineer
Chesapeake Environmental Management, Inc	Engineer, Landscape Architect
Loiederman Soltesz Associates, Inc.	Landscape Architect, Land Survey
Spears/Votta & Associates, Inc.	Engineer

There being no objections the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms. The Comptroller **ABSTAINED** on item no. 1, L. E. Blue & Associates, Inc.

MINUTES

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

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC./** **\$1,632,249.00**
ST. JEROME HEAD PROGRAM

Account: 4000-486313-6051-516600-603051

The Head Start Program will serve 276 children and their families in Baltimore City. A two-month advance in the amount \$323,225.00 was approved by the Board on June 27, 2012. The total contract amount is \$1,955,474.00.

MBE:	Charm City Caterers, Inc.	\$140,000.00	7.16%
	Sue Ann's Office Supplies	<u>1,500.00</u>	<u>.08%</u>
		\$141,500.00	7.24%
WBE:	The Fitch Dustdown Co.,	\$ 1,000.00	.05%
	Inc.		
	Rudolph's Office and	<u>2,500.00</u>	<u>.13%</u>
	Supply, Inc.	\$ 3,500.00	.18%

The provider requested a waiver of the MBE/WBE goals. Of the total amount of \$1,955,474.00, \$1,925,474.00 are for items that are proprietary and non-segmentable. The goals were set on the non-exempt amount of \$30,000.00.

MINUTES

MOHS - cont'd

2. **METRO DELTA EDUCATIONAL PROGRAMS, INC/** **\$1,826,883.00**
METRO DELTA HEAD START PROGRAM

Account: 4000-486313-6051-516300-603051

The Head Start Program will serve 312 children and their families in Baltimore City. A two-month advance in the amount \$362,023.00 was approved by the Board on June 27, 2012. The total contract amount is \$2,188,906.00.

MBE: Genesis Office Systems, Inc.¹

E. Jackson & Son, Inc.	\$ 7,000.00	.32% ²
Rufus Ingram, P.A.	18,000.00	.82%
Abrams, Foster, Nole &	14,178.00	.65%
Williams, P.A.	<u>\$ 39,178.00</u>	<u>1.79%</u>

WBE: None listed

¹Genesis Office Systems, Inc. is not certified as a MBE with Baltimore City.

²E.Jackson & Son, Inc. is not in good standing with the Maryland State Department of Assessments and Taxation. The bidder will be allowed to substitute an approved MBE if E. Jackson & Son, Inc. is not in good standing at the time of awards.

The provider requested a waiver of the balance of the MBE/WBE goals. Of the total amount of \$2,188,906.00, \$2,012,710.00 are for items that are proprietary and non-segmentable. The goals were set on the non-exempt amount of \$176,196.00.

MINUTES

MOHS - cont'd

3. **UNION BAPTIST CHURCH-SCHOOL, INC.** **\$1,249,612.00**
HARVEY JOHNSON HEAD START PROGRAM

Account: 4000-486313-6051-516000-603051

The Head Start Program will serve 214 children and their families in Baltimore City. A two-month advance in the amount \$247,655.00 was approved by the Board on June 27, 2012. The total contract amount is \$1,497,267.00.

MBE: Time Printers, Inc.	\$ 2,000.00	.13%
Rufus Ingram, P.A.	14,550.00	.97%
B& B Lighting Supply, Inc.	2,500.00	.17%
Sue Ann's Office Supplies	14,000.00	.93%
	<u>\$ 33,050.00</u>	<u>2.20%</u>

WBE: Expressly Yours,	\$ 2,000.00	.13%
Gloria, Inc.		

The provider requested a waiver of the balance of the MBE/WBE goals. Of the total amount of \$1,497,267.00, \$1,357,319.00 are for items that are proprietary and non-segmentable. The goals were set on the non-exempt amount of \$139,948.00.

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

MINUTES

MOHS - cont'd

4. **NEWBORN HOLISTIC MINISTRIES, INC./MARTHA'S PLACE, SINGLE ROOM OCCUPANCY (SRO)** \$ 40,170.00

Account: 4000-496212-3573-591424-603051

The organization will provide supportive services to homeless women, addicted to drugs that are residents of the Martha's Place SRO. The residents will be graduates of the facility's 6-month residential transitional housing program. The agreement is for the period February 1, 2012 through January 31, 2013.

This agreement is late because of the delays in the administrative review process.

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. The President **ABSTAINED** on item nos. 1 through 6.

MINUTES

Mayor's Office of Human Services - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Altamease Hunt-Jones for the month of April 2012 for parking.

AMOUNT OF MONEY AND SOURCE:

\$18.00 - 5000-586212-1191-594600-603003

BACKGROUND/EXPLANATION:

The request is late because the employee neglected to submit the expense statement and was unable to complete the form in time to stay within the guidelines set forth in AM 240-11.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Altamease Hunt-Jones for the month of April 2012 for parking.

MINUTES

Mayor's Office of Human Services - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Tami D. Knox for the months of April and May 2012 for parking.

AMOUNT OF MONEY AND SOURCE:

\$18.00 - April
18.00 - May
\$36.00 - 5000-586212-1191-594600-603003

BACKGROUND/EXPLANATION:

The request is late because the employee neglected to submit the expense statement and was unable to complete the form in time to stay within the guidelines set forth in AM 240-11.

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

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

UPON MOTION duly made and seconded, the Board approved the expense statement for Ms. Tami D. Knox for the months of April and May 2012 for parking.

MINUTES

Circuit Court for Baltimore City- TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Lianka M. Azulay.

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

<u>NAMES</u>	<u>DAYS</u>
Debbie Taylor	1
Dianne Morris	2
Shelvia McGee-Chavis	2
Brenda Graham	2
Darlene Chavez	3
TOTAL	<u>10</u>

APPROVED FOR FUNDS BY FINANCE

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

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

MINUTES

Employees' Retirement System (ERS) - Contract for Benefits Administration System Consulting Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a contract for the provision of benefits administration system consulting services for the Employees' Retirement System of the City of Baltimore with LRWL, Inc. (LRWL). The period of the contract is effective upon Board approval for one year with the option for one six-month renewal term.

AMOUNT OF MONEY AND SOURCE:

\$175.00 - hourly rate
(not to exceed \$275,000.00 in the initial contract term)

No General Funds are involved in this transaction.

BACKGROUND/EXPLANATION:

LRWL will provide consulting services in managing the installation of a new benefits administrative system for the ERS and the Elected Officials' Retirement System and the transition from their former administration system.

The ERS published a Request for Proposal for consulting services to manage the process of installing a new benefits administration system. LRWL was one of the five consultants responding to the RFP. The ERS evaluated the responses, conducted further due diligence, and selected LRWL.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the contract for the provision of benefits administration system consulting services for the Employees' Retirement System of the City of Baltimore with LRWL, Inc. The Comptroller **ABSTAINED**.

MINUTESHealth Department - Agreements and a Grant Agreement

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

AGREEMENTS

1. **BALTIMORE SUBSTANCE ABUSE SYSTEMS, INC. (BSAS)** **\$ 88,000.00**

Account: 5000-521113-3041-605600-603051

BSAS will refer clients to the Needle Exchange Program. The client will be placed in a slot and assigned a Needle Exchange cost center in the Utilization Program. The referring program will assist the client in applying for primary adult care or health choice within 14 days of their admission.

This agreement is late because of the delays in receiving an acceptable scope of services and budget.

2. **HEALTHCARE ACCESS MARYLAND, INC. (HCAM)** **\$2,820,706.00**

Account: 4000-421113-3080-294600-603051

The HCAM will provide services in the area of Administrative Care Coordination Unit/Ombudsman. The HCAM will assist Baltimore City residents in assessing comprehensive health care services. The HCAM works closely with Managed Care Organizations (MCOs) to assist Medicaid/Medicaid eligible clients in obtaining proper and adequate health care services through their insurance. The HCAM receives referrals and provides ongoing education and training to the MCOs regarding the proper referral of clients for administrative care coordination services, and about other health programs that will assist their clients, i.e., lead, asthma, and crib programs.

This agreement is late because it was recently completed.

MINUTES

Health Department - cont'd

3. **HEALTHCARE ACCESS MARYLAND,
INC. (HCAM)** **\$1,759,327.00**

Account: 4000-421013-3080-294600-603051

The Maryland Children's Health Program gives full benefits for children up to age 19 and benefits for pregnant women of any age who meet the income guidelines. The HCAM's eligibility determination program provides information and outreach to enrollees regarding HealthChoice, Federally Qualified Health Centers, and other resources linked to the Maryland Department of Social Services.

These agreements (nos. 2 and 3) are late because they were recently returned from the provider, further delay occurred during the administrative review process.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

GRANT AGREEMENT

4. **NATIONAL AND COMMUNITY SERVICE FOR
FOR THE SENIOR COMPANION PROGRAM** **\$ 308,366.00**

Account: 4000-423513-3110-268900-404001

The purpose of this award is to assist the Health Department in carrying out a national service program authorized by the Domestic Volunteer Service Act of 1973, as amended (42 U.S.C., Chapter 22).

The Health Department's Senior Companion Program provides one-on-one assistance to the frail elderly, the developmentally disabled, and other persons who require support services because of exceptional needs. The program encourages independence in the life of clients,

MINUTESHealth Department - cont'd

fostering mainstream involvement and strengthening their social interaction. The Department's Senior Companion Program will assign 75 Senior Companions to 20 volunteer stations throughout Baltimore City.

This grant is being presented at this time because the Department recently received notice of award through the eGrant system.

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

APPROVED FOR FUNDS BY FINANCECASE MONITOR AGREEMENTS

The Maryland State Department of Health and Mental Hygiene (DHMH) is 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 Monitor/s who will supervise personal care services to eligible recipients.

The Case Monitor/s will exercise independent professional judgment and carry professional liability insurance. The Case Monitors will be independent contractors and not employees of the City.

The Case Monitor/s will be responsible for establishing a plan of personal care for each eligible recipient assigned to them in Baltimore City/Montgomery County. The Case Monitor/s will make home visits at least once every 90 days, maintain clinical records, consult with each client's personal physician and other providers in order to develop a care plan, and perform other related duties.

The maximum number of assigned cases per individual Case Monitor per month at any time is 75, unless a waiver is received.

MINUTES

Health Department - cont'd

<u>Case Monitor</u>	<u>Rate of Pay</u>	<u>Amount</u>
5. TIFFANY M. GRAY, R.N.	\$45.00 per case 100 cases	\$ 54,000.00
6. DENISE D. HAMMOND, R.N.	\$45.00 per case 150 cases	\$ 81,000.00
7. GWENDOLYN DELORES JACOBS, INC.	\$45.00 per case 175 cases	\$94,500.00
8. LOUISE REED, R.N.	\$45.00 per case 75 cases	\$ 40,500.00
9. WELLTRUST COMPANY, INC.	\$45.00 per case 185 cases	\$ 99,900.00

The case monitors will provide services in Baltimore City.

Account: 4000-426213-3110-606200-603018

10. THE AGAPE HEALTH GROUP, INC.	\$55.00 per case 200 cases	\$132,000.00
11. DYNAMIC MEDICAL SUPPORT SERVICES, INC.	\$55.00 per case 265 cases	\$174,900.00
12. KARIB SERVICES, INC.	\$55.00 per case 285 cases	\$188,100.00
13. WELLTRUST COMPANY, INC.	\$55.00 per case 150 cases	\$99,000.00

The case monitors will provide services in Montgomery County.

Account: 4000-426213-3110-606201-603018

MWBOO GRANTED A WAIVER BASED UPON THE HEALTH DEPARTMENT'S REPRESENTATION THAT THERE IS AN URGENT NEED TO AWARD THE CONTRACT. GOING FORWARD, MBE AND WBE GOALS WILL BE PLACED ON ALL CASE MONITORING CONTRACTS.

MINUTES

Health Department - cont'd

RATIFICATION OF AMENDMENT

14. **PROGRESSUS THERAPY, LLC** **\$ 55,125.00**

Account: 4000-498912-3080-294300-603051

On December 14, 2011, the Board approved the original agreement in the amount of \$232,221.00, for the period July 1, 2011 through June 30, 2012. On June 9, 2012, the program requested an amendment to increase the funding so that additional therapy services could be provided. However, during the routing process the amendment expired.

The Department is requesting the Board to ratify the amendment and authorize payment to the provider for additional services rendered.

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 agreements and a grant agreement. The President **ABSTAINED** on item no. 1. Acting on behalf of the Mayor, Mr. Black **ABSTAINED** on item no. 1.

MINUTESPolice Department - Grant Agreements

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

1. **MARYLAND EMERGENCY MANAGEMENT** **\$ 6,383.28**
AGENCY (MEMA)

Account: 4000-471613-2015-683900-600000

The grant funds will be used to support the "2010 Citizens Corps Program" funded through a grant from the U.S. Department of Homeland Security. The agreement is for the period August 1, 2010 through April 30, 2013.

2. **MARYLAND EMERGENCY MANAGEMENT** **\$ 5,000.00**
AGENCY (MEMA)

Account: 4000-471813-2015-683900-600000

The grant funds will be used to support the "2011 Citizens Corps Program" funded through a grant from the U.S. Department of Homeland Security. The agreement is for the period November 1, 2011 through May 31, 2014.

MINUTES

Police Department - cont'd

3. **GOVERNOR'S OFFICE OF CRIME** **\$35,000.00**
CONTROL AND PREVENTION (GOCCP)

Account: 5000-599413-2252-213000-600000

The GOCCP awarded grant funds to the City to be used for the Homicide Death Notification and Service Connection Project. The project provides Case Managers to support the families of homicide victims. Case Managers accompany detectives during each death notification and work with families by helping them to navigate systems of care in order to obtain services to address their needs. The Case Managers' supervisor creates and conducts training for the homicide detectives which produces the best practices related to death notification. The grant provides funds for salary support, operating expenses, and travel. The agreement is for the period July 1, 2012 through June 30, 2013.

4. **GOVERNOR'S OFFICE OF CRIME** **\$322,338.00**
CONTROL AND PREVENTION (GOCCP)

Account: 5000-599113-2252-690700-600000

The GOCCP awarded grant funds to the City to be used for the Youth Violence Reduction Partnership. The funds will be used to address high incidents of crime in the City and surrounding areas contained in Baltimore. The program aggressively tracks juvenile offenders by utilizing a security integration model of multi-agency collaboration with state and local law enforcement agencies, public safety agencies, and community partners. The program will hold high-risk juveniles accountable for their actions, and provide needed

MINUTESPolice Department - cont'd

services. The grant provides funds for salaries, operating expenses, contractual services, equipment, and a victim assistance fund. The period of the agreement is July 1, 2012 through June 30, 2013.

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

GRANT ADJUSTMENT NOTICE (GAN)

- | | |
|--|--------|
| 5. U.S. DEPARTMENT OF JUSTICE,
OFFICE OF JUSTICE PROGRAMS | \$0.00 |
|--|--------|

Account: 4000-409111-2252-690500-600000

On December 6, 2010, the Board approved acceptance of the agreement for the 2010 Baltimore City Juvenile Screening and Diversion Program. The grant funds will assist the program with reduction in juvenile recidivism by offering diversion services for youth ages 8 to 17 arrested for nonviolent offenses in Baltimore City. The GAN is a no-cost extension which extends the award period end date from September 30, 2012 through March 31, 2013.

AUDITS NOTED THE TIME EXTENSION.

The grant agreements and grant adjustment notice are late because they were recently received from the grantor s.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing grant agreements and a grant adjustment notification.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
1. Ade and Tehma Smith	2720 Tivoly Ave.	L/H	\$ 8,000.00
2. Ade and Tehma Smith	2726 Tivoly Ave.	L/H	\$10,000.00
3. Ade and Tehma Smith	2767 Tivoly Ave.	L/H	\$ 5,000.00

Funds are available in CDBG Funds, account no. 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project.

(FILE NO. 57188)

4. Ilene H. Powers	1315 Valley Street	G/R	\$ 715.00
			\$78.00

Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.

(FILE NO. 57070)

5. Alan Z. Forman, Personal Rep. of the Estate of Minnie S. Waranch	319 E. 21 st Street	G/R	\$ 387.00
			\$58.00

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

(FILE NO. 57066)

6. Donna Stevens Buono	1123 Proctor Street	G/R	\$ 160.00
			\$24.00

Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.

(FILE NO. 57070)

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
7. City Homes East Business Trust	904 N. Chester St.	L/H	\$17,640.00
8. City Homes III Limited Partner- ship	914 N. Chester St.	L/H	\$26,600.00
9. City Homes East Business Trust	938 N. Chester St.	L/H	\$26,600.00
10. City Homes III Limited Partner- ship	948 N. Chester St.	L/H	\$24,750.00
11. City Homes East Business Trust	952 N. Chester St.	L/H	\$24,700.00
12. City Homes East Business Trust	964 N. Chester St.	L/H	\$25,700.00
13. City Homes III Limited Partner- ship	1110 Rutland Ave.	L/H	\$29,700.00
14. City Homes East Business Trust	1112 N. Wolfe St.	F/S	\$32,500.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options</u>			
15. City Homes East Business Trust	1246 N. Gay St.	L/H	\$30,700.00

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

(FILE NO. 56017)

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

16. Jack & Harvey, Inc.	923 N. Collington Ave.	G/R \$96.00	\$ 880.00
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Funds are available in account no. 9910-906416-9588-900000-704040, EBDI Project, Phase II.

(FILE NO. 56017)Dept. of Housing and Community Development - Condemnation

17. Will Smith	4810 Homer Ave.	F/S	\$12,000.00
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Funds are available in City Bond Fund, account no. 9910-903187-9588-900000-704040, Park Heights Demo-Woodland/Virginia Avenue Corridor.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:Dept. of Law - Payment of Settlements

- | | | | | |
|-----|--|-----------------------|----------------|-----------|
| 18. | Stanley and Sonia
Goldberg
(Previous Owners) | 3343 Woodland
Ave. | G/R
\$90.00 | \$ 450.00 |
|-----|--|-----------------------|----------------|-----------|

On January 11, 2012, the Board approved the acquisition of the ground rent interest in 3343 Woodland Avenue for the amount of \$600.00. The previous owners valued the property interest at \$1,500.00. The parties agreed to settle the action for \$1,050.00. Therefore, the Board is requested to approve an additional \$450.00 in settlement of this case.

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

- | | | | | |
|-----|---|-----------------------|-----|------------|
| 19. | J.A.M. #13
Corporation
(Previous Owner) | 1723 Ellsworth
St. | L/H | \$6,590.00 |
|-----|---|-----------------------|-----|------------|

On May 04, 2011, the Board approved the acquisition of the leasehold interest in 1723 Ellsworth Street for the amount of \$4,160.00. The City later obtained an appraisal indicating a property value of \$4,760.00. The previous owner valued the property interest at \$15,000.00. The parties agreed to settle the action for \$10,750.00 at mediation. Therefore, the Board is requested to approve an additional \$6,590.00 in settlement of this case.

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

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing options, condemnations, and quick-takes. The Comptroller **ABSTAINED** on item no. 19.

MINUTES

Office of the State's Attorney - Disbursement of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve a disbursement of funds to the Baltimore Child Abuse Center (BCAC).

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

This disbursement of funds will pay for the operational expenses of the BCAC and support the salary of one forensic interviewer for the period July 1, 2012 through June 30, 2013.

The mission of the BCAC is to provide comprehensive interviews, medical treatment, referrals, and crisis counseling services to all reported victims of child sexual abuse in Baltimore City and their non-offending caretakers. The goal of the BCAC is to prevent future sexual child abuse.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved a disbursement of funds to the Baltimore Child Abuse Center.

MINUTES

Office of the State's Attorney - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Client Protection Fund of the Bar of Maryland (CPF).

AMOUNT OF MONEY AND SOURCE:

\$26,390.00 - 1001-000000-1150-118000-603026
(203 assessments @ \$130.00 ea.)

BACKGROUND/EXPLANATION:

This expenditure of funds will pay for the CPF assessments for the Prosecutors in the State's Attorney's Office.

The CPF (formerly known as The Clients' Security Trust Fund) was created in 1965 for the purpose of maintaining the integrity and protecting the good name of the legal profession. The CPF, supported financially by practicing attorneys, reimburses claimants for losses caused by theft of funds by members of the Maryland Bar, acting either as attorneys or as fiduciaries. The payment of the CPF assessment is required to practice law in the State of Maryland.

The State's Attorney's Office will cover the mandatory CPF fee for all of its prosecutors.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Client Protection Fund of the Bar of Maryland.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

3348

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The President **ABSTAINED** on item nos. 1 and 2.

MINUTES

Mayor's Office of Communications - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations for the 2012 Mayor's Back to School Rally. The period of the solicitation will be effective upon Board approval through August 31, 2012.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Board of Ethics of Baltimore City reviewed the application on August 13, 2012. The Office will be soliciting businesses for donations to pay for the event costs. The solicitations are for goods, and services as well as financial support.

The Mayor's Back to School Rally will be held on August 23, 2012 at the Baltimore City Public School Headquarters Building. This event has been held for a decade. The event will feature informational booths and resources, music, live entertainment, motivational speeches and more to invigorate students and to provide parents with the tools needed to prepare for a successful school year.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designees.

MINUTES

Mayor's Office of Communications - cont'd

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the governmental/charitable solicitation application for submission to the Board of Ethics of Baltimore City for donations for the 2012 Mayor's Back to School Rally.

MINUTES

Mayor's Office of Neighborhoods - Intergovernmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an intergovernmental agreement with Maryland State Department of Human Resources' Family Investment Administration, Maryland Office of Refugee and Asylees (DHR/MORA). The period of the intergovernmental agreement is October 1, 2012 through September 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$303,027.00 - 5000-535913-3530-326300-603026

BACKGROUND/EXPLANATION:

The funds for this agreement originate from the federal Office of Refugee Resettlement for the Targeted Assistance Program (TAP), and are designated for vocational training and employment services for hard-to-place refugees/asylees in the Baltimore metropolitan area. The Targeted Assistance Grant Coordinator/Mayor's Office of Neighborhoods administers the funds allocated for the Baltimore metropolitan area on behalf of the DHR.

In February 2012, the City started the RFP process for TAP through the Bureau of Purchases. Currently, the solicitation is out for bid. The Bureau of Purchases is committed to having a service provider selected by competitive bidding by October 1, 2012. The period of the contract will be October 1, 2012 through September 30, 2013, with two 1-year renewal options pending receipt of funds from the ORR.

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 intergovernmental agreement with Maryland State Department of Human Resources' Family Investment Administration, Maryland Office of Refugee and Asylees.

MINUTES

Office of the President - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application. Ms. Carolyn Blakeney of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, *Suited to Succeed*. The period of the solicitation will be effective upon Board approval through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As a member of the Board of Directors of the organization, Ms. Blakeney is expected to support *Suited to Succeed's* fundraising efforts through a variety of endeavors during the 2012-2013 year most notably by selling tickets, soliciting sponsors, auction items and vendors in support of the annual "Suit-A-Palooza" and other similar events as yet unplanned. City Agencies, friends, and family will be solicited directly by Ms. Blakeney. Solicitations will be made in person, by telephone, in writing and email.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MINUTESOffice of the President - cont'd

The mission of Suited to Succeed is to empower Baltimore area women in their efforts to transition from training programs and unemployment to self-sufficiency by providing free professional clothing and workshops. Suited to Succeed collects business clothing through company-sponsored clothing drives, individual donations and community events and offers them to women transitioning from welfare, crises and/or training programs to employment. Since its inception in 1997, Suited to Succeed has helped more than 6,000 women make the transition from unemployment to self-sufficiency.

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application. Ms. Carolyn Blakeney of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Suited to Succeed. The President **ABSTAINED**.

MINUTES

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application. Ms. Mary Demory of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Baltimore Neighborhoods, Inc. The period of the solicitation will be effective upon Board approval through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As President of the Board of Directors of Baltimore Neighborhoods, Inc., Ms. Demory is expected to support the organization's fundraising efforts through a variety of endeavors during the 2012-2013 year most notably by soliciting sponsors, auction items and vendors in support of the annual "Power Breakfast" and other similar events as yet unplanned. Ms. Demory will sell tickets to events hosted by Baltimore Neighborhoods, Inc. In that instance, friends, family, and colleagues will be solicited directly by Ms. Demory. All other solicitations will be made in person, by telephone, in writing and by e-mail.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MINUTESOffice of the President - cont'd

Baltimore Neighborhoods, Inc. works to ensure that all people in Maryland may freely choose where to live without regard to their race, color, religion, national origin, disability, gender, familial status, marital status, or sexual orientation. All donations are used to conduct a number of activities including but not limited to the following: lease review and referrals for legal assistance and financial assistance, investigations into reports of fair housing law violations, response to complaints, advertising studies, disability surveys, education and outreach, reasonable accommodation and modification assistance, legislative action and the promotion of diverse communities. The organization seeks to educate and inform so that justice in housing is achieved throughout the State.

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application. Ms. Mary Demory of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Baltimore Neighborhoods, Inc. The President **ABSTAINED**.

MINUTES

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application. Mr. Lester Davis of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Belair-Edison Neighborhoods, Inc. The period of the solicitation will be effective upon Board approval through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND AND EXPLANATION:

As a member of the Board of Directors, of Belair-Edison Neighborhoods Inc., Mr. Davis is expected to support the organization's fundraising efforts through a variety of endeavors during the 2012-2013 year. The organization is currently developing an annual fundraising plan but expects that it will entail soliciting sponsors, auction items and vendors. In addition, tickets may be sold to events hosted by the Belair-Edison Neighborhoods, Inc. In that instance, friends, family, and colleagues will be solicited directly by Mr. Davis. All other solicitations will be made in person, by telephone, in writing and by e-mail.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MINUTES

Office of the President - cont'd

The Belair-Edison Neighborhoods, Inc. is a nonprofit community-based organization that works to foster an environment where residents, business owners, and stakeholders feel confident to invest their time, energy, and money. They are a Healthy Neighborhoods and Baltimore Main Streets partner organization, as well as a HUD-certified comprehensive housing counseling agency.

The Belair-Edison Neighborhoods, Inc. is engaged in a variety of endeavors designed to establish and maintain the Belair-Edison community as a healthy mix of sustainable homeownership, business and recreational options. To that end, they offer many services including but not limited to the following: pre-purchase education and one-on-one counseling; foreclosure intervention services; small business development and promotion; community organizing and outreach; and neighborhood marketing. All contributions would be applied to those named or similar programs.

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application. Mr. Lester Davis of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Belair-Edison Neighborhoods, Inc. The President **ABSTAINED**.

MINUTES

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application. Ms. Zoe Michal of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). Council President Young will endorse the fundraising efforts of BARCS and therefore must be included in this waiver application. The period of the solicitation will be effective upon Board approval through June 30, 2013.

AMOUNT AND SOURCE OF MONEY:

No general funds are involved in this transaction.

BACKGROUND AND EXPLANATION:

Ms. Zoe Michal will solicit donations from friends, family members, associates and various businesses to support BARCS's efforts to care for animals placed with them for protection and nurturing including but not limited to the following expenditures: food and nutrition; spay/neuter programs, medication and vaccinations, medical procedures, etc.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MINUTES

Office of the President - cont'd

The Baltimore Animal Rescue and Care Shelter, Inc. (BARCS) is a nonprofit shelter that accepts and cares for all animals in need and promotes responsible pet ownership for a more humane community in Baltimore City. Fundraising efforts will be made solely for the purpose of raising funds and soliciting donations to help care for abandoned, abused, unwanted animals who rely upon BARCS to shelter, nurture and love them. The services provided by BARCS are so great that there are roughly 300 animals living at BARCS daily; approximately 200 additional animals are in foster care that is facilitated by BARCS; BARCS receives an average of 33 new animals every day; their total intake each year is over 11,000 animals. In 2010, BARCS received 4,812 dogs, 6,064 cats, and 738 other types of animals.

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application. Ms. Zoe Michal of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Baltimore Animal Rescue and Care Shelter, Inc. (BARCS). Council President Young will endorse the fundraising efforts of BARCS and therefore must be included in this waiver application. The President **ABSTAINED**.

MINUTES

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application. Ms. Kara Kunst of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Friends of Wyman Park Dell. The period of the solicitation will be effective upon Board approval through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND AND EXPLANATION:

As President of the Board of Directors of Friends of Wyman Park Dell, Ms. Kunst is expected to support the organization's fundraising efforts through a variety of endeavors during the 2012-2013 year including by selling tickets, soliciting sponsors, auction items and vendors in support of events as yet unplanned. In that instance, friends, family, and colleagues will be solicited directly by Ms. Kunst.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MINUTES

Office of the President - cont'd

The Friends of Wyman Park Dell organizes community-based park enhancement and improvement activities. These efforts include periodic clearing of invasive vegetation and replacing them with more suitable plantings to improve the Dell's appearance and long-term viability. Throughout its history, the Friends of Wyman Park Dell has advocated for major improvements to the Dell's storm water drainage, repair and restoration of its lower lawn and slopes, improved lighting and electrical systems, and improvements to its stone walls, stairs and paths, benches, and playground.

The specific purposes contributions and other receipts will be applied to the long-term revitalization and management of the Dell and its adjacent green spaces, including but not limited to the following purposes: rehabilitate and preserve the Dell's historic features and design; provide an attractive and safe destination for visitors; enhance the existing landscape; encourage the hosting of programs and events; attract new park users; and address issues of safety.

(FILE NO. 57133)

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application. Ms. Kara Kunst of the Office of the City Council President will solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Friends of Wyman Park Dell. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3363 - 3365

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

The President **ABSTAINED** on item no. 2.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 50,000.00 MVR	9950-902363-9509 Constr. Reserve Sinclair Lane over CSX	9950-907840-9514-3 Design and Studies Replace Howard St. Bridge Bearings

This transfer will cover the deficit in the account and fund the cost associated with Project 1161, BD34065 Task 9, Replacement of Two Howard Street Arch Bridge Bearings by Rummel, Klepper&Kahl, LLP.

Bureau of Water and Wastewater (BW&WW)

2. \$100,000.00 State Constr.	9958-903708-9522 Constr. Res. Stormwater PS Improvements	9958-905708-9520-3 Design
----------------------------------	---	------------------------------

This transfer will provide funds to cover the cost for Project 1154-1, Task No. 3 to provide design for the renovations to SWC 7762, Highlandtown PS.

Department of Recreation and Parks

3. \$ 11,371.61 Rec. & Parks 26 th Series	9938-903777-9475 Reserve Park Rehab. Program FY12	9938-903795-9474 Active Community Parks and Playgrounds Repair Program FY10
--	--	--

The transfer will provide funds to cover the costs associated with improvements to Cloverdale Field House and to reconcile the account's deficit.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Rec. & Parks - cont'd</u>		
4. \$ 94,323.69	9938-902729-9475	
Rec. & Parks	Reserve	
25 th Series		
4,500.00	9938-902729-9475	
<u>Gen. Fund</u>	Clifton Park	
	Master Plan	
\$ 98,823.69	-----	9938-904744-9474
		Active
		Clifton Park
		Recreation Center

This transfer will provide funds to cover the costs associated with the construction, administration services, and Change Orders No. 7 and No. 8 for Clifton Park Recreation Center, Contract RP 10811.

MINUTESDepartment of Planning - Report on Previously
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 20** favorable reports on Transfers of Funds approved by the Board of Estimates at its meetings on July 18, 25, and August 8, 2012.

The Board **NOTED** the **20** favorable reports.

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the Parks & People Foundation. The period of the grant agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$24,000.00 - 9910-908970-9588 30th Community Development Loan

BACKGROUND/EXPLANATION:

This grant agreement will establish the Garden Irrigation Fund Program (GIFP), which will be operated by the Parks & People Foundation.

The GIFP provides for irrigation at community garden sites. This grant agreement will set the roles and expectations for the GIFP in which community-managed open space site managers would apply for support for installation of water lines. Applicants are required to make the case for why direct water access is necessary or preferable, and how their site serves the Baltimore community.

The Parks & People Foundation has more than a decade of experience managing small grant programs and support networks for Baltimore's community gardeners, and with contracting out small infrastructure jobs.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the grant agreement with the Parks & People Foundation. Acting on behalf of the Mayor, Mr. Black

ABSTAINED.

MINUTES

Baltimore Development - Second Addendum to Parking Lot Lease Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the second addendum to the Parking Lot Lease with the Baltimore Ravens Limited Partnership (BRLP) for the parking lot at 1411 Warner Street. The second addendum to the parking lease extends the period of the agreement through the current Ravens season.

AMOUNT OF MONEY AND SOURCE:

\$71,250.00 - Revenue

BACKGROUND/EXPLANATION:

On November 5, 2008 the Board approved the purchase of 1411 Warner Street. The purchase of the property completed the assemblage contemplated in the 2002 Carroll Camden Urban Renewal Plan Amendment. The property fits the criteria under the State Law for a Video Lottery Terminal facility and is included in the current Request for Proposal issued by the State of Maryland.

On August 25, 2010, the Board approved a lease with the BRLP for use of the property for parking at M & T Bank Stadium for Ravens games and other uses through August 31, 2011. On August 16, 2011, the Board approved an extension of the lease through the prior Ravens Season. The BRLP wishes to extend the lease for use during Ravens games through the current Ravens season. The current RFP and review period allows the Board to consider the current request. The BRLP will be responsible for maintenance of the property during the term of the lease.

(FILE NO. 56426)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the second addendum to the Parking Lot Lease with the Baltimore Ravens Limited Partnership for the parking lot at 1411 Warner Street.

MINUTES

Bureau of Water - Reimbursement of Payment
and Wastewater (BW&WW)

ACTION REQUESTED OF B/E:

The Board is requested to concur and approve the reimbursement of a payment to Geiger Pump & Equipment Company (Geiger) by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$6,677.38 - 2071-000000-5521-630212-604010

BACKGROUND/EXPLANATION:

This reimbursement will pay Geiger \$6,677.38 for the purchase of pump maintenance kits received by the BW&WW in September 2011.

The original purchase, \$6,677.38, of pump maintenance kits for the Chapel Hill Chlorinator was submitted for payment on Expenditure Authorizations EA000076366 and EA000076367, issued on September 27, 2011. The water treatment assistant manager received an e-mail in January 2012 advising that the EAs were invalid because they exceeded the \$5,000.00 threshold allowable to one company in one fiscal year. The water treatment assistant manager was told to create a Purchase Order through CitiBuy to repay the denied payment. The water treatment assistant manager submitted R598287 and created Release Purchase Order P518582 and stated in the notes of the requisition that it was being made for items that had already been received.

When Geiger received the Purchase Order (P.O.), it shipped the parts to the BW&WW apparently unaware that this P.O. was sent so that Geiger could be paid for the items already received by the BW&WW. When the items arrived, the Chlorination Supervisor assumed that the water treatment assistant manager had ordered them for use at Chapel Hill Chlorinator because a request had been made two weeks prior to the arrival of the items, as the Chapel Hill Chlorinator was experiencing the same malfunctions there as it had in August 2011.

MINUTES

BW&WW - cont'd

Because the parts were used before the water treatment assistant manager was aware that the items had arrived, another Purchase Order had to be made for the original shipment received in September 2011. The subsequent payment attempt, R602970, was returned with a notation, "the Board does not process confirming invoices," even though P518582, was created using a confirming invoice. Therefore, the Board is requested to approve the reimbursement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board concurred and approved the reimbursement of the payment to Geiger Pump & Equipment Company by Expenditure Authorization. The President

ABSTAINED.

MINUTESBureau of Water and Wastewater - Task Assignment**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 12, under Project 1101R, Management Assistance on SC 829, SC 855, SC 884, SC 8526, WC 1236 and WC 1237 under Project 1162 to Rummel, Klepper & Kahl, LLP.

AMOUNT OF MONEY AND SOURCE:

\$ 20,471.77	- 9956-904561-9551-900020-706063	SC 829
20,471.76	- 9956-904529-9551-900020-706063	SC 855
13,647.85	- 9956-905538-9551-900020-706063	SC 884
27,295.70	- 9956-907526-9551-900020-706063	SC 8526
27,295.70	- 9960-906653-9557-900020-706063	WC 1236
27,295.70	- 9960-906653-9557-900020-706063	WC 1237
\$136,478.48		

BACKGROUND/EXPLANATION:

The Department desires management and scheduling services assistance for projects SC 829, SC 855, SC 884, SC 8526, WC 1236 and WC 1237.

APPROVED FOR FUNDS BY FINANCE**MBE/WBE PARTICIPATION:**

The consultant will continue to meet the goals on the overall agreement.

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

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the assignment of Task No. 12, under Project 1101R, Management Assistance on SC 829, SC 855, SC 884, SC 8526, WC 1236 and WC 1237 under Project 1162 to Rummel, Klepper & Kahl, LLP. The President **ABSTAINED**.

MINUTES

Department of General Services - Developer's Agreement No. 1271

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 1271 with Kaufman Real Estate Enterprises, Inc., developer.

AMOUNT OF MONEY AND SOURCE:

\$16,180.00

BACKGROUND/EXPLANATION:

The developer would like to install new water service to their new construction located in the vicinity of 3811 Curtis Avenue, Baltimore, Maryland 21226. This developer's agreement will allow the organization to do its own installation, in accordance with Baltimore City standards.

An Irrevocable Letter of Credit in the amount of \$16,180.00 has been issued to Kaufman Real Estate Enterprises, Inc. 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 the developer's agreement no. 1271 with Kaufman Real Estate Enterprises, Inc., developer.

MINUTES

Department of - Community Energy Savers Grant
General Services (DGS) Amendment No. 1

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to a community energy savers grant agreement with the Baltimore Museum of Industry. The amendment no. 1 extends the period of the agreement through September 30, 2012.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 27, 2011, the Board approved a one-year agreement with the Baltimore Museum of Industry to perform an energy audit of its facilities. The non-profit requires additional time complete the energy audit. This amendment no. 1 extends the period of the agreement through September 30, 2012. All other terms and conditions of the original agreement remain unchanged.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the amendment no. 1 to a community energy savers grant agreement with the Baltimore Museum of Industry.

MINUTES

Department of General Services (DGS) - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an on-call agreement with Johnson, Mirmiran and Thompson (JMT) for Project No. 1126J. The period of the agreement is effective upon Board approval for two years, or until the upset limit is reached, whichever comes first.

AMOUNT OF MONEY AND SOURCE:

\$1,831,748.40 - Upset limit

Funds will be identified as tasks are processed.

BACKGROUND/EXPLANATION:

Various City agencies, on a continuing basis, require civil and structural engineering 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 civil/structural engineering selection process can be executed. To accommodate this type of work, the DGS wishes to establish an on-call civil structural engineering agreement with the JMT. The services will be provided on an as-needed basis, as needs are identified.

The cost of services rendered will be negotiated on a not-to-exceed price for each task assigned. The 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.

The period of the contract will be two years. However, projects started within the two-year period may continue beyond the two-year time frame until completion. The total fee for this consultant's contract will not exceed \$1,831,748.40 for the two-year period.

The consultant was approved pursuant to the Architectural and Engineering Awards Commission (AEAC), under AEAC Project No. 1126.

MINUTES

DGS - cont'd

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 23% FOR MBE AND 10% FOR WBE.

MBE: RJM Engineering, Inc.	0-23%
Findling, Inc.	0-23%
MIN Engineering, Inc.	<u>0-23%</u>
Total (in the aggregate)	23%

WBE: Albrecht Engineering, Inc.	0-10%
Phoenix Engineering, Inc.	<u>0-10%</u>
Total (in the aggregate)	10%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

UPON MOTION duly made and seconded, the Board withdrew this item.

MINUTES

Department of Housing and - Local Government Resolution
Community Development

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

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

- | | | |
|----|---|--------------------------------|
| 1. | COPPIN HEIGHTS COMMUNITY DEVELOPMENT CORPORATION (CDC) | \$ 300,000.00
(CLP) |
|----|---|--------------------------------|

Coppin Heights (CDC) proposes two projects, the Restoration of the Hebrew Orphan Asylum Project and Redevelopment of the 2700 Block of W. North Avenue.

- The Hebrew Orphan Asylum, located at 2700 Rayner Avenue, will be restored. The 140 year old, four story brick Romanesque structure will be restored to its original elegance. The building will be transformed into a Center for Health Care and Healthy Living (Center) that will be a mixed-use retail and medical office development. The Center will be used as a Healthy Foods Market, a Health and Dental Clinic, a Pharmacy and for Allied Health Care. The project is part of a larger plan to revitalize the former Lutheran Hospital site. The \$170,000.00 Community Legacy funds will be used for design and stabilization work.
- The 2700 Block of W. North Avenue is part of the "front porch" to Coppin State University, a historically black college. This block has suffered from extreme abandonment and disinvestment over the past 25 years. Of a total of 61 townhouse lots, 18 are vacant homes, blighted and deteriorating adjacent to neighboring property.

MINUTES

DHCD - cont'd

The plan is to begin to reverse this trend of disinvestment by focusing on one block at a time. Three homes have already been completed, as well as Coppin Heights CDC financed façade improvements to four owner occupied homes and the construction of a community garden on two of the vacant lots. Community Legacy funds will be used for façade improvements and acquisition of properties.

The Coppin Heights CDC was established in 1995 by the Coppin Heights University Development Foundation to advance the Coppin Heights community improvement and neighborhood's revitalization agenda. The organization's mission is to be a catalyst for suitable and affordable housing for low to moderate income residents and to stimulate economic development to neighborhoods immediately adjacent to the University.

(FILE NO. 56674)

UPON MOTION duly made and seconded, the Board approved and adopted the local government resolution. The Comptroller

ABSTAINED.

MINUTES

Department of Housing and - Employee Expense Reports
Community Development

ACTION REQUESTED OF B/E:

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

- | | | |
|----|----------------------------------|-----------------|
| 1. | STANLEY GORDON | \$ 40.15 |
| | March-April 2012 - Local Mileage | |
| 2. | VALERIE STEWART | \$108.24 |
| | March-April 2012 - Local Mileage | |
| 3. | TERESA STEPHENS | \$ 33.04 |
| | March-April 2012 - Local Mileage | |

Account: 1001-000000-5824-408999-603002

BACKGROUND/EXPLANATION:

The Community Marketing Outreach Agents (agents) serve as liaisons between the Department of Housing and Community Development's Land Resources Division and the community at large. Part of the job description for the agents requires the agents to utilize their personal vehicles to attend various community events, and facilitate community workshops and seminars.

The Department submitted the expense statements to the Department of Finance beyond the 40-day deadline.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing employee expense reports.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the land disposition agreement with Ms. Claudette S. Laprise, developer, for the sale of the property located at 752 Reservoir Street.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will consist of the total renovation of the property into a single family home. The developer will use the property as her primary residence.

The price of \$5,000.00 for the sale of the property was determined by use of the Waiver Valuation Process.

MBE/WBE PARTICIPATION:

It should be noted that MBE/WBE participation is not required for this project because the property is being sold below \$49,999.99 .

(FILE NO. 57211)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the land disposition agreement with Ms. Claudette S. Laprise, developer, for the sale of the property located at 752 Reservoir Street.

MINUTES

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

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

<u>SOURCES</u>		<u>USES</u>	
\$1,850,000.00	Capital One Bank	\$ 584,300.00	Acquisition
1,125,000.00	MD DHCD RHPP	9,250,005.00	Construction
835,000.00	HOME	975,819.00	Construction Fees
8,466,508.00	LIHTC	840,617.00	Financing Fees
525,870.00	City PMM	114,034.00	Syndication
634,228.00	Historic Tax Credits	220,000.00	Guarantee/Reserves
143,064.00	Deferred Developer Fee/Equity	1,594,895.00	Developer Fees
<u>\$13,579,670.00</u>	TOTAL	<u>\$13,579,670.00</u>	TOTAL

Account: 9910-904190-9610

BACKGROUND/EXPLANATION:

The HOME loan will be in an amount not to exceed \$835,000.00, (HOME Loan) to Fells Point Station, LLC (the Borrower). The HOME Loan funds will be used to support a portion of the hard construction costs of the Fells Point Station project located at 1621 Bank Street.

MINUTES

DHCD - cont'd

The Fells Point Station development project will incorporate the strategic rehabilitation of a historic building, which was built in the 1880s and is the former Eastern District Police Station, and the new construction of a 39,000 square foot addition to create a four story, 65,000 square foot building in the Upper Fells Point neighborhood. The project will provide 47 mixed-income residential units and community retail space. The site, which is currently composed of the vacant building and a surface parking lot, is being awarded through a Land Disposition Agreement (LDA) and was originally approved by the Board in January, 2008. It will be known as 1621 Bank Street. The proposed development will feature an elevated courtyard with a green roof structure, which will cover the 33 car parking area. In addition to an outdoor area, the residents will benefit from amenities such as Energy Star appliances, high-speed internet access, exercise, business center and multi-purpose rooms. Laundry facilities and a management office will be on-site.

The project is located in Baltimore's East Harbor Empowerment Zone, the Fells Point Historic District, and the Fells Point Main Street District. The location is centered near major development taking place at Inner Harbor East, Canton, Marketplace at Fells Point and Johns Hopkins Hospital and is well-suited for mixed-income, work force housing.

Upon completion of the construction, the rental component and the retail component will be separated pursuant to a condominium regime. Initial documents creating the condominium regime will be recorded at closing prior to the mortgages securing the financing. The commercial space is expected to consist of approximately 3,000 square feet.

The rental component will contain 34 one-bedroom and 13 two-bedroom units. Thirteen of the units will be market rate, meaning there are no income or rent restrictions, and the

MINUTES

DHCD - cont'd

remaining 34 units will be affordable to families with incomes at or below 60% area median income (AMI) for a 40 year term. The 34 affordable units will also serve as the HOME assisted "floating" units. Of the 34 affordable units, the Borrower will provide six "Non-Elderly Persons with Disabilities Units" (NED Units) and eight "UFAS Units". The NED Units will be affordable and reserved for NED Units for not less than 15 years in accordance with the requirements of the Bailey Consent Decree. The term "NED" is defined as a household that meets the following criteria: (i) whose sole member, head of household, or head of household's spouse has a disability and is under age 62; (ii) which is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) which is on the HABC waiting list for public or Section 8 subsidized housing. The Department intends to provide rent subsidies for the NED Units in the form of Project-Based Housing Choice Vouchers. The UFAS Units are units that comply with the UFAS/Section 504 standards and 2% will be designated for persons with sight and hearing impairments. The UFAS Units will meet the long-term affordable requirement of the Bailey Consent Decree and the Department intends to provide rent subsidies in the form of Project-Based Housing Choice Vouchers for the eight UFAS Units.

Novogradac & Company LLP prepared an appraisal dated June 14, 2012, for Capital One Bank, the construction and permanent first lender. The estimated market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$13,150,000.00. The appraised value is below the total development cost of the project which is common for transactions involving LIHTC, subsidized rents and preferred governmental financing. The LIHTC provides equity and is not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term income

MINUTES

DHCD - cont'd

and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME loan and the other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior mortgage. The Department is comfortable with recommending the City loan as described under these circumstances.

Participating Parties:**A. Owner/Developer**

Fells Point Station, LLC (the "Borrower"), will be the borrower of record. The entities that will form the managing entities of the Borrower are The Henson Development Company and Columbus Property Management & Development, Inc.

B. General Contractor/Architect:

Hamel Builders Inc. will act as general contractor. The contractor will post a 100% Payment and Performance Bond. Grimm & Parker, will provide architectural services.

C. Participating Lenders:

Capital One Bank - Construction 1st and 3rd Lien Position/
Permanent 1st Lien Position

The Capital One Bank will provide a construction loan that will convert to a permanent loan. The loan will be secured in 1st lien position in an approximate amount of \$1,850,000.00 at an interest rate which should not exceed 7% (the projected interest rate is subject to market conditions at the time of

MINUTES

DHCD - cont'd

completion), with an amortization period of 30 years and a maturity of 15 years following construction completion. During the construction loan period of 24 months, the Lender will provide a bridge loan secured in 3rd lien position in an amount anticipated not to exceed \$8,000,000.00. The bridge loan will carry a variable interest rate based on the one month LIBOR with a floor of 4% and will be repaid from capital contributions from the proceeds of the tax credits.

MD DHCD RHPP Program - Construction/Permanent 2nd Lien Position

The State of Maryland's Department of Housing and Community Development will provide loan proceeds from its Rental Housing Production Program to fund permitted development costs. During the construction period of 16 months, including three months for cost certification, interest will be charged at the rate of 0%. During the permanent period, the loan will be amortized at a 4% on a 40 year term with payments made from available surplus cash flow. All outstanding principal balance and any deferred and accrued interest will be due and payable on the maturity date.

**Baltimore City HOME Program - Construction 4th Lien Position/
Permanent 3rd Lien Position**

During the construction period, to mirror the term of the superior lender, interest will be charged at the rate of 0% on sums advanced. During the permanent period, interest will be charged at the rate of 0% and be amortized on a 40 year term with payments made from available surplus cash flow. The outstanding principal balance and any deferred and accrued interest will be due and payable on the maturity date. The period of affordability, the term of rent and income restrictions required by the HOME program, will be 20 years. The HOME Loan will be long-term, subordinate, non-recourse debt.

MINUTESDHCD - cont'd**Baltimore City PMM** - Construction 5th Lien Position/Permanent 4th Lien Position

During the permanent loan period, interest will be charged at the rate of 4.7%. The repayment will be interest only for 84 months; principal and interest payments will commence thereafter and be paid from surplus cash flow for a period of 40.5 years.

MBE/WBE PARTICIPATION:

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

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$835,000.00	9910-915011-9609	9910-904190-9610
Federal Home FY2011	Reserve A/C	Fells Point Station

This transfer will provide funds to Fells Point Station, LLC for the construction of residential units and community retail space.

(FILE NO. 56537)

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the HOME Investment Partnerships Program (HOME) loan to Fells Point Station, L.L.C. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for

MINUTES

DHCD - cont'd

form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Housing and - Estoppel Certificate,
Community Development (DHCD) Mortgagee's Rights Agreement,
 and a Third Amendment to
Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Estoppel Certificate and a Mortgagee's Rights Agreement with Capital One National Association, the Department of Housing and Community Development for the State of Maryland, Hudson Housing Capital, LLC and the Fells Point Station, LLC. The Board is further requested to approve the third amendment to the Land Disposition Agreement with the Fells Point Station, LLC for the sale of 1621 Bank Street.

AMOUNT OF MONEY AND SOURCE:

\$1,850,000.00 - Capital One Bank
 1,125,000.00 - MD DHCD RHPP
 835,000.00 - HOME
 8,466,508.00 - LIHTC
 525,870.00 - City PMM
 634,228.00 - Historical Tax Credit
 143,046.00 - Deferred Developer's Fee/Equity

BACKGROUND/EXPLANATION:

On January 23, 2008, the Board of Estimates approved a Land Disposition Agreement between the Mayor and City Council, acting by and through the DHCD for the sale of a vacant property identified as 1621 Bank Street located in the Fells Point Area.

The Project will consist of the development of the former Eastern District Police Station and adjoining new construction. Fells Point Station, LLC, the developer, will construct a rental housing complex known as the Fells Point Station Project containing forty-seven mixed-income rental units, of which 34

MINUTES

DHCD - cont'd

will be one bedroom units, and thirteen 2-bedroom units, for a total of forty-seven units. The improvement will include approximately 65,873 gross square feet 3,300 square feet of retail space and 33 off street parking spaces.

The third amendment to the LDA amends the terms of the Agreement to extend the settlement date to not later than April 30, 2013 and to modify the description of the terms as indicated in the attached new "Third Amendment Land Disposition Agreement".

The DHCD of the State of Maryland intends to make construction and permanent loans to the Developer in the approximate aggregate principal amount of \$1,125,00.00. Capital One, National Association intends to make two construction loans construction to the Developer in the approximate aggregate principal amount of \$8,036,000.00, such construction loans to become one permanent loan in the approximate principal amount of \$1,850,000.00.

This Estoppel Certificate and Mortgagee's Rights Agreement clarifies the rights of the City and the lenders in the event of a default by the Developer under the Land Disposition Agreement or the loans, and it gives the lenders added security and confidence in lending to the Developer.

The DHCD recommends that the Board approve this Estoppel Certificate and Mortgagee's Rights Agreement and the Third Amendment because of the tremendous benefits of this project to the community. The benefits include the creation of 47 units of affordable housing, elimination of long-term blighting conditions, stabilization of the community, construction job opportunities and a substantial increase in property values.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

The Developer has signed a commitment to comply with the Minority and Women's Business Enterprise Program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Estoppel Certificate and the Mortgagee's Rights Agreement with Capital One National Association, the Department of Housing and Community Development for the State of Maryland, Hudson Housing Capital, LLC and the Fells Point Station, LLC. The Board further approved the third amendment to the Land Disposition Agreement with the Fells Point Station, LLC for the sale of 1621 Bank Street.

MINUTES

Department of Housing and - Loans
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve: 1) a HOME Investment Partnership Program Loan and 2) a Community Development Block Grant to Mi Casa (My House), Inc., (Borrower). The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>Sources</u>		<u>Uses</u>	
\$2,134,745.00	- NSP2 Grant	\$4,718,763.00	- Constr. Costs
1,180,000.00	- Bank Loan	490,375.00	- Prof. Fees
1,300,000.00	- HOME Funds	325,168.00	- Soft Costs
802,000.00	- CDBG Grant	99,000.00	- Closing Costs
268,800.00	- Net Sale		Asst. Soft
	Proceeds	48,939.00	- Const Cont.
<u>12,000.00</u>	- Enterprise	9,000.00	- Warrantees
	Grant	<u>6,300.00</u>	- Acct/Soft Cost
			Cert.
\$5,697,545.00		\$5,697,545.00	

BACKGROUND/EXPLANATION:

The Home and CDBG loan funds will be used to support a portion of the hard costs construction costs of the Preston Street Phase III homeownership project located at 702, 706, 708, 710, 712, 714, 715, 716, 717, 718, 722, 724, 732, 733, 734, 736, 738, and 741 East Preston Street.

MINUTES

DHCD - cont'd

Established in 1992 and incorporated in the District of Columbia, Mi Casa (My House), Inc. is a nonprofit provider of affordable housing opportunities for low - moderate income people, sustaining diverse and healthy communities in the Washington DC and Baltimore MD metropolitan area. As a nonprofit developer, Mi Casa, Inc. divides its efforts into renovating and reselling deteriorating single family homes to first-time homebuyers at affordable prices as well as working with tenant groups to purchase and renovate their buildings.

In 2007, Mi Casa, Inc. was awarded the development rights to develop Baltimore City and HABC owned properties in the Johnston Square neighborhood. Mi Casa, Inc. has completed Phase I, which was the rehabilitation of ten existing public housing units at 800, 802, 836 and 838 East Preston Street for the Housing Authority of Baltimore City (HABC). On March 16, 2011, the Board of Estimates approved a land disposition agreement (LDA) between the City and Mi Casa, Inc. for the conveyance of 30 City properties in the 700 and 800 blocks of East Preston Street for the creation of 30 units of affordable homeownership. Phase II consisted of the 12 properties in the 800 block of East Preston Street and settled on July 20, 2011. Phase III of the project will consist of 18 properties located at 702, 706, 708, 710, 712, 714, 715, 716, 717, 718, 722, 724, 732, 733, 734, 736, 738, and 741 East Preston Street. Mi Casa was awarded \$5,080,000.00 in Federal Neighborhood Stabilization Program 2 (NSP2) Funds for the Johnson Square project of which \$2,134,745.00 has been allocated for Phase III.

Upon completion of Phase III the project will provide 18 homeownership units to homebuyers with incomes at or below 80% of the area median income. HOME funds and CDBG funds will be used to assist with a portion of the rehabilitation costs

MINUTES

DHCD - cont'd

associated with the project. The City's funds are being invested in Phase III of the project only in order to create the best financing structure for Phase II and III combined. In practice, the City's investment is creating all 30 units in these two phases.

The typical home will be three stories, with a kitchen dining room, living room, and powder room on the first floor, and bedrooms and full baths on the second and third floors. Three floor plan types have been developed depending on the building blueprint, ranging from three bedrooms with a family room, to four and five bedrooms, all with two and a half bathrooms. Finishes will be in keeping with Enterprise Green Communities criteria, chosen for quality, durability and indoor air quality, and will include hardwood and ceramic floors, Energy Star lighting and appliances, high-efficiency central air conditioning and gas forced hot air. The buyers' first mortgages for these townhomes are estimated at \$80,000.00 to \$90,000.00, and a subordinate deed of trust will be recorded equal to the difference between the buyer's first mortgage and the appraised value of each home at the time of sale to be recaptured on a declining scale at the time of any sale within the ten-year affordability period.

An appraisal was prepared on June 1, 2012, by Integra Realty Resources for the Mi Casa, Inc. and the construction lender. The "as completed" value was determined to be \$1,800,000.00.

Participating Parties:

A. Developer

Mi Casa (My House), Inc., a 501(c)(3) nonprofit developer

MINUTES

DHCD - cont'd

B. General Contractor/Architect

Southway Builders will be the general contractor and will post a 100% payment and performance bond. Architectural services will be provided by K Lechleiter Architects, LLC.

C. Participating Lenders

United Bank of Washington, DC will provide a construction loan in the amount of \$1,180,000.00 which will be secured by a first lien on the real estate. The loan will mature in 18 months from the date of loan settlement with the option of a six-month extension. The interest rate will be Prime, floating with an interest rate floor of 4.5%. During the construction phase of the project, interest only payments on the interest rate floor of 4.5%. During the construction phase of the project, interest only payments on the principal amounts advanced will be required.

The developer will contribute federal NSP2 HUD grant funds in the amount of \$2,134,745.00 during the construction period as required to cover hard and soft costs of the project. The NSP2 grant funds will be unsecured and are to be funded at closing or prior to the disbursement of the bank funds and the HOME funds. Additional terms and conditions of the disbursement of funds will be further defined in the HOME loan security instruments and project draw schedule.

HOME Loan

The HOME loan will have an interest rate of zero percent per annum on sums advanced, a loan term not to exceed 24 months and

MINUTESDHCD - cont'd

will be secured by a second lien during construction. As the units are sold to qualified buyers (a buyer), each will assume a portion of the obligations of the HOME loan (the Buyers Share) and the borrower will be released from a portion of the HOME loan. Per unit subsidies for the units will be \$72,222.22. The Buyer's share will be evidenced by a promissory note and other security instruments and structured as a forgivable loan that will be reduced over time if the Buyer meets all loan conditions. The Buyer will assume an estimated \$30,000.00 under this loan (the Buyer HOME loan), to be adjusted based on final appraised value of the home, and not to exceed 100% of the appraised value of each home when combined with the buyer's first mortgage and the NSP subordinate deed of trust. The remaining \$42,222.22 in HOME funds will be a development subsidy and permanent write down to the unit. If each Buyer complies with all applicable terms and covenants of the Buyer HOME loan documents for a ten-year "period of affordability", the payment of the outstanding principal will be forgiven. In the event of a conveyance occurring during the "period of affordability", such Buyer will repay the Department all or a portion of its loan out of net proceeds. The HOME loan will be non-recourse debt.

CDBG FUNDS

The Department is requesting approval of a Deferred Community Development Block Grant loan in the amount not to exceed \$802,000.00 (the City loan). Proceeds of the City loan will be used to support a portion of the hard costs of the project. The City loan will be provided as a no-interest loan that will be forgiven provided that the units are 100% completed within 24 months of loan closing. The City loan will be evidenced by a note, which will be secured by a Deed of Trust and Regulatory

MINUTESDHCD - cont'd

Agreement (the Deed of Trust), or equivalent documents ensuring that the developer complies with the requirements set forth herein. Any Deed of Trust will be recorded in the City's Land Records.

MBE/WBE PARTICIPATION:

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

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1.	\$1,300,000.00	9910-915011-9609	9910-903186-9610
	Federal HOME	HOME FY 2011	Mi Casa Phase III
	FY 2011	Reserve A/C	Homeownership

This transfer will provide Federal HOME funds to Mi Casa, Inc. for the rehabilitation of 18 vacant units located in the 700 block of East Preston Street.

2.	\$ 802,000.00	9990-907714-993	9990-908716-9593
	35 th CDBG	Johnston Square	Mi Casa Phase III
			Homeownership

This transfer will provide community development block grant funds to Mi Casa, Inc. for the rehabilitation of 18 vacant units located in the 700 Block of East Preston Street.

(FILE NO. 57070)

UPON MOTION duly made and seconded, the Board approved and authorized execution of 1) HOME Investment Partnership Program Loan and 2) Community Development Block Grant to Mi Casa

MINUTES

DHCD - cont'd

(My House), Inc., (Borrower). The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Transfers of Funds were approved, SUBJECT to the receipt of a favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a subrecipient contractual agreement with Civic Works, Inc. The period of the subrecipient contractual agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$137,500.00 - 4000-806413-6313-709605-603051
(not to exceed)

BACKGROUND/EXPLANATION:

The Civic Works, Inc. will recruit and enroll at least 25 out-of-school City youth and young adults, 18 to 21 years old who are eligible under the Workforce Investment Act (WIA). In addition to WIA eligibility, the youth must also be one of the following:

- in the juvenile justice system,
- the child of incarcerated parents,
- aging out of foster care, and/or
- a migrant.

The Civic Works Inc. will provide Brownsfield or Energy Retrofit Installer Training as well as job placement and job retention services to enroll youth.

The subrecipient contractual agreement is late due to the additional time necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the execution of the subrecipient contractual agreement with Civic Works, Inc.

MINUTES

Mayor's Office of - Amendment No. 2 to Grant Agreement
Employment Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to grant agreement with the State of Maryland Department of Labor Licensing and Regulation (DLLR). The period of the grant agreement is October 1, 2011 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$33,853.00 - 4000-807512-6312
 13,301.00 - 4000-807512-6312
\$47,154.00

BACKGROUND/EXPLANATION:

On November 23, 2011, the Board approved the original grant award in the amount of \$3,232,905.00 for Fiscal Year 2012. On April 11, 2012, the Board approved Amendment No. 1 which increased the funding by \$352,523.00. This amendment No. 2 increases the grant award by \$47,154.00, making the total award \$3,632,582.00.

The award will be utilized for specific program costs. The costs are associated with providing eligible youth, adults and employers with coordinated employment and training activities which include, but are not limited to: labor market information, career assessment, specific skills training, job readiness training, prevocational training, and other workforce development supportive services. These services are designed to prepare eligible City residents for long-term, gainful employment opportunities in the labor market mainstream and to promote self-sufficiency and economic independence. The funding source is the Federal Workforce Investment Act Grant.

The Amendment No. 2 to the Grant Award was not received in a timely manner, causing late submission to the Board.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

MOED - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 2 to grant agreement with the State of Maryland Department of Labor Licensing and Regulation.

MINUTES

Fire Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with HealthCare Access Maryland, Inc. (HCAM). The period of the agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$164,400.00 - 1001-000000-6100-618500-603026
(FY2013)

BACKGROUND/EXPLANATION:

This agreement covers a project known as Operation Care, which was previously provided, by then named Baltimore Health Care Access, Inc., in a pilot program in FY 2009. The project was in collaboration with the Baltimore City Health Department and has continued through FY12. Operation Care personnel follow high-risk patients who call frequently for 911 services and are then matched to health services providers.

The expected outcomes of this program are that patients who frequently call 911 will be properly matched with the services that best address their needs and secondarily, the Department will realize a reduction in the number of calls for emergency medical service. The Department provides the patient data to the HCAM and its staff will follow-up with the patients. The program is staffed with a project coordinator and an outreach case manager by the HCAM.

Operation Care is a solely unique collaboration between Maryland Health Care Access, Inc. and the Department. This program resolves a Fire Department's Emergency Medical Services' dilemma

MINUTESFire Department - cont'd

of frequent low acuity 911 callers. The Department uses a great deal of resources to meet the demands of these callers, but cannot reduce their impact. There is no way to codify a general approach to this problem for competitive bidding. The collaboration with the HCAM allows each person identified as a high-volume caller to be greeted and given compassionate cost-effective medical care thus reducing the 911 burden.

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 HealthCare Access Maryland, Inc.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 4, On-Call Construction Services for Reconstruction and Resurfacing under Project 1162 to Johnson, Mirmiran & Thompson, Inc.

AMOUNT OF MONEY AND SOURCE:

\$485,273.08 - 1001-000000-1952-194300-603058

BACKGROUND/EXPLANATION:

This task assignment will authorize Johnson, Mirmiran & Thompson, Inc. to provide the design of the reconstruction of the four towing lot buildings located on Pulaksi Highway to upgrade and modernize the facilities and increase efficiency and security of the site's operation. The existing four facilities, including the main administrative building, guard booth, check-in booth, and impound lot building are in significant disrepair and will be reconstructed, and the employee and visitor parking lots will be improved. The scope of this project includes an environmental investigation to determine the limits of and any necessary action to be taken with regard to the site's former use as a landfill. Existing site security will also be reviewed.

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 4, On-Call Construction Services for Reconstruction and Resurfacing under Project 1162 to Johnson, Mirmiran & Thompson, Inc.

MINUTES

Department of Transportation - Change Order

ACTION REQUESTED OF B/E:

The Board is requested to approve Change Order Task No. 002 for Project No. 1000, Reconstruction of Central Avenue to Whitman, Requardt & Associates.

AMOUNT OF MONEY AND SOURCE:

\$249,999.57 - 9950-902256-9508-900010-705032

BACKGROUND/EXPLANATION:

This task assignment will authorize post award services to provide shop drawing reviews, responses to contractor inquiries, value engineering, red line revisions, and evaluation of all change orders that may arise during construction.

APPROVED FOR FUNDS BY FINANCE

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

THE CHANGE ORDER HAS BEEN REVIEWED AND APPROVED BY THE DEPARTMENT OF AUDITS, CORC, AND MWBOO UNLESS OTHERWISE INDICATED.

UPON MOTION duly made and seconded, the Board approved Change Order Task No. 002 for Project No. 1000, Reconstruction of Central Avenue to Whitman, Requardt & Associates.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a memorandum of understanding (MOU) with Civic Works Association, Inc. (Association). The period of the MOU is effective upon Board approval for two years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This MOU will establish a framework for the Association to install intersection art in the intersection of Barclay Street and Ilchester Avenue at the sole cost of the Association. The Association will subsequently perform ongoing maintenance of all aspects of the project.

(FILE NO. 57066)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the memorandum of understanding with Civic Works Association, Inc.

MINUTES

Department of Transportation - Confidentiality and Non-Disclosure Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Confidentiality and Non-Disclosure Agreement with Baltimore Gas and Electric Company. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This agreement outlines the confidentiality and non-disclosure of confidential, proprietary, and security sensitive information and data concerning the location of street lights and related electric facilities within the boundaries of the City. The agreement outlines acceptable practices and protocols as it pertains to the location of street lights and related electric facilities within the boundaries of the City. This agreement defines the term Street Light Information, Confidential Information, and Purpose as it pertains to confidentiality and disclosure of the referenced agreement.

(FILE NO. 56533)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Confidentiality and Non-Disclosure Agreement with Baltimore Gas and Electric Company.

MINUTES

Department of Transportation - Greyhound Terminal Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with Greyhound Lines, Inc. (Greyhound). The period of the agreement is effective upon Board approval for 20 years, ending on the last of the 20th year, with the option of three consecutive 10-year renewal options.

AMOUNT OF MONEY AND SOURCE:

\$4,170,386.00 - 9950-902994-9506-000000-490360

BACKGROUND/EXPLANATION:

The City has fee simple title to a 3.078 acre, more or less, parcel of land known as 2110 Haines Street (Ward 21, Sec. 9, Block 840, Lots 4/10) located in the Carroll Camden Industrial Park. The City wishes to lease the land to Greyhound and with the proceeds of a Federal Grant administered by the Federal Transit Administration, construct on the Land a new bus and transit passenger terminal with connections to transit buses, taxis, and other local transportation modalities, to replace the existing, temporary facility currently owned and utilized by Greyhound and situated on the land. The City proposes to own the new facility and lease the new facility to Greyhound in accordance with the terms of the lease.

The City has coordinated with Greyhound to identify the appropriate location for the permanent Intermodal Facility. Various locations throughout Baltimore City were analyzed and discussed, but ultimately dismissed during the feasibility phase as unviable due to site access concerns. The Baltimore Development Corporation, working through the Baltimore City Law Department, initiated negotiations with Greyhound to lease the land as part of the Gateway South Planned Unit Development acquisition process. Although the larger Gateway South Planned Unit Development project stalled, the Greyhound Intermodal Terminal needed to move forward expeditiously and was, therefore, transferred to the Department of Transportation to finalize lease terms and ultimately oversee construction.

MINUTES

Department of Transportation - cont'd

Greyhound will continue to operate from its current facility until such time as the City completes construction of the new facility pursuant to the Construction Rider attached to the lease. The initial term of the Lease will expire on the last day of the 20th lease year, which is defined as the period beginning on the date on which the new facility is substantially complete (as defined in the Construction Rider) and ending on the last day of the 12th full calendar month following that substantial completion date, and each consecutive 12th-month period thereafter. Greyhound will have the option to renew the lease for three consecutive periods of 10 years each.

Upon issuance of a Certificate of Occupancy for the new facility, Greyhound will pay a lump sum of \$150,000.00 as pre-paid base rent for the immediately preceding 19 months. Thereafter Greyhound will pay an annual base rent of \$96,000.00. Beginning at the start of the third 3rd lease year and the start of each third lease year thereafter, annual base rent will be equal to the product of \$96,000.00 multiplied by a fraction, the numerator of which will be the Consumer Price Index for the tenth month of the lease year immediately preceding the lease year for which the base rent is being determined and the denominator of which will be 229; provided, however, that in no event will any such escalation be greater than 9% of the base rent for the year immediately preceding the lease year for which the base rent is being determined.

Greyhound will pay, directly to the appropriate taxing authority, all taxes, assessments, general and special, water rates, and all other impositions which may be levied, assessed, charged or imposed during the lease term. Greyhound will, at its expense, (i) maintain the premises, including all buildings, structures, fixtures, machinery, equipment, parking areas, and landscape areas of the Land in good and safe condition and repair, (ii) make all necessary repairs including structural repairs to the roof, walls, equipment, and systems used in the operation thereof, and (iii) keep all parking areas, walkways, landscape and other areas in a clean, orderly and in a sanitary condition, and remove all refuse, snow and ice.

MINUTES

Department of Transportation - cont'd

MBE/WBE PARTICIPATIONS:

The design of the Greyhound Terminal incorporated a 25% level of DBE participation, as approved by the Board in December 2011. Additional DBE participation requirements will be approved by the Board and achieved during the construction phase of the Greyhound Terminal which is expected to be advertised in the Fall of 2012.

The lease was approved by the Space Utilization Committee on July 24, 2012.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 56074)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Greyhound Lines, Inc.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Whitman, Requardt & Associates, LLP for Project No. 1119, On-Call Construction Management Services Conduit Division. The amendment no. 1 to the agreement will extend the period of the agreement through August 18, 2013.

AMOUNT OF MONEY AND SOURCE:

\$375,000.00 (account nos. will be determined with each task)

BACKGROUND/EXPLANATION:

This request is for a one-year time extension and increase of \$375,000.00 in the upset amount, which will make the upset limit \$1,125,000.00. The increase is needed to complete additional work.

MBE/WBE PARTICIPATION:

MBE: 27.00%

WBE: 9.00%

The consultant will continue to comply with Article No. 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

AUDITS NOTED THIS TIME EXTENSION AND INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASKS ASSIGNMENTS.

(FILE NO. 56533)

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with Whitman, Requardt & Associates, LLP for Project No. 1119, On-Call Construction Management Services Conduit Division.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to agreement with Wallace Montgomery & Associates, LLP for Project No. 1132, On-Call Consultant Engineering Design and Review and Evaluation Services. The amendment no. 1 to the agreement will extend the period of the agreement through September 22, 2013.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 (account nos. will be determined with each task)

BACKGROUND/EXPLANATION:

This request is for a one-year time extension and increase in the upset amount of \$500,000.00, which will make the upset limit \$1,500,000.00. The increase is needed to complete additional work.

MBE/WBE PARTICIPATION:

MBE: 38.00%

WBE: 9.00%

The consultant will continue to comply with Article No. 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

AUDITS NOTED THIS TIME EXTENSION AND INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASKS ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to agreement with Wallace Montgomery & Associates, LLP for Project No. 1132, On-Call Consultant Engineering Design and Review and Evaluation Services.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

3414

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

- | | | |
|---|-------------------------------|-------------|
| 1. B50002447, Poly Vinyl
Chloride (PVC) Pipe
& Fittings
(Various Agencies) | <u>First Call</u> | |
| | Ferguson Enterprises,
Inc. | \$60,000.00 |
| | <u>Second Call</u> | \$60,000.00 |
| | HD Supply Waterworks | |

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

- | | | |
|---|-------------|---------|
| 1. MCKESSON MEDICAL AND
SURGICAL CO. | \$14,300.00 | Renewal |
| Solicitation No. 07000 - Vaccines - Health Department - Req.
No. P514585 | | |

On August 18, 2010, the Board approved the initial award in the amount of \$13,212.38. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$14,300.00 is for the period August 18, 2012 through August 17, 2013.

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|---|-------------|----------|
| 2. LORENZ, INC. | \$27,712.13 | Only Bid |
| Solicitation No. B50002537 - Landscaping for DogPark -
Department of Public Works - Req. No. R604264 | | |

The period of the award is August 22, 2012 through August 21, 2013.

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|---|-------------|-----------------|
| 3. US FOODSERVICE, INC.
STANLEY FOODS
BKN INTERNATIONAL, INC. | \$48,000.00 | Selected Source |
| Solicitation No. 06000 - Supply and Deliver a Variety of
Foods to Four Childcare Centers - Department of Housing and
Community Development - Req. No. R609941 | | |

This is a request to approve the above list of food vendors that are able to supply and deliver a variety of foods to the City's four childcare centers on an as-needed basis. Due to the constant fluctuation in food prices, vendors are unwilling to hold prices. Therefore, when the childcare centers need to place an order, they will solicit price quotes from the above three vendors and select the lowest quote each time. The period of the award is October 10, 2012 through October 9, 2013, with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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|--|--------------|-------------|
| 4. ADAMS SFC, INC. | \$ 84,116.00 | Sole Source |
| d/b/a R.P. ADAMS
Solicitation No. 08000 H/VWS PORO-EDGE Automatic Strainers -
Department of Public Works, Bureau of Water and Wastewater -
Req. No. R608086 | | |

This requirement is specific for replacing installed H/VWS PORO-EDGE Automatic Strainers which must be compatible with existing installation. The vendor is the sole manufacturer of these patented items.

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

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|---------------------|--------------|--------------|
| 5. ABACUS | \$ 13,439.38 | Ratification |
| CORPORATION | 309,105.62 | Term Order |
| \$322,545.00 | | |

Solicitation No. 06000 - Temporary Services - Field Social Workers - Health Department - Req. Nos. Various

On December 20, 2011, the Board approved the initial award in the amount of \$322,545.00. The award contained two 2-year renewal options. Due to an administrative error, the contract was allowed to expire on July 31, 2012. The vendor continued to supply services to meet the City's needs under the same terms and conditions as Contract B50001026. The period of the ratification is August 1, 2012 through August 21, 2012. The period of the term order is August 22, 2012 through July 31, 2013, with two 2-year renewal options remaining.

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

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| 6. CORRELLI, INC. | \$118,900.00 | Increase |
| Solicitation No. B50002304 - Heavy Rubber Tire Wheel Loader -
Department of General Services - Req. No. R602710 | | |

On April 18, 2012, the Board approved the initial award in the amount of \$355,100.00. This increase in the amount of \$118,900.00 is for the purchase of one loader and one day of training. The current contract expires on April 17, 2013.

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

MWBOO GRANTED A WAIVER.

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| 7. GOOD SHEPHERD SEPTIC SERVICES, INC. | \$ 60,000.00 | Renewal |
| Solicitation No. B50001177 - Sewage Pumping & Disposal
Services - Departments - Various - P.O. Nos. P510349, 510469,
and P510350 | | |

On September 16, 2009, the Board approved the initial award in the amount of \$45,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$60,000.00 is for the period September 30, 2012 through September 29, 2013, with one 1-year renewal option remaining.

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

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| 8. McGARD LLC,
SPECIAL PRODUCTS DIVISION | \$200,000.00 | Increase |
| Solicitation No. 08000 - Hydrant Locks - Department of Public Works - P.O. P519799 | | |

On March 14, 2012, the Board approved the initial award in the amount of \$100,000.00. Due to an increase in usage related to the Department's initiative to install locks on all City hydrants, additional funding is required. This increase in the amount of \$200,000.00 will make the total award amount \$300,000.00. The contract expires on February 10, 2015, with no renewal options.

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

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| 9. BRODY TRAILER | \$100,000.00 | Renewal |
| Solicitation No. 08000 - Repair of Transfer Trailers & Tankers - Department of General Services - P.O. No. P504932 | | |

On October 22, 2008, the Board approved the initial award in the amount of \$30,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period October 22, 2012 through October 21, 2013.

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

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 10. DISTRICT HEALTHCARE AND
JANITORIAL SUPPLY | \$ 25,500.00 | Extension
and Increase |
| Solicitation No. B50000399 - Furnishing and Delivering
Incontinent Products & Dressings for the CARE Program -
Health Department - P.O. No. P513048 | | |

On April 16, 2008, the Board approved the initial award in the amount of \$90,522.00. The award contained three 1-year renewal options. Subsequent actions have been approved. Authority is requested to extend the current award for a 60-day period and increase the purchase order to allow time for the solicitation to be bid and awarded. The new solicitation no. is B50002368 and is due on August 29, 2012. The period of the extension August 22, 2012 through October 21, 2012. This increase in the amount of \$25,500.00 will make the total award amount \$447,816.00.

MWBOO GRANTED A WAIVER.

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|---|-----------------------|---------|
| 11. <u>1ST CALL</u>
KUEHNE CHEMICAL CO., INC. | \$1,000,000.00 | |
| <u>2ND CALL</u>
UNIVAR USA, INC. | 0.00 | |
| INC. | <u>\$1,000,000.00</u> | Renewal |
| Solicitation No. B50001638 - Liquid Chlorine - Department of
Public Works, Bureau of Water and Wastewater - P.O. Nos.
P515085 and P515086 | | |

On October 13, 2010, the Board approved the initial award in the amount of \$1,204,250.00. The award contained three 1-year renewal options. On August 24, 2011, the Board approved the first renewal in the amount of \$500,000.00. This renewal in the amount of \$1,000,000.00 is for the period November 1, 2012 through October 31, 2013, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

12. MILTON S. HERSHEY MEDICAL CENTER	\$ 50,000.00	Selected Source
Solicitation No. 06000 - Multi-Level Medical Air Transportation Services - Health Department - Req. No. R605778		

Multi-level Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.

The State of Maryland must license all air ambulance service companies. This vendor is licensed by the State of Maryland. The DHMH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved."

It is in the best interest of the City to engage the vendor for the specialized services required by the Health Department.

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

MWBOO GRANTED A WAIVER.

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

13. NORTH AMERICAN CAST IRON PRODUCTS, INC.

CAPITAL FOUNDRY OF

VA, INC.	\$ 0.00	Extension
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Solicitation No. B50000412 - Gray Iron Manhole Covers & Frames 2008 - Departments - Various - P.O. Nos. P502313 and P502314

On May 28, 2008, the Board approved the initial awards to North American Cast Iron Products Inc. the amount of \$950,000.00 and Capital Foundry of VA, Inc. in the amount of \$50,000.00. Subsequent actions have been approved. The Law Department is reviewing bids received through a competitive bidding process for a new contract award. An extension of the existing contract is requested to maintain continuity of services until a new contract is put in place. The period of the extension is September 1, 2012 through October 31, 2012.

MWBOO GRANTED A WAIVER.

14. ADMIRAL TIRE, d/b/a EDGEWATER TIRE, INC. MCCARTHY TIRE SERVICE, INC.

DONALD B. RICE TIRE	\$ 0.00	Renewal
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Solicitation No. B50000621 - New Tires, Retreads and Roadside Service for Heavy Equipment - Department of General Services, Fleet Management Division - P.O. Nos. P503981, P503982 and P503983

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On September 3, 2008, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two 1-year renewal options. On August 24, 2011, the Board approved the first renewal. This renewal is for the period September 3, 2012 through September 2, 2013, with no renewal options remaining.

MWBOO SET GOALS OF 5% MBE AND 2% WBE FOR ROADSIDE SERVICE AND RETREADS AND 0% MBE AND 0% WBE FOR TIRES.

MWBOO FOUND VENDORS IN COMPLIANCE.

15. HOLABIRD TIRE CO., INC.
MCCARTHY TIRE SERVICE, INC.
DONALD B. RICE TIRE CO.,
INC.

\$ 0.00

Renewal

Solicitation No. B50000620 - New Tires, Retreads, and Roadside Service for Cars and Trucks - Department of General Services, Fleet Management Division - P.O. No. P504404, P5033978 and P503979

On September 3, 2008, the Board approved the initial award in the amount of \$22,000,000.00. The award contained two 1-year renewal options. On August 24, 2011, the Board approved the first 1-year renewal. This renewal is for the period September 3, 2012 through September 2, 2013, with no renewal options remaining.

MWBOO SET GOALS OF 5% MBE AND 0% WBE FOR ROADSIDE SERVICE AND RETREADS AND 0% MBE AND 0% WBE FOR NEW TIRES.

MWBOO FOUND VENDORS IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Purchases

16. T.E.A.M. SERVICE CORPORATION	\$500,000.00	Increase
Solicitation No. B50000557 - Provide Emergency Generators - Agencies various - Req. No. P503904		

On September 3, 2008, the Board approved the initial award in the amount of \$377,300.00. Subsequent actions were approved. The fire incident of July 12, 2012 at Back River Wastewater Treatment Plant has caused increased usage.

This is a requirement's contract and it expires on September 2, 2013. The Bureau of Purchases has initiated the rebid process.

MWBOO SET GOALS OF 23% MBE and 10% WBE.

MBE:	Universal Electrical Service	1%
WBE:	Electrical Masters Service, Inc.	0%
	Baltimore Electric Service, Inc.	5%

MWBOO FOUND VENDOR IN NON-COMPLIANCE ON MARCH 19, 2012.

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, increases to contracts and extensions. The President **ABSTAINED** on item nos. 4 and 11.

MINUTES

Department of Finance - PILOT Agreement for O'Donnell Heights

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a PILOT agreement with O'Donnell Heights 1 Associates LP for 6349 Boston Street, containing approximately 5.6-acres. The period of the PILOT agreement is effective July 1, 2013 and continuing until and unless the PILOT agreement is terminated.

AMOUNT OF MONEY AND SOURCE:

\$13,489,059.00 - Equity derived from an award of
Federal Low Income Housing Tax Credits
900,000.00 - Rental Housing Funds, a soft loan awarded by
the Maryland Department of Housing and
Community Development
1,500,000.00 - HOME Funds, a soft loan awarded by Baltimore
Housing
3,600,000.00 - Permanent Mortgage Loan provided by Enterprise
Mortgage Investments, LLC
1,146,584.00 - Affordable Housing Program funds through the
Federal Home Loan Bank of New York
13,450,000.00 - Construction Loan provided by Bank of America
which will be repaid at construction completion
through a combination of equity and the
Permanent Mortgage Loan

BACKGROUND/EXPLANATION:

Under the terms of this agreement, the owner will pay the City an amount equal to 10% of the gross potential rents and the agreement will become effective when the developer receives a Certificate of Occupancy.

Phase 1A is the first phase of the redevelopment and revitalization of O'Donnell Heights which was a public housing development that was located on approximately 62-acres in the Southeast portion of the City (Property). This redevelopment effort is being undertaken by the Housing Authority of Baltimore City and its development partners, The Michaels Development Company (which is the nation's largest owner of affordable housing) and the Greater Baltimore AHC, Inc.

MINUTESDepartment of Finance - cont'd

The Property upon which the first phase will be developed is currently vacant, but previously contained (together with an adjacent parcel that comprises future Phase 1B) approximately 23 World War II - era multi-family barracks-style buildings with 178 dwellings. The Housing Authority tore down these units between 2004 and 2007.

Phase 1A will contain a total of 76 mixed-income apartment units in a mix of townhome and flat styles. All of the apartment units will be leased to households whose incomes do not exceed 50% of the area median income adjusted for family sizes. Of the total 76 units, 39 units will be deeply affordable utilizing Section 8 rental subsidy. The remaining units will be affordable housing comprised of 1 - 3 bedroom apartments with rents that range from \$617.00 to \$844.00.

Prior to demolition, O'Donnell Heights was a public housing development governed in accordance with a cooperative agreement between the City of Baltimore and HUD. Under the terms of the agreement, no local property tax revenue was generated through this public housing and none is currently being paid. Under the terms of the proposed PILOT agreement, the developer estimates that this will initially generate \$80,000.00 - \$85,000.00 in revenue annually for the City.

The PILOT has been reviewed by the PILOT committee and approval is recommended.

MBE/WBE PARTICIPATION:

O'Donnell Heights 1 Associates, LP has executed a Commitment to Comply with Article 5 Subtitle 28 of the Baltimore City Code for Minority and Women's Business Programs, has and agreed to use all reasonable good faith efforts to meet the City MBE/WBE goals for the project.

(FILE NO. 57308)

MINUTES

Department of Finance - cont'd

A PROTEST HAS BEEN RECEIVED FROM MS. KIM TRUEHEART.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the PILOT agreement with O'Donnell Heights 1 Associates LP for 6349 Boston Street, containing approximately 5.6-acres. The President **ABSTAINED**.

MINUTES

Department of Finance - Amendment to Capital Grants
Projects Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to the capital grants projects grant agreement with the State of Maryland.

AMOUNT OF MONEY AND SOURCE:

There are no funds involved in this request.

BACKGROUND/EXPLANATION:

Chapter 483 of the 2010 Laws of Maryland authorizes the creation of a State debt in the amount of \$5,000,000.00 for property acquisition, demolition, and site improvements in the East Baltimore Biotechnology Park area, of which \$300,000.00 was earmarked for the property located at 2101 East Biddle Street, Project No. 9910-909120-9588.

Since the parties entered into the 2005 agreement, the General Assembly has adopted legislation that modifies the Enabling Act, which can be found in Chapter 396, Acts of 2011 to modify the purpose of the grant to include "preserving, stabilizing, maintaining, and preparing for future development of the property located at 2101 East Biddle Street. All other terms and conditions of the original agreement remain unchanged.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to the capital grants projects grant agreement with the State of Maryland.

MINUTES

Department of Finance - Revision to Administrative Manual
Introduction, AM-002-1

ACTION REQUESTED OF B/E:

The Board is requested to approve a revision to the Administrative Manual Introduction, AM-002-1 dated July 31, 1996.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The revisions to the Administrative Manual Introduction, AM-002-1, are to reflect changes in manual issuance and maintenance. Starting on May 18, 2012, the Administrative Manual is no longer available in hard copies and is updated continuously on the Bureau of Budget and Management Research (BBMR) intranet. All changes made to the manual are specified in broadcasts that are e-mailed out to all City employees. Agencies have the option of printing out the entire manual that is available in PDF format on the intranet.

Because of changes in manual issuance and maintenance, the Administrative Manual Request Form, AM-002-1-1 is replaced by the Administrative Manual Broadcast template that should be used when e-mailing Administrative Manual broadcasts to all City employees.

The revisions to AM-002-1 was recommended and reviewed by the Office of the Labor Commissioner and the Departments of Finance, Human Resources, and Law .

MINUTES

Department of Finance - cont'd

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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

UPON MOTION duly made and seconded, the Board approved the revision to the Administrative Manual Introduction, AM-002-1 dated July 31, 1996.

MINUTES

Department of Finance - Revision to Administrative Manual
Expenditure Authorizations, AM-303-1

ACTION REQUESTED OF B/E:

The Board is requested to approve a revision to the Administrative Manual, Expenditure Authorizations, AM-303-1 dated July 15, 2011.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The revisions made to Expenditure Authorizations, AM-303-1, are to reflect Resolution 10-24 of the Mayor and City Council and City Charter Article VI § 11 (3) (2). According to Resolution 10-24, expenditures greater than \$25,000.00 must be approved by the Board of Estimates and expenditures greater than \$50,000.00 must be formally advertised.

AM-303-1 also clarifies the procedures for submitting and completing Expenditure Authorizations (EAs). Vendor invoices must be sent directly by the vendor to the Bureau of Accounting and Payroll Services to be electronically linked to the EA creation in CitiDynamics. Agency fiscal staff must match, receive, and approve in CitiDynamics. Once matched and approved, the invoice will be scheduled for payment by the Bureaus of Accounting and Payroll Services Accounts Payable Division.

The revisions to AM-303-1 was recommended and reviewed by the Bureau of Purchases, Accounting and Payroll, and the Budget and Management Research.

UPON MOTION duly made and seconded, the Board approved the revision to the Administrative Manual, Expenditure Authorizations, AM-303-1 dated July 15, 2011.

MINUTES

Department of Finance - Administrative Manual Revision
Process Policy, AM-002-1-2

ACTION REQUESTED OF B/E:

The Board is requested to approve a new policy on the Administrative Manual Revision Process, AM-002-1-2.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

There is currently no policy in the Administrative Manual that describes the process of AM revision. The new policy on Administrative Manual Revision Process, AM-002-1-2, outlines the pre-request requirement, request format, and post-request procedure if any agency needs to revise a current AM policy.

The AM-002-1-2 policy requires agencies to resolve any union conflicts through the Office of the Labor Commissioner before requesting a policy revision. The AM-002-1-2 policy also requires agencies to give notice to the Departments of Human Resources and Finance if the revision involves use of leave or payment processing.

The addition of AM-002-1-2 to the Administrative Manual was recommended and reviewed by the Office of the Labor Commissioner and the Departments of Finance, Human Resources, and Law .

UPON MOTION duly made and seconded, the Board approved the new policy on the Administrative Manual Revision Process, AM-002-1-2.

MINUTES

Department of Finance - Revisions to Policy
AM-500-01 Smoke-Free Workplace

ACTION REQUESTED OF B/E:

The Board is requested to approve revisions to Administrative Manual Policy AM-500-01, Smoke-Free Workplace, dated July 13, 2012.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The major revision made to the Smoke-Free Workplace policy, AM-500-01, is the clarification that smoking is prohibited within 25-feet of the entrance or exit of a City-owned/leased building. The revised AM-500-01 also distinguishes enforcement of the policy on employees and non-employees.

The revisions to AM-500-01 was recommended and reviewed by the Office of the Labor Commissioner, the Law Department, and the Departments of Human Resources, Public Works, and Finance.

UPON MOTION duly made and seconded, the Board approved the revisions to Administrative Manual Policy AM-500-01, Smoke-Free Workplace, dated July 13, 2012.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3434 - 3435

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**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Health Department</u>		
1. ELIZABETH TUNG	\$34.11	\$55,000.00

Account: 1001-000000-3001-599000-601009

Ms. Tung will work as an Assistant for Special Projects. Her duties will include but are not limited to promoting health equity, reducing health disparities and health reform implementation, and collaborating with Baltimore City Health Department leaders in developing, planning, organizing and implementing and coordinating a variety of activities relating to the Health Promotion Program. The period of the agreement is September 1, 2012 through June 30, 2013.

Bureau of Water and Wastewater

2. LESLIE PARKER	\$15.74	\$30,000.00
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Account: 2071-000000-5471-609400-601009

Ms. Parker will work as a Customer Care Correspondent. Her duties will include but not be limited to the investigating and resolving a variety of customer complaints, pursuant to Baltimore City law and procedures, working with account specialists to determine final action to be taken regarding accounts and communicating the findings to the customer, investigating and resolving billing inquires and communicating results to the Chief of Staff. The period of the agreement is effective upon Board approval for one year.

MINUTES**PERSONNEL**Department of Finance3. Create the following position:

10183 - Senior Program Assessment Analyst
Grade 119 (\$61,900.00 - \$87,500.00)
Job No. to be assigned by BBMR

Costs: \$109,975.00 - 1001-000000-7100-691400-601001

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Matthew W. Hart Gerald C. Siedlarczyk Patrick A. Sellers Andre O. Monroe Michael G. Witt David J. Muller	American Euro- copter Headquarters Aviation Unit Grand Prairie, TX Aug. 13 - 17, 2012	Internal Service Acct.	\$5,946.60

The purpose of this travel is for the members of the Aviation Unit to attend the delivery inspection of the second two new aircraft and mission equipment and perform test flights for their expertise in their respective areas. The Eurocopter must make mandatory routine stops because of aviation rules. The closest terminal is in Atlanta, GA. Therefore, the Department is also requesting a one-day layover in Atlanta, GA with \$189.00 in subsistence per person.

2. Dustin L. Schappell Randy J. Pope	Explosive Breaching Training Randallstown, MD Aug. 20 - 25, 2012 (Reg. Fee \$1,400.00 ea.)	Asset Forfei- ture Funds	\$2,800.00
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A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board

MINUTES**TRAVEL REQUESTS** - cont'd

will not hear her protest. Her correspondence has been sent to the appropriate agency and/or committee which will respond directly to Ms. Trueheart.

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

MINUTESSpace Utilization Committee - Agreement of Sale**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an agreement of sale with The Calvary Baptist Church of Baltimore Maryland, purchaser, for the sale of a descriptive property (Block 2949, Lot 001A).

AMOUNT OF MONEY AND SOURCE:

\$4,100.00 - Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell this property, as approved by City Council Ordinance No. 477, was approved on December 6, 1973. The property will be sold under the City's Side Yard Policy approved by the Board on August 17, 2011. The purchaser will be using private funds to pay for the acquisition and maintenance of the property.

In accordance with the Side Yard Policy, the City has agreed to convey the land known as descriptive property (Block 2949, Lot 001A) to the owner of the adjacent, owner-occupied property. As a condition of the conveyance, The Calvary Baptist Church of Baltimore Maryland has agreed to the terms of the agreement of sale, which prohibits development of the parcel for a minimum of 10 years.

(FILE NO. 57242)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement of sale with The Calvary Baptist Church of Baltimore Maryland, purchaser, for the sale of a descriptive property (Block 2949, Lot 001A).

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with BDC Wicomico, LLC, lessor, the Baltimore Police Department, lessee, for the rental of a portion of the property known as 1100 Wicomico Street. The period of the lease agreement is May 01, 2012 through April 30, 2018 with one additional 3-year renewal.

The Board is also requested to approve an increased in the amount of leased space by 142 square feet, which brings the total amount of square footage to the leased premises to 5,142 square feet.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>		<u>Monthly Rent</u>
\$ 44,058.24	Year One	\$3,671.52
45,380.04	Year Two	\$3,781.67
46,741.44	Year Three	\$3,895.12
48,143.64	Year Four	\$4,011.97
49,587.96	Year Five	\$4,132.33
51,075.72	Year Six	\$4,256.31

\$284,987.04 - 1001-000000-2021-212600-603013

BACKGROUND/EXPLANATION:

On April 23, 2008, the Board approved a lease agreement with Wicomico, LLC for a term of 2 years, commencing on May 01, 2008 and terminating on April 31, 2010, with the option to renew for one additional 2-year term. The Baltimore Police Department is currently in its last year of its 2-year renewal term which, commenced on May 01, 2010 and terminated on April 30, 2012.

The Space Utilization Committee approved this lease agreement at its meeting of August 07, 2012.

MINUTES

Space Utilization Committee - cont'd

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 55400)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with BDC Wicomico, LLC, lessor, the Baltimore Police Department, lessee, for the rental of a portion of the property known as 1100 Wicomico Street. The Board also approved an increase in the amount of leased space by 142 square feet, which brings the total amount of square footage to the leased premises to 5,142 square feet.

MINUTESSpace Utilization Committee - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Thomasino's Pizza, Subs, and Pasta, LLC, tenant, for the rental of a portion of the property known as the Hollywood Diner (Diner), located at 400 East Saratoga Street, consisting of approximately 852 square feet. The period of the agreement is effective upon Board approval for 18-months, with one 1-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$12,780.00	\$710.00

BACKGROUND/EXPLANATION:

On March 30, 2012, the Department of Real Estate advertised a Request for Proposal (RFP) for the operation of the Diner. Two proposals were received and Thomasino's Pizza, Subs, and Pasta, LLC was selected to lease and operate the Hollywood Diner.

The tenant will be responsible for all routine maintenance and capital improvements of the Diner, the lawn, sidewalks, and adjacent parking lots, heating-ventilation-air conditioning (HVAC), utilities, and dumpster area during the term of the lease agreement.

The tenant will also be responsible for any interior and/or exterior improvements to the Diner, including but not limited to signage, painting, industrial cleaning, trash removal, and security during the term of the lease agreement.

MINUTES

Space Utilization Committee - cont'd

The tenant will accept all equipment that currently exists in the Diner in "as is" condition and will be solely responsible for any maintenance or repair to the equipment. Any additional equipment or supplies needed to run and operate the Diner will be the sole responsibility of the tenant.

The tenant will also provide a specialized educational program for students with an emphasis on food services, business, and marketing.

The Space Committee approved this lease at its meeting of July 23, 2012.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

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

UPON MOTION duly made and seconded, the Board **DEFERRED** action on this request.

President: "The Board is in recess until twelve o'clock noon for the receiving and opening of bids."

* * * * *

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

Bureau of Purchases	- B50002397, Citywide Violation Towing Services BIDS TO BE RECV'D: 09/12/12 <u>BIDS TO BE OPENED: 09/12/12</u>
Bureau of Purchases	- B50002463, Baltimore Arena - Title Sponsorship, Advertising, Manage and Operate BIDS TO BE RECV'D: 09/12/12 <u>BIDS TO BE OPENED: 09/12/12</u>
Bureau of Purchases -	B50002548, Ten Wheel Dump Truck BIDS TO BE RECV'D: 08/29/12 <u>BIDS TO BE OPENED: 08/29/12</u>

MINUTES

1. Department of Transportation TR 12017R, Material Testing
2012 Various Projects
Citywide

BOTA Consulting Engineers*
Froehling & Robertson, Inc.
AB Consultants

2. Bureau of Purchases - B50002505, Installation and
Maintenance of Stanley Door

Atlantic Door Control, Inc.**

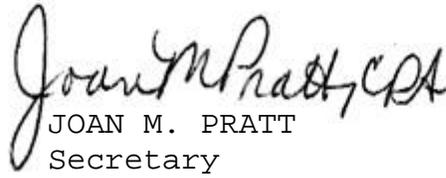
Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the foregoing bids to the respective departments for tabulation and report.

*UPON FURTHER MOTION, the Board found the bid of BOTA Consulting Engineers **IRREGULAR** because of the company's failure to proffer a bid guarantee as required by the City Charter.

UPON FURTHER MOTION, the Board found the bid of Atlantic Door Control, Inc. **NON-RESPONSIVE because of the company's failure to proffer a bid guarantee as required by the City Charter.

MINUTES

There being no objections, the Board UPON MOTION duly made and seconded, the adjourned until its next regularly scheduled meeting on Wednesday, August 29, 2012.



Handwritten signature of Joan M. Pratt, CPA. The signature is written in cursive and includes the initials 'CPA' at the end.

JOAN M. PRATT
Secretary