

MINUTES**REGULAR MEETING**

Bernard C. "Jack" Young, President
Stephanie Rawlings-Blake, Mayor
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

ANNOUNCEMENT

Deputy Comptroller: "Good morning may I have your attention please. Because City offices were closed Monday October the 8th in observance of Columbus Day, the deadline for protests is extended to this morning at 8:45 a.m. Is there anyone in the room who has not yet submitted a protest for today's agenda who would like to do so? (No Response) Thank you very much."

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The meeting was called to order by the President.

President: "I will direct the Board members attention to the memorandum from my office dated October 08, 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."

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

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

Frey Lutz Corp. and Subsidiaries	\$ 21,105,000.00
Haines Industries, Inc.	\$ 2,376,000.00
Hayward Baker, Inc., and Subsidiaries	\$829,935,000.00
Highlander Contracting Co., LLC	\$ 5,733,000.00
Horton Mechanical Contractors, Inc.	\$ 8,000,000.00
McTech Corp.	\$ 63,495,000.00
M.D. Miller Co., Inc. t/a The Marksmen Co.	\$ 8,000,000.00
Mid Atlantic Fountain Design & Mfg. Co.	\$ 531,000.00
Mid-Atlantic General Contractors, Inc.	\$ 4,689,000.00
North Star Painting Co., Inc.	\$ 45,162,000.00
Phoenix Contracting Services, Inc.	\$ 8,000,000.00
SEH Excavating, Inc.	\$ 8,000,000.00
Simpson of Maryland, Inc.	\$ 12,618,000.00
Singleton Electric Co., Inc.	\$116,865,000.00
Star Electric Co., Inc.	\$ 8,000,000.00
Superior Painting & Contracting Co., Inc.	\$ 6,489,000.00

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:

Froehling & Robertson, Inc.	Engineer
GHD, Inc.	Engineer

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

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.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnations</u>			
1. Baltimore Return Fund LLC	2701 Tivoly Ave.	L/H	\$7,200.00
2. Goldstar Construction, Inc.	2704 Tivoly Ave.	L/H	\$7,150.00
3. Sheryl Sikder	2705 Tivoly Ave.	L/H	\$6,950.00
4. Steven L. and Donna J. Whaley	2706 Tivoly Ave.	L/H	\$7,320.00
5. Ross Harris Settlements, LLC	2709 Tivoly Ave.	L/H	\$7,200.00
6. Tivoly Realty, LLC	2711 Tivoly Ave.	L/H	\$7,350.00
7. Martin S. and Maria B. Turner	2721 Tivoly Ave.	L/H	\$7,150.00
8. SS5 Business Trust	2722 Tivoly Ave.	F/S	\$7,750.00
9. Gregory Slade	2739 Tivoly Ave.	L/H	\$1,900.00
10. Baltimore Return Fund LLC	2748 Tivoly Ave.	L/H	\$7,360.00
11. Neighborhood Properties-4, Inc.	2756 Tivoly Ave.	L/H	\$5,000.00
12. Panama DC Realty LLC	2757 Tivoly Ave.	F/S	\$7,000.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
13. Eugene Stewart	2778 Tivoly Ave.	L/H	\$14,520.00

Funds are available in account 9910-904326-9588-900000-704040, Coldstream Homestead Montebello Project.

(FILE NO. 57188)

14. Louis G. and Minnie L. Pepler	1511 Ensor St.	G/R \$39.00	\$ 260.00
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Funds are available in City Bond Funds, account no. 9910-908087-9588-900000-704040, Miscellaneous Project.

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

DHCD - Rescission and Approval of Option

15. Sharonda Baylor	719 Mura St.	L/H	\$ 4,060.00
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On June 27, 2012, the Board approved acquisition by condemnation, of the leasehold interest in 719 Mura Street for the amount of \$4,060.00. However, since that time, the owner has agreed to the City's offer price, and desires to proceed with a voluntary settlement. Therefore, the Board is requested to rescind its prior approval and approve acquisition of the property's interest by option.

Funds are available in CDBG Funds, account no. 9990-907714-9593-900001-704040, Johnston Square Project.

(FILE NO. 57070)

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

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

UPON MOTION duly made and seconded, the Board approved the condemnations, rescission, and options.

MINUTESPolice Department - Intergovernmental Agreement, Grant Award,
and Grant Adjustment Notifications

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

INTERGOVERNMENTAL AGREEMENT

1. **OFFICE OF THE STATE'S ATTORNEY** **\$78,230.00**
FOR BALTIMORE CITY (OSA)

Account: 5000-599113-2252-690703-600000

On August 22, 2012, the Board approved acceptance of the Youth Violence Reduction Partnership grant from the Governor's Office of Crime Control and Prevention, in the amount of \$322,338.00. Under this agreement, the OSA will employ and supervise an Assistant State's Attorney for Baltimore City to put into practice enhanced and collaborative prosecution of violent juvenile offenders residing in the Maryland Safety Streets - Youth Violence Reduction Partnership area. The period of the agreement is July 1, 2012 through June 30, 2013.

GRANT AGREEMENT

2. **GOVERNOR'S OFFICE OF CRIME** **\$60,000.00**
CONTROL AND PREVENTION (GOCCP)

Account: 4000-472313-2252-248100-600000

The GOCCP has awarded the Violence Against Women Program grant. The funds will be used to provide salary support of a full-time project coordinator, a part-time data entry assistant, equipment, and operating expenses. The period of the grant is January 1, 2013 through September 30, 2013.

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

MINUTES

Police Department - cont'd

5. **MARYLAND EMERGENCY MANAGEMENT** **\$0.00**
AGENCY (MEMA)

On December 24, 2008, the Board authorized and approved the execution of a Memorandum of Agreement with MEMA, in the amount of \$579,090.00. The agreement allows for activities implemented under State Homeland Security Program (SHSP) to support terrorism preparedness. Eligible activities include planning, organization, training, exercises, equipment, and personnel. This GAN is a no-cost extension through July 31, 2012. All other terms and conditions of the grant will remain unchanged.

AUDITS NOTED THE NO-COST TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Employment Development - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of grant award from the Maryland Department of Labor, Licensing and Regulation. The period of the grant award is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$1,130,000.00 - 5000-506313-6397-483200-405001

BACKGROUND/EXPLANATION:

The grant funds will provide funds for the Youth Works 2012 Program Year. The costs are associated with providing eligible youth with summer jobs at various approved sites.

The grant award is late because notification of the grant was not received until September 7, 2012.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the grant award from the Maryland Department of Labor, Licensing and Regulation.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfer of Funds

listed on the following pages:

4107 - 4108

All of the EWOs have been reviewed and approved

by the Department of Audits, CORC, and MWBOO,

unless otherwise indicated.

The President **ABSTAINED** on item No. 1.

MINUTES**EXTRA WORK ORDERS** - cont'd

This transfer will cover the deficit and fund the cost associated funds for TR 10302 change order no. 3, Replacement of Fort Avenue Bridge O/CSXT Railroad by American Infrastructure-MD, Inc.

MINUTESDepartment of General Services - Developers' Agreements

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

<u>Developer</u>	<u>No.</u>	<u>Amount</u>
1. FIRST ZENAT, LLC	1185	\$15,570.00

First Zenat, LLC, the owner of 3101 Pulaski Highway, will remove and replace the current water service with a new water service and sprinkler to complete its renovations.

A performance bond in the amount of \$15,570.00 has been issued to First Zenat, LLC which assumes 100% of the financial responsibility.

2. STAVROU COMPANIES, LLC.	1278	\$84,160.00
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Stavrou Companies, LLC. will install various utilities to its proposed construction located in the vicinity of 20 East Fort Avenue.

A standby letter of credit in the amount of \$84,160.00 has been issued by order of the Stavrou Companies, LLC. which assumes 100% of the financial responsibility.

The agreements will allow the developers to perform their own installation in accordance with Baltimore City Standards.

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

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

MINUTES

Department of General Services - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a right-of-entry agreement with the Maryland Department of Transportation Authority (MdTA). The period of the agreement is effective upon Board approval through June 12, 2013, unless extended.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City, acting through the Department of Transportation, is proposing a project to upgrade and install sidewalks/footways in and around the southeast side of Baltimore as part of Contract No. TR-08017.

It has been determined that the City's contractor will need to install sidewalk and ADA accessible ramps on property under the control of the MdTA. This right-of-entry will be used in connection with the Department of Transportation project to perform improvements on MdTA property in the vicinity of Ponca and O'Donnell Streets.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the right-of-entry agreement with the Maryland Department of Transportation Authority.

MINUTES

Department of General Services - Amendment No. 3 to Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment no. 3 to agreement with The Baltimore Community Foundation, Inc. (BCF). The amendment no. 3 extends the agreement through November 30, 2012.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 13, 2010, the Board approved the agreement with the BCF to manage the Baltimore Energy Challenge effort. The agreement was amended (October 6, 2011 and February 29, 2012) to add additional scope of work, funding, and to extend the term through August 3, 2012. This amendment no. 3 is required to allow additional time to complete the program. No additional funds are required.

AUDITS NOTED THE TIME EXTENSION.

(FILE NO. 56632)

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 3 to agreement with The Baltimore Community Foundation, Inc.

MINUTES

Department of General Services (DGS) - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1281 Battery Ave.	St. Mary Star of the Sea Roman Catholic Congregation, Inc.	Two double face signs 5' x 2', one handicap ramp 13'6" x 4'
Annual Charge: \$ 140.70		
2. 30 W. Biddle St.	CS Potomac Associates, LLC	Double face electric sign 4' x 2.3'
Annual Charge: \$ 70.30		
3. 244 S. Broadway	Fakhir A. Qadir	Awning w/signage 20'5" x 1'9", four tubes
Annual Charge: \$ 286.55		
4. 400 S. Bond St.	St. Vincent DePaul of Baltimore, Inc.	Service connection 420 linear ft. of conduit
Annual Charge: \$1,470.00		
5. 16 S. Eutaw St.	University Physicians, Inc.	One awning 18' x 4', two awnings 18 x 2'6"
Annual Charge: \$ 463.68		

MINUTES

DGS - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6.	81 Mosher St.	Engineer Assoc.	One storefront 7.25' x 8', one set of steps, four lights, one planter 8' x 5'
	Annual Charge: \$1,098.50		
7.	201 E. Lanvale St.	Thomas Rutigliano	Handicap ramp 13' x 3'2"
	Annual Charge: \$ 70.30		
8.	1001 S. Lakewood Ave.	1001 S. Lakewood Ave., LLC	One single face electric sign 11'8" x 7'3", one single face electric sign 3'7" x 5'10"
	Annual Charge: \$ 308.30		

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

UPON MOTION duly made and seconded, the Board approved the Minor Privilege Permits. The President **ABSTAINED** on item no. 4.

MINUTES

Health Department - Second Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a second amendment to agreement with The Family League of Baltimore City, Inc. (FLBC). The second amendment extends the period of the agreement through December 31, 2012.

AMOUNT OF MONEY AND SOURCE:

No additional funds are associated with this action.

BACKGROUND/EXPLANATION:

On February 15, 2012, the Board approved the original agreement with the FLBC for the B'More for Healthy Babies Program, in the amount of \$1,209,690.00 for the period July 1, 2011 through June 30, 2012.

On August 15, 2012, the Board retroactively approved the first amendment to agreement in the amount of \$476,265.00, for a total contract amount of \$1,685,955.00.

On September 19, 2012, the Board approved a no-cost extension from CareFirst BlueCross BlueShield, extending the grant term to December 31, 2012.

Therefore, the Department is requesting this second amendment to extend the period of the agreement with the FLBC through December 31, 2012. All other terms and conditions of the original agreement remain unchanged.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

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

MINUTESHealth Department - Agreements

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

1. THE JOHNS HOPKINS UNIVERSITY **\$43,228.00**
(JHU)

Account: 4000-422612-3030-271500-603051

The JHU will provide oversight to ensure that local data collection continues to meet nationally defined project goals. The principal investigator represents the Baltimore City Health Department on national network conference calls, during the Centers for Disease Control site visits and at collaborator meetings throughout the year. The period of the agreement is September 30, 2011 through September 29, 2012.

The agreement is late because of protracted negotiations with the provider over the description of the staff's roles.

2. RICHARD W. MATENS **\$ 2,000.00**

Account: 5000-521113-3023-274000-603020

Mr. Matens will plan and facilitate a two-day retreat for the Baltimore City Health Department, Harm Reduction Program. He will meet with the Program Director to develop agenda and retreat activities. He will also write, edit and submit a summary report to the Program Director. The period of the agreement is September 1, 2012 through September 30, 2012.

The agreement is late because it was just completed.

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the various agreements. The President **ABSTAINED** on item no. 1

MINUTES

Health Department - Ratification and Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify the purchase from Whitaker Brothers Business Machines, Inc. (Whitaker). The Board is also requested to approve and authorize an expenditure of funds to pay Whitaker.

AMOUNT OF MONEY AND SOURCE:

<u>Amount</u>	<u>Date of Invoice</u>	<u>Invoice No.</u>
\$232.48	August 10, 2012	0212768

BACKGROUND/EXPLANATION:

On August 9, 2012, an employee incorrectly ordered shredder bags from Whitaker, a vendor not under City contract for this agency. Therefore, the Department requests the Board to ratify the purchase from Whitaker and approve an expenditure of funds to pay Whitaker Brothers.

The aforementioned employee has been advised of the correct procedures to order this type of office supply.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the purchase from Whitaker Brothers Business Machines, Inc. and approved and authorized the expenditure of funds to pay Whitaker Brothers Business Machines, Inc.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the mileage/parking expense statement for Ms. Angelisa Morton for the month of June 2012.

AMOUNT OF MONEY AND SOURCE:

\$ 6.09 - 4000-426212-3110-306800-603002
4.90 - 4000-426212-3110-306800-603003
\$10.99 - Mileage/Parking Expenses

BACKGROUND/EXPLANATION:

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

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the mileage/parking expense statement from Ms. Angelisa Morton for the month of June 2012.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,
the Board approved the Transfers of Funds

listed on the following pages:

4121 - 4122

SUBJECT to receipt of favorable reports
from the Planning Commission,
the Director of Finance having
reported favorably thereon,
as required by the provisions of the City Charter.

The Mayor's **ABSTAINED** on item no. 4.

The President **ABSTAINED** on item no. 3.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$ 216,000.00	9950-901824-9509	9950-901882-9508-3
MVR	Constr. Reserve	Design & Study
	Maisel Street	Annapolis Road
	Pedestrian Bridge	Bridge

This transfer will cover the deficit and fund the cost associated with Project 1113, Task No. 5, for replacement of three bridges over MD 295: Waterview Avenue Bridge, Annapolis Road Bridge, and Maisel Street Pedestrian Bridge, by Rummel Klepper & Kahl, LLP.

2. \$ 12,000.00	9950-920008-9509	9950-904639-9508-3
	Constr. Reserve	Design & Studies
	Complete Streets	Transportation
		Planning Policy
		Highlandtown
		Complete Street
		Improvements

This transfer will cover the costs associated Task 9, Project 1123, On Call Transportation Planning Policy Feasibility for Highlandtown Complete Street Improvements, by McCormick Taylor, Inc.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Bureau of Water & Wastewater</u>		
3. \$2,000,000.00	9960-936001-9558	9960-906718-9557-
Water Revenue	Constr. Reserve	900020-3
Bonds	Unallocated	Engineering

The funds are required to cover the cost of the Water Main Replacement at Light Street. The work was facilitated under WC 1217, Infrastructure Rehabilitation.

Mayoralty-Related/Department of Planning

4. \$ 500,000.00	9904-906793-9129	9904-908793-9127
9 th National	Nat'l. Aquarium	Nat'l. Aquarium
Aquarium	Ray Tray Exhibit	Ray Tray Exhibit
Loan	Reserve	Active

This transfer will provide funds to the National Aquarium to renovate the 265,000 gallon stingray exhibit tank built in 1981. The renovations will reinforce the concrete walls under the stingray exhibit and upgrade the electrical system to improve the overall visitor experience at the National Aquarium.

MINUTES

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

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

- | | | |
|----|---|-------------------------------|
| 1. | ST. VINCENT DEPAUL OF BALTIMORE, INC.
(SVDP) | \$251,372.00/
Year |
|----|---|-------------------------------|

Account: 5000-586212-3571-333700-603051

The SVDP will be responsible for the proper management and control of all activities pertaining to the receipt and distribution of commodities of the Emergency Feeding Organization. The period of the agreement is October 1, 2011 through September 30, 2014.

MWBOO GRANTED A WAIVER.

- | | | |
|----|---|---------------------|
| 2. | ST. VINCENT DEPAUL OF BALTIMORE, INC.
(SVDP) | \$355,418.00 |
|----|---|---------------------|

Account: 4000-496211-3573-267829-603051

The SVDP will assist approximately 28 chronically homeless men and women access and sustain permanent housing settings through its Home Connections I Program. The period of the agreement is January 1, 2012 through December 30, 2012.

MWBOO GRANTED A WAIVER.

- | | | |
|----|---|---------------------|
| 3. | ST. VINCENT DEPAUL OF BALTIMORE, INC.
(SVDP) | \$ 54,030.00 |
|----|---|---------------------|

Account: 4000-496212-3572-591429-603051

The SVDP will provide 24-hour service to 15 homeless families that are residents of the Cottage Avenue Community transitional housing facility. The period of the agreement is March 1, 2012 through February 28, 2013.

MWBOO GRANTED A WAIVER.

MINUTES

MOHS - cont'd

4. **MUNICIPAL INFORMATION SYSTEMS, INC.** **\$ 94,950.00**

Account: 4000-496212-3571-591495-603051

The organization will be responsible for performing tasks related to the daily support and maintenance of Regional On-line Service Information Exchange system, including daily backup, ensure data security and correcting technical malfunctions, etcetera. The period of the agreement is April 1, 2012 through March 31, 2013.

MWBOO GRANTED A WAIVER.

5. **FUSION PARTNERSHIPS, INC.** **\$105,964.00**

Account: 4000-4800123-3572-333654-603051

The organization will operate the Youth Empowered Society (Y.E.S.) drop-in center. The center will provide services to homeless and unaccompanied youth, ages 14 - 25. The period of the agreement is July 1, 2012 through June 30, 2013.

MWBOO GRANTED A WAIVER.

6. **HEALTHCARE ACCESS MARYLAND, INC.** **\$124,549.00**
(HCAM)

Accounts: 4000-480013-3571-333610-603051
5000-529113-3572-333710-603051

The organization will provide essential outreach services to 150 homeless individuals or families.

MWBOO GRANTED A WAIVER.

MINUTES

MOHS - cont'd

7. **HEALTHCARE ACCESS MARYLAND, INC.** **\$347,042.00**
(HCAM)

Account: 4000-480013-3572-333610-603051

The HCAM will provide outreach services to 150 unsheltered homeless people. The organization will also provide housing and services to 100 units of rapid re-housing.

MWBOO GRANTED A WAIVER.

8. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$112,072.00**
(ACC)

Account: 4000-496212-3573-267825-603051

The ACC will provide support services to approximately 52 participants in the Provider's Support Housing Program. The program will serve individuals and families with disabilities. The period of the agreement is February 1, 2012 through January 31, 2013.

MWBOO GRANTED A WAIVER.

9. **METROPOLITAN BALTIMORE QUADEL** **\$205,453.00**
CONSULTING CORPORATION

Account: 4000-490913-3573-333686-603051

The organization will provide two full-time Housing Quality Standards inspectors, quality control services, clerical support, and other direct costs required to provide inspections services.

MWBOO GRANTED A WAIVER

The agreements are late because of delays at the administrative level.

MINUTES

MOHS - cont'd

10. **THE WOMEN'S HOUSING COALITION, INC.** **\$ 54,530.00**
(WHC)

Account: 4000-496212-3573-591435-603051

The WHC will provide housing and supportive services to approximately 14 single formerly homeless women at the Calverton Residence.

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

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Expenditure of Funds
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay Clifton, Larsen, Allen, LLP.

AMOUNT OF MONEY AND SOURCE:

\$25,500.00 - 5000-585110-5750-648702-603026

BACKGROUND/EXPLANATION:

Clifton, Larsen, Allen, LLP provided services to ensure that wages paid by vendors to their employees were accurate and in compliance with Federal Davis-Bacon wage rates.

In August 2011, this procurement was considered an emergency due to the Stimulus grant coming to a close. Since then the Stimulus grant has been extended, giving the City more time to complete the project.

The cost of services was originally estimated to be under \$25,000.00 and since this was a professional service contract, a formal procurement through the Bureau of Purchases would not be required. After conferring with the Department of Finance and the Law Department, the firm was hired to perform services.

The total cost for services rendered is \$25,500.00, slightly higher than originally estimated.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(FILE NO. 57087)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the expenditure of funds to pay Clifton, Larsen, Allen, LLP.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a land disposition agreement with the St. Paul's Peace and Harmony Free Will Baptist Church, developer, for the properties located as follows:

Block 3824 Lot 049 (400 E. 23rd Street)
Block 3824 Lot 050 (Descriptive Address)
Block 3824 Lot 051 (Descriptive Address)

AMOUNT OF MONEY AND SOURCE:

\$6,946.00 - Purchase Price

BACKGROUND/EXPLANATION:

The Developer operates the St. Paul's Peace and Harmony Free Will Baptist Church, located at 406 E. 23rd Street, and will purchase three adjacent vacant lots. The developer will improve the lots with greening and fencing to use for church related activities.

The waiver valuation process was used to determine the fair market value of the properties using the sales of comparable properties.

MBE/WBE PARTICIPATION

Not applicable the developer is paying fair market value for the properties and is not receiving any public subsidy.

(FILE NO. 57211)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the land disposition agreement with the St. Paul's Peace and Harmony Free Will Baptist Church.

MINUTES

Department of Housing and - Agreements
Community Development

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

1. **CAROLINE FRIESS CENTER, INC.** **\$ 78,850.00**

Account: 2089-208913-5930-426934-603051

The organization will provide a 15-week education and career training and placement program for unemployed and under-employed women that reside in Baltimore City. Upon completion of training the organization will assist the women with job placement and support services for one year after job placement. The funds will be used to subsidize the agency's operating costs. The period of the agreement is September 1, 2012 through August 31, 2013.

FOR THE FY 2013, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$25,000.00 AS FOLLOWS:

MBE: \$6,750.00

WBE: \$2,500.00

2. **HARBEL COMMUNITY ORGANIZATION, INC.** **\$ 51,550.00**

Account: 2089-208913-5930-432235-603051 \$ 39,750.00

2089-208913-5930-432291-603051 \$ 11,800.00

The organization will provide funds to assist in community efforts to prevent crime and bring safety and stability in Belair-Edison, Harford and Coldstream-Homestead-Montebello. The organization's crime awareness efforts will be carried out by the Northeast Citizens Patrol and the Northeast District Police. In addition, the organization will provide

MINUTES

DHCD - cont'd

homebuyer education and housing counseling services to low and moderate-income persons. The period of the agreement is September 1, 2012 through August 31, 2013.

FOR THE FY 2013, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$16,322.00 AS FOLLOWS:

MBE: \$4,404.00

WBE: \$1,632.00

3. **PARK HEIGHTS RENAISSANCE, INC. (PHR) \$ 90,650.00**

Account: 2089-208913-5930-682162-603051

This agreement provides CDBG funds to subsidize the PHR's operating expenses. The organization will administer a rehabilitation deferred loan program for low and moderate-income owner-occupant households. The PHR will assist the homeowners with developing rehabilitation specifications, cost estimation, contractor selection and construction management. The organization will also assist homeowners that reside in the Park Heights stabilization area as defined by the Park Heights Master Plan. The period of the agreement is July 1, 2012 through June 30, 2013.

FOR THE FY 2013, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$29,700.00 AS FOLLOWS:

MBE: \$8,019.00

WBE: \$2,970.00

MINUTES

DHCD - cont'd

On May 2, 2012, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2012 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Solutions Grant (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2012 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and - Local Government Resolutions
Community Development

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

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

- | | |
|---------------------------------------|------------------------|
| 1. HEALTH CARE FOR THE HOMELESS, INC. | \$50,000.00
(CITCP) |
|---------------------------------------|------------------------|

Health Care for the Homeless, Inc., located at 421 Fallsway, proposes as a project, "The Supportive Housing for the Chronically Homeless", that will provide wrap around services to the chronically homeless, dually diagnosed individuals in Baltimore City who require intensive support to become housed and stay housed.

Health Care for the Homeless, Inc., works to prevent and end homelessness for vulnerable individuals and families by providing quality integrated health care and promoting access to affordable housing and sustainable incomes through direct services, advocacy and community engagement.

Last year, Health Care for the Homeless, Inc., delivered comprehensive medical care, mental health services, case management, addiction treatment and housing assistance to 12,000 individuals during more than 74,000 patient visits at clinic sites in Baltimore City, Frederick, Montgomery, Harford and Baltimore counties.

MINUTES

DHCD - cont'd

2. **PROJECT PLASE, INC.** **\$50,000.00**
(CITCP)

Project PLASE, Inc., located at 1814 Maryland Avenue, proposes the Beacon House Square Project, a project that will include design development and construction of a building located at 3549 Old Frederick Road. Upon completion, the project will provide 62 transitional housing units and 36 permanent one bedroom apartments.

Project PLASE, Inc. addresses homelessness by providing transitional housing, permanent housing and supportive services to homeless adults. The organization serves the most vulnerable and underserved, including persons with mental illness, HIV/AIDS, addiction, developmental disabilities and ex-offenders, etc. Project PLASE provides transitional housing and services to Baltimore's homeless citizens with a focus on the medically fragile. Clients have their food, shelter, security and other fundamental needs met, allowing them to address the issues that led them to and kept them in a cycle of homelessness.

3. **THE NETWORK FOR TEACHING ENTREPRENEURSHIP, INC.** **\$50,000.00**
(CITCP)

The Network for Teaching Entrepreneurship, Inc. located at 300 E. Lombard Street, proposes to train, promote and support entrepreneurship education within the Baltimore City area starting in the summer of 2013.

The Network for Teaching Entrepreneurship, Inc. will use the funding to host The Network for Teaching Entrepreneurship (NFTE) University within the Baltimore City area. The NFTE University is available to Baltimore City Public School and Charter School teachers at no cost to the teacher or school. The NFTE University will host a minimum of ten Baltimore City Public and Charter School teachers.

MINUTES

DHCD - cont'd

- 4. NATIONAL AQUARIUM, INC. \$30,000.00
(CITCP)

The National Aquarium, Inc., located at 501 E. Pratt Street, proposes the Blacktip Reef, Phase II and III project. The project Phase II will remodel the underwater viewing area on Level 1, replacing used equipment, life support systems including all equipment necessary to support the renovation. Phase III which will complete the project by installing the exhibit content including graphic panels, digital monitors and infrastructure necessary to support the exhibition.

The National Aquarium, Inc. is a nonprofit aquatic education and conservation organization with two locations and one mission: to inspire conservation of the world's aquatic treasures.

- 5. VOLUNTEER CENTRAL INC. \$50,000.00
(VC) (CITCP)

The VC, located at 175 W. Ostend Street, proposes as a project VC's Civic Leadership and School-Business Partnership Program, a corporate engagement program designed to engage, educate and connect the next generation of civic leaders from the business community to volunteer leadership roles and to create, foster and sustain partnerships between businesses and public schools in Baltimore City.

These business connections and partnerships provide the organizations with much needed volunteer time and talent. This human capital, in turn has a positive impact on the nonprofit organizations ability to deliver services to their constituents. The Civic Leadership and School-Business Partnership Program will serve nonprofits and schools throughout Baltimore City.

MINUTES

DHCD - cont'd

The VC is a well-established 501 (c)(3) a nonprofit corporation with a mission to inspire volunteerism and connect motivated people and businesses to nonprofit organizations, leading to stronger communities. The VC was formed in 2003 and strives to effectively match volunteer time and talent with nonprofits and schools as they are better able to serve the community. The organizations goal is to create measurable improvements in the greater Baltimore region by engaging businesses, individuals and nonprofits through programs designed to spur greater volunteer participation, leadership and giving at all levels of involvement.

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|----------------------------------|--------------------|
| 6. CASA DE MARYLAND, INC. | \$50,000.00 |
| (CASA) | (CITCP) |

CASA de Maryland, Inc., located at 8151 15th Avenue, proposes the CASA comprehensive workforce development project. The project will respond to the needs of the low-income immigrant workers by providing the following culturally and linguistically appropriate services: vocational training, job placement, job readiness programs, English classes, and financial, legal and social services.

Since its founding in 1985, CASA has evolved focusing primarily on direct service provision to Central American refugees to providing a wide range of educational, organizing and advocacy activities designed to address the multiple conditions of poverty and disenfranchisement that plague the lives of many low-income Latinos, refugees and other immigrants throughout the State. CASA is Maryland's largest Latino and immigrant organization, a trilingual (English, Spanish and French) organization committed to multiculturalism, and a national leader in supporting immigrant families and ensuring that all individuals have core services and supports necessary for full participation in society.

MINUTES

DHCD - cont'd

CASA's mission is to create a more just society by building power and improving the quality of life in low-income immigrant communities. The organization's vision is a future with diverse and thriving communities living free from discrimination and fear, working together with mutual respect to achieve full human rights for all.

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|--|------------------------|
| 7. DOWNTOWN BALTIMORE CHILD CARE, INC.
(DBCC) | \$ 3,000.00
(CITCP) |
|--|------------------------|

The Downtown Baltimore Child Care, Inc., located at 237 Arch Street, proposes to provide financial awards to families in need. Because high quality early education and care is very expensive, the DBCC awards financial aid to families with a documented financial need. The DBCC wishes to raise additional funds to help more families and increase DBCC's Inc., socio-economic diversity.

In September 2013, the DBCC, Inc. will celebrate 30 years of providing excellent, all day, year round early education and child care services for families that live and/or work in Downtown Baltimore.

The DBCC, Inc. is a non-profit, educational organization whose mission is to provide outstanding, all-day group child care, where the concurrent development of the physical, social, intellectual and emotional aspects of the child can be fostered and nurtured. This is accomplished through individualized, play-based interactive learning in a diverse community. The DBCC, Inc. is accredited by the Maryland State Department of Education and recognized as a model of high quality Early Childhood Education, a collaborative partner with the Baltimore City Public Schools and a Professional School for the Early Childhood Department of UMBC.

MINUTES

DHCD - cont'd

8. JUNIOR ACHIEVEMENT OF CENTRAL MARYLAND, INC. (JUNIOR ACHIEVEMENT) \$50,000.00 (CITCP)

The Junior Achievement of Central Maryland, Inc., located at 10711 Red Run Boulevard proposes a project, Junior Achievement Phase II - Financial Literacy Program for At Risk Youth. The program teaches elementary school children about the free enterprise system.

The Junior Achievement of Central Maryland, Inc.'s mission is to inspire and prepare young people to succeed in a global economy. Junior Achievement is the largest organization dedicated to giving young people the knowledge and skills they need to own their economic success, plan for their future and make smart academic and economic choices. Junior Achievement's kindergarten through grade 12 programs in the core content areas of work readiness, entrepreneurship and financial literacy, ignite the spark in young people to experience and realize the opportunities and realities of work and life in the 21st century.

Junior Achievement of Central Maryland, Inc., is offering a learning experience for 4th - 6th graders called JA BizTown. JA BizTown encourages students to learn about the free enterprise system by participating in a simulated town. Student experiences vary from working in a bank, a television station, or a retail store, to managing personal finance, writing checks and accounting. Students realize the relationship between what they learn in school and their successful participation in a simulated economy.

9. WAVERLY MAIN STREET, INC. \$20,000.00 (WMS) (CITCP)

The Waverly Main Street, Inc., located at 427½ Merryman Lane, proposes activities that are focused on creating a safe, sustainable and attractive commercial district that serves and strengthens the surrounding neighborhoods.

MINUTES

DHCD - cont'd

The program's focus is to sustain existing businesses and encourage new businesses to invest in the community while restoring the area to its original unique historic character. Waverly Main Street, Inc. is located central to six neighborhoods and is within walking distance to Union Memorial Hospital and the Johns Hopkins University Homewood Campus. The organization's goal is to meet the needs for retail services for the six adjoining neighborhoods - Abell, Better Waverly, Charles Village, Harwood, Oakenshawe and Waverly, which are among Baltimore's most established and historic residential communities.

In 2000, WMS was designated a Main Street by the National Trust Main Street Center and is one of 11 participants in the Baltimore Main Streets Program overseen by the Baltimore Development Corporation. Waverly Main Street, Inc. promotes business growth along the Greenmount Avenue business corridor between 28th and 35th streets.

Waverly Main Street, Inc. expands the growth of the Waverly Commercial District through revitalization and economic development, commercial building and streetscape improvements, and promotions and entrepreneurial development. The WMS partners with district businesses, local residents, non-profits and other nearby interests to solidify and further enhance the diversity and historic character of Waverly.

10. **FRIENDS OF BALTIMORE CITY PUBLIC SCHOOL'S \$50,000.00
GREAT KIDS FARM FOUNDATION, INC. (CITCP)**

The Friends of Baltimore City Public School's Great Kids Farm Foundation, Inc., (Friends) located at 6601 Baltimore National Pike, proposes to provide ongoing support for the Great Kids Farm ("the Farm") a 33 acre working farm owned and operated by Baltimore City Public Schools ("City Schools"). In 2008, City Schools, along with hundreds of supporters transformed the property into Great Kids Farm. The Farm is now an outdoor educational laboratory promoting good health, experiential learning tied to core curriculum standards and career skills among City Schools students.

MINUTES

DHCD - cont'd

The Farm's mission is to provide opportunities for Baltimore City school students to understand and participate in every aspect of food preparation from seed to fork and prepare them to lead 21st century sustainability efforts. The Farm's programs foster a deep understanding of the relationship between fresh produce and good health, while introducing students to an active learning environment that sparks curiosity and reinforces academic lessons taught in the classroom.

The Farm is supported by the Friends, which was established by a group of supporters with expertise in private sector philanthropy, accounting, communications, law and nonprofit management. The Friends mission is to financially support and enhance the farming, career and entrepreneurial development and land-based educational efforts of the Great Kids Farm.

11. **LIVE BALTIMORE HOME CENTER, INC.** **\$20,000.00**
(CITCP)

The Live Baltimore Home Center, Inc., (Live Baltimore) located at 343 North Charles Street, proposes an outreach campaign designed to empower those who work in Baltimore with the information they need to make the decisions to live in the City. The campaign will incorporate the following initiatives: educate commuters about Baltimore City living, raise awareness of Live Baltimore resources to commuters who could move into the City, assist relocating professionals to choose City living first, change perceptions of the City with factual information, arm human resource professionals with easily accessible information and grow the value of Live Baltimore with key private business stakeholders.

The organization plans to accomplish the proposed outreach through the following activities: engage employees by working directly with the human resources departments at

MINUTES

DHCD - cont'd

their place of employment, meeting people in their environment by providing information during work where the organization can reach a large number of people for the resources committed. Currently, one-to-one customer consultations take 45 - 60 minutes. Through large group presentations the same amount of time could be spent presenting to a group of 50 - 100 employees. This activity ultimately will help to fast track one-to-one consultations because the person already has a foundation about City neighborhoods, the home buying process and incentives. The mission of the Live Baltimore Home Center, Inc. is to promote the city of Baltimore as a great place to live.

- | | |
|--|--------------------|
| 12. CENTRAL BALTIMORE PARTNERSHIP, INC. | \$50,000.00 |
| (CBP) | (CITCP) |

The Central Baltimore Partnership, Inc., located at 1800 North Charles Street, proposes to mobilize and focus its vision, commitment, talent and resources to provide technical assistance and capacity building support of a diverse range of committed partners, including every organization and government agency with a stake in the CBP target area.

The mission of the CBP is to combat the deterioration of the central Baltimore area and to build a community that is vibrant, attractive, economically and environmentally sustainable and rich in opportunity for personal growth and expression and economic self-sufficiency for all of its people, especially the most disadvantaged. The CBP mobilizes and focuses the vision, commitment, talent and resources of a diverse range of committed partners, including every organization and government agency with a stake in the area to pursue a common comprehensive revitalization agenda.

MINUTES

DHCD - cont'd

The CBP is a coalition of neighborhood, private, public and institutional interests that are implementing a comprehensive community development strategy in the Central Baltimore area, an area that is roughly bordered by the Johns Hopkins University Homewood Campus to the north, Greenmount Avenue to the east, Mt. Royal Avenue to the south and Fallsway to the west. The CBP organizations have coalesced behind a five point agenda. The first goal is to foster a critical mass of large-scale mixed-use transit oriented development and arts/entertainment related commercial development.

The second goal is to improve the safety, appearance, quality-of-life and adequate economic and employment opportunities for residents in the Central Baltimore area of focus. The third goal will promote a thriving residential market appealing to market rate renters and homeowners while preserving and securing housing for the number of low income households and artists that reside in the Central Baltimore area of focus. The fourth goal is to increase the community engagement of the anchor institutions and other businesses to neighborhood revitalization and economic opportunities. The fifth goal is to build the capacity of resources for and collaborative opportunities among partner organizations in implementing comprehensive community development strategies in Central Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the local government resolutions. The Mayor's **ABSTAINED** on item no. 4, and item no. 11.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program (HOME loan) to the Barclay Square Limited Partnership (borrower).

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

AMOUNT OF MONEY AND SOURCE:

<u>Sources</u>	<u>Uses</u>
\$ 1,200,000.00 - PNC Bank	\$ 875,000.00 - Acquisition
2,000,000.00 - MD DHCD RHF	12,017,548.00 - Construction
1,500,000.00 - HOME	1,552,853.00 - Construction
13,142,410.00 - LIHTC	Fees
463,125.00 - HABC Acq. Note	724,751.00 - Financing
90,000.00 - Developer	Fees
Equity	586,578.00 - Syndication
<u>\$18,395,535.00</u>	696,790.00 - Guarantee/ Reserves
	<u>1,942,015.00</u> - Developer Fees
	\$18,395,535.00

HOME Account: 9910-903286-9610

BACKGROUND/EXPLANATION:

Proceeds of the HOME loan will be used to support a portion of the hard construction costs of the Barclay 2 Rentals Project, located at 341 E. 20th Street and various addresses in the 400 blocks of East 20th and East 21st Street.

Telesis Corporation was selected by the Housing Authority of Baltimore City (HABC) and the Barclay/Midway/Old Goucher (BMOG) communities to serve as the developer for a large-scale, multiphase revitalization effort in the BMOG neighborhood.

MINUTES

DHCD - cont'd

Through a participatory planning process with the community and the HABC, Telesis created the BMOG Redevelopment Plan, approved by the BMOG Coalition in June 2007.

The redevelopment strategy focuses on mending the fabric of the neighborhood through the scattered-site infill development of 268 scattered-site parcels, including 94 vacant lots, into approximately 332 units of mixed-income and mixed-tenure housing with both rental and homeownership opportunities.

Telesis broke ground on Barclay Phase IA (Phase IA) in June 2010. Phase IA is completed and created 72-units of affordable rental housing with a mix of new construction and rehabilitation. Phase II, known as "Barclay 2 Rentals," will focus on the 300 and 400 blocks of East 20th Street, stretching from Guilford Avenue. This extends the investment made in the first phase project, Barclay Phase IA, further down Barclay Street.

Barclay 2 Rentals will consist of the new construction and substantial rehabilitation of 69-units of rental housing units. HOME funds will be used to assist with the new construction of 67-units and two substantial, rehabilitated units. Fifteen units will be affordable to households earning 30% or less of the area median income (AMI), 30 units will be affordable to households earning 50% or less of the AMI, and 24-units will be affordable to households earning 60% or less of the AMI. The unit-mix will consist of 20 one-bedroom units, 42 two-bedroom units, seven three-bedroom units, and approximately 2,335 square feet of community space.

The DHCD intends to provide Project-Based Housing Choice Vouchers to 15-units that will target 11-units for non-elderly disabled residents (NED units) earning 30% or less of the AMI and four two-bedroom units (UFAS Units) to be reserved for persons with physical disabilities on the HABC's waiting list, that require units compliant with the Uniform Federal Accessibility Standards and persons who earn 30% or less of the AMI.

MINUTES

DHCD - cont'd

The NED Units will be affordable and reserved for Non-Elderly Persons with Disabilities for not less than 15-years in accordance with and the requirements of the Bailey Consent Decree.

The term, Non-Elderly Person with Disabilities, 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 the age of 62 years, (ii) who 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) who is on the HABC waiting list for public or Section 8 subsidized housing.

The UFAS units will comply with the UFAS/Section 504 standards. Two percent of the units will be designated for persons with sight and hearing impairments. The UFAS units will meet the long-term affordable requirements of the Bailey's Consent Decree.

Prior to leasing the NED units, the borrower will contact the HABC to obtain referrals of applicants, who may be assigned under the Enhanced Leasing Assistance Program (ELAP Program) and who are eligible to lease one of the NED units (NED applicant).

The HABC will continue to refer the NED applicants through the HABC or the ELAP Program until the borrower leases an available unit to an NED applicant. Prior to leasing the UFAS unit, the borrower will contact the HABC to obtain referrals of applicants.

Novogradac & Company LLP, the construction/permanent first lender, prepared an appraisal dated June 4, 2012, for the PNC Bank. The estimated market value of the subject property, as if completed and stabilized at restricted rents with consideration to the tax credits is \$13,200,000.00.

MINUTES

DHCD - cont'd

The appraised value is below the total development cost of the project, which is common for transactions involving Low Income Housing Tax Credits (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 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 DHCD is comfortable with recommending the City loan as described under these circumstances.

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

Barclay Square Limited Partnership, an affiliate of Telesis Baltimore Corporation, will be the borrower of record.

B. General Contractor/Architect:

Repal Construction Company, Inc. will act as general contractor. The contractor will post a 100% Payment and Performance Bond. Lami Grubb Architects, LP, will provide architectural services.

MINUTES

DHCD - cont'd

C. Participating Lenders:**PNC Bank** - Construction 1st and 3rd Lien Position/Permanent 1st Lien Position

PNC Bank, N.A., or an affiliate thereof (PNC), will make a construction/permanent loan in the approximate principal amount of \$1,200,000.00 (PNC first loan) that will be secured in first lien position. During the construction loan period of 24-months, the PNC loan will accrue interest at a variable rate based on one-month LIBOR, plus approximately 250 basis points and no payments of principal or interest will be due. During the permanent loan period, which is the 18 year period following the completion of construction, the PNC first loan will accrue interest at a rate not to exceed 5.5% and will amortize over a 30-year period.

The PNC will also make a construction bridge loan in an amount anticipated not to exceed \$9,856,002.00 (PNC bridge loan) that will be secured in the 3rd lien position during construction. The PNC bridge loan will carry an interest rate based on one-month LIBOR, plus approximately 250 basis points for a term of 18 months and is expected to be repaid from the proceeds of the syndication of the LIHTC.

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

The State of Maryland's DHCD will provide loan proceeds in an amount not to exceed \$2,000,000.00 (Rental Housing Production Program - RHPP loan) from its RHPP 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 loan period of 40 years, the RHPP loan will accrue interest at a rate not to exceed 4%, the loan will amortize on a 40-year term, and the borrower will be required to make annual payments of principal and interest out of 75% of surplus cash, so as to fully amortize the principal sum by the maturity date. All outstanding principal balance and any deferred and accrued interest will be due and payable at the end of the permanent loan period.

MINUTES

DHCD - cont'd

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

During the construction period, to mirror the term of the RHPP loan, interest will be charged at the rate of 0% on sums advanced. During the permanent period, interest will be charged at the rate of 1% 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.

HABC Acquisition Note - Construction 5th Lien Position/Permanent
4th Lien Position

During the permanent loan period, interest will be charged at the rate not to exceed 4% for a term not to exceed 40 years and payable from surplus cash flow.

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.

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

Department of Housing and Community Development

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,500,000.00	9910-921012-9609	9910-90286-9610
Federal HOME FY2012	HOME FY 2012 Reserve A/C	Barclay Phase 2

This transfer will provide Federal HOME funds to Barclay Square Limited Partnership for the construction of Barclay 2 Rentals that consist of new construction and substantial rehabilitation of 69-units of rental housing.

(FILE NO. 57329)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the HOME Investment Partnerships Program to the Barclay Square Limited Partnership. The Board also authorized the Commissioner of the DHCD to execute any and all legal documents to effectuate this transaction SUBJECT to review for form and legal sufficiency by the Department of Law. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President **ABSTAINED**.

MINUTES

Department of Human Resources - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay for expenses related to administering the oral portion of the Battalion Fire Chief examination with written component scheduled for October 09-13, 2012.

AMOUNT OF MONEY AND SOURCE:

\$ 750.00	- Meal allowance for (3) overnight examiners @ \$50 per night for (5) nights
480.00	- Meal allowance for (4) commuting examiners @ \$30 per day for (4) days
889.41	- Travel expense estimate for roundtrip from various counties and states via car @ .555 per mile. (Mileage = 1,602)
	* Some cannot secure their Fire Dept.'s governmental vehicles and must utilize personal vehicle.
225.00	- Parking for (3) overnight examiners @ \$15.00 per day for 5 days
240.00	- Parking for (4) commuting examiners @ \$15.00 per day for 4 days
240.00	- Parking for (4) DHR staff @ \$15.00 per day for 4 days
200.00	- Tolls (estimated)
300.00	- Miscellaneous (emergency charges, etc.)
\$3,324.41	- 1001-000000-1603-172500-603026

BACKGROUND/EXPLANATION:

This is a promotional examination administered every 2 years to comply with the Fire Department's Memorandum of Understanding. The Department of Human Resources will administer the Battalion Fire Chief examination to approximately 32 qualified candidates. Seven examiners have been recruited from non-Baltimore City fire jurisdictions to administer the examination. Some examiners, due to travel distance, will be arriving on Monday, October 08, 2012. There will be training for examiners on Tuesday morning. Each candidate will take a one-hour written component and then a one-hour oral exam inside the hotel's suites. Two panels of three examiners plus a required alternate examiner will be testing candidates possibly through Saturday afternoon.

MINUTES

Department of Human Resources - cont'd

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 for expenses related to administering the oral portion of the Battalion Fire Chief examination with written component scheduled for October 09-13, 2012.

MINUTES

Department of Human Resources - Group Sales Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Group Sales Agreement with the Tremont Plaza Hotel. The period of the Group Sales Agreement is October 08, 2012 through October 13, 2012.

AMOUNT OF MONEY AND SOURCE:

\$2,381.70	-3 Junior Suites used as Testing Rooms @ \$158.78 per night for (5) nights
5,557.30	-7 Junior Suites for overnight guests @ \$158.78 per night for (5) nights
1,341.40	-1 Chairman Suite used for training, testing, break area and security of test materials @ \$268.28 per night for (5) nights
158.00	Continental breakfast for 10/9 only for 10 persons @ \$12.95 each plus gratuity of 22%
224.00	- Beverages for 7 persons @ \$8.00 each for 4 days
\$9,662.40	- 1001-000000-1603-172500-603026

A 9.5% occupancy tax has already been included in the amounts.

BACKGROUND/EXPLANATION:

The Department of Human Resources desires to use Baltimore's Tremont Historic Venue and All-Suite Hotel to administer the oral portion of the Battalion Fire Chief examination with written component. This is a promotional examination administered every two years to comply with the Fire Department's Memorandum of Understanding.

MINUTESDepartment of Human Resources - cont'd

The Department of Human Resources will administer the Battalion Fire Chief examination to approximately 32 qualified candidates. Seven examiners have been recruited from non-Baltimore City fire jurisdictions to administer the examination from October 09-13, 2012. Some, due to travel distance, will be arriving on Monday, October 08, 2012. Only those candidates who appear for the multiple choice portion of the exam on Saturday, October 06, 2012 will be scheduled to attend the oral exam the following week. The schedule will be created as the candidates complete the multiple choice test.

The expenses are based on the maximum number of candidates appearing. However, the arrangements will be adjusted as necessary after the October 06 testing. There will be training for examiners on Tuesday morning, and a schedule will be created to begin testing candidates Tuesday afternoon. Each candidate will take a one-hour written component and then a one-hour oral exam inside the hotel's suites. Two panels of three examiners plus a required alternate examiner will be testing candidates possibly through Saturday afternoon.

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 Group Sales Agreement with the Tremont Plaza Hotel.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|--|-------------|----------------------|
| 1. SHIMADZU SCIENTIFIC INSTRUMENTS, INC. | \$34,721.00 | Only Bid |
| Solicitation No. B50002597 - Total Organic Carbon (TOC) Analyzer - Department of Public Works - Req. No. R609085 | | |
| 2. COLE MEDICAL, INC. | \$11,554.00 | Ratification/Renewal |
| Solicitation No. B50001574 - Clinic Supplies - Health Department - Req. No. P514406 | | |

On September 1, 2010, the Board approved the initial award in the amount of \$13,668.21. On August 31, 2011, the Board approved a renewal in the amount of \$11,554.00. The period of the ratification is September 1, 2012 through October 9, 2012. This renewal in the amount of \$11,554.00 is for the period October 10, 2012 through August 31, 2013.

- | | | |
|---|-------------|---------|
| 3. BUSINESS SERVICES | \$41,265.18 | Low Bid |
| Solicitation No. B50002556 - Major Appliances - Citywide - Req. No. Various | | |

The period of the award is October 10, 2012 through October 9, 2013, with two one-year renewal options.

- | | | |
|---|-------------|-------------|
| 4. PIPELOGIX, INC. | \$36,360.00 | Sole Source |
| Solicitation No. 08000 - PipeLogix Software - Department of Public Works - Req. No. R586673 | | |

This is for the procurement of PipeLogix Geographical Information Systems (GIS) software license modules for sewage systems. The vendor is the original software developer (OSD) and sole provider of PipeLogix GIS software. A sole source award is recommended. The period of the award is October 10, 2012 through October 9, 2013.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- | | | |
|-----------------|--------------|---------|
| 5. SKALAR, INC. | \$300,000.00 | Renewal |
|-----------------|--------------|---------|
- Solicitation No. B50002072 - Continuous Flow Analyzer Systems/Continuous Flow Analyzers - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P518711

On October 12, 2011, the Board approved the initial award in the amount of \$285,750.82. On December 6, 2011, the City Purchasing Agent approved an increase in the amount of \$50,000.00. This three-year renewal in the amount of \$300,000.00 is for the period October 31, 2012 through October 30, 2015, with no renewal options remaining.

MWBOO GRANTED A WAIVER.

(FILE NO. 57210)

- | | | |
|--------------------------------|---------|---------|
| 6. CITIZENS PHARMACY SERVICES, | \$ 0.00 | Renewal |
|--------------------------------|---------|---------|
- Solicitation No. 06000 - Gonorrhoea Medicine Packets - Health Department - P.O. No. P504667

On October 8, 2008, the Board approved the initial award in the amount of \$19,200.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal is for the period October 26, 2012 through October 25, 2013.

MWBOO GRANTED A WAIVER.

- | | | |
|-------------------------------|----------------|---------|
| 7. MARYLAND INDUSTRIAL TRUCKS | \$1,500,000.00 | Renewal |
|-------------------------------|----------------|---------|
- Solicitation No. 08000 - OEM Parts and Service for Elgin Sweepers and Vactor Sewer Vacs - Department of General Services - P.O. No. P504159

On October 1, 2008, the Board approved the initial award in the amount of \$1,400,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$1,500,000.00 is for the period November 30, 2012 through November 29, 2013.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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.

- | | | |
|--|-------------|-----------|
| 8. GREENWALD & CO. d/b/a
ARROW PARKING | \$ 6,302.00 | Extension |
| Solicitation No. 08000 - Parking Agreement - Health Department
- P.O. No. P515855 | | |

On December 15, 2010, the Board approved the initial award in the amount of \$28,359.00. Subsequent actions have been approved. An extension of the existing contract is needed to maintain continuity of service until a new contract is put in place. This extension in the amount of \$6,302.00 is for the period October 13, 2012 through December 12, 2012.

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

- | | | |
|---|--------------|---------|
| 9. LORENZ, INC. | \$300,000.00 | Renewal |
| Solicitation No. B50000769 - Winter Snow Removal - Department
of Transportation - P.O. No. P506535 | | |

On January 28, 2009, the Board approved the initial award in the amount of \$125,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$300,000.00 is for the period October 1, 2012 through September 30, 2013, with one 1-year renewal option remaining.

MWBOO GRANTED A WAIVER.

(FILE NO. 54729)

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, ratification, increases to contracts and extensions. The President **ABSTAINED** on item no. 5.

MINUTES

Bureau of Purchases - Acceptance of Technical Proposals
and Opening of Price Proposals

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the technical proposals for Solicitation No. B50002246, Automatic Traffic Violation Enforcement System, and authorize opening of the price proposals and MBE/WBE from the following bidders:

Xerox State & Local Solutions, Inc.,
Redflex Traffic Systems, Inc., and,
Brekford Corporation.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 29, 2012, the Board opened the technical proposals for the above referenced solicitation. The three technical proposals received were scored by an evaluation committee and all three of the proposals achieved the minimum technical score.

UPON MOTION duly made and seconded, the Board approved acceptance of the technical proposals for Solicitation No. B50002246, Automatic Traffic Violation Enforcement System, and authorized opening of the price proposals and MBE/WBE from Xerox State & Local Solutions, Inc., Redflex Traffic Systems, Inc., and, Brekford Corporation.

MINUTES

Department of Finance - New Continuity of Operations Plan Policy

ACTION REQUESTED OF B/E:

The Board is requested to approve the new Administrative Manual policy on AM-110-01, Continuity of Operations Plan.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The new policy on Continuity of Operations Plan, AM-110-01, requires all City agencies to develop a Continuity of Operations Plan (COOP) in coordination with the Mayor's Office of Emergency Management (MOEM). The policy also requires agencies to appoint a COOP Coordinator who acts as a point of contact in developing the Continuity of Operations Plan.

The AM-110-01 policy lists the basic elements that all agency COOP plans should incorporate and requires agencies to revise the plan as necessary to keep the plan current.

The new policy on Continuity of Operations Plan, AM-110-01, was recommended and reviewed by the Mayor's Office of Emergency Management, the Office of the Labor Commissioner, and Departments of Finance and Human Resources.

UPON MOTION duly made and seconded, the Board approved the new Administrative Manual policy on AM-110-01, Continuity of Operations Plan.

MINUTES

Office of Risk Management - Student Medical Liability Insurance

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of liability insurance, provided by the Lexington Insurance Company. The renewal period of the Student Medical Liability Insurance policy is October 01, 2012 through September 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$12,673.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The Student Medical Liability Insurance policy covers students enrolled in the Student Nursing, Geriatric Nursing Assistants, and Medical Assistants Programs in the Baltimore City Public Schools, Housing and Community Development, and the Baltimore City Fire Department Emergency Medical Technicians (EMT) program.

The policy reduces the exposure of the Mayor & City Council and the Baltimore City Public Schools from liability that may result from injuries and damages attributable to students enrolled in the Student Nursing, EMT, Geriatric Nursing Assistants, and Medical Assistants Programs. This coverage is also required by the hospitals and other medical facilities in which the students work.

This request is late as the policy premium is based on the number of students enrolled in various medical programs. The final number of students was not available from the School System until the middle of September.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of liability insurance, provided by the Lexington Insurance Company.

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 contracts

listed on the following pages:

4161 - 4163

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported

favorably thereon, as required

by the City Charter.

The President **ABSTAINED** on item nos. 1, 2, and 4.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Water & Wastewater

1. WC 1224, Carver Vo-Tech Monumental Paving \$3,952,696.90
 High School Area Water & Excavating, Inc.
 Main Replacement

MBE: AJO Concrete Construction, Inc.	\$ 13,500.00	.34%
P&J Contracting Company	193,383.00	4.89%
Priority Construction	346,500.00	8.77%
	<u>\$553,383.00</u>	<u>14.00%</u>

WBE: Haines Industries	\$ 50,000.00	1.27%
Priceless Industries, Inc.	9,975.00	.25%
S&L Trucking, LLC	177,190.00	4.48%
	<u>\$237,165.00</u>	<u>6.00%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$5,217,561.00	9960-909100-9558	
Water Rev. Bonds	Constr. Res. Water	
	Infrastructure Rehab	
\$ 395,270.00	-----	9938-910703-9557-2
		Extra Work
395,270.00	-----	9938-910703-9557-3
		Engineering
237,162.05	-----	9938-910703-9557-5
		Inspection
3,952,696.90	-----	9960-901703-9557-6
		Construction
<u>237,162.05</u>	-----	9960-910703-9557-9
\$5,217,561.00		Administration

The funds are required to cover the cost of the award for construction of WC 1224, Carver Vo-Tech Water Main Replacement.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

3. B50002469, Solar Power Waste Management of \$ 356,249.10
Trash Receptacles Maryland, Inc.

(Bureau of Solid Waste)

MWBOO GRANTED A WAIVER.

4. B50002577, Brass Fittings \$ 200,000.00

(Bureau of Water and Wastewater)

Item 1
LB Water Service, Inc.

Item 2
HD Supply Waterworks
LTD

MWBOO GRANTED A WAIVER.

Department of Transportation

5. TR 13001, Reconstruction of Footways Citywide M. Luis Construction Co., Inc. \$1,101,125.00

MBE: National Construction, Inc. \$298,000.00 27.06%
d/b/a National Concrete

WBE: Fallsway Construction, LLC \$113,000.00 10.26%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 176,956.25	9950-904100-9504	
GF HUR	Constr. Res.	
	Footway Paving	
568,962.50	9950-904100-9504	
Other	Constr. Res.	
	Footway Paving	
520,375.00	9950-903300-9504	
GF HUR	Constr. Res.	
<u>\$1,266,293.75</u>	Footway Paving	
\$1,101,125.00	-----	9950-908444-9504-6
		Structures & Improvements
110,112.50	-----	9950-908444-9504-5
		Inspections
55,056.25	-----	9950-908444-9504-2
<u>\$1,266,293.75</u>		Contingencies

This transfer will fund the cost associated with the award of TR 13001, Reconstruction of Footways Citywide to M. Luis Construction Co., Inc.

MINUTES

Bureau of Water and Wastewater - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve the expense statement for Ms. Demetrius Brunson for expenses incurred during the month of May 2012.

AMOUNT OF MONEY AND SOURCE:

\$296.93 - 2071-000000-5471-609100-603002

BACKGROUND/EXPLANATION:

The Bureau of Water and Wastewater, Division of Revenue Measurement and Billing inadvertently failed to have Ms. Brunson's employee mileage expense report processed in time to be received by the Bureau of Accounting and Payroll Services within the 40 working days from the last calendar day of the month.

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. Demetrius Brunson for expenses incurred during the month of May 2012. The President **ABSTAINED**.

MINUTES

Bureau of Water and Wastewater - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve task assignment no. 002, under Project 1110P, Direct Harbor Small Watershed Action Plan to Parsons Brinckerhoff, Inc. The current agreement will expire on July 13, 2013. The period of this task is 345 days.

AMOUNT OF MONEY AND SOURCE:

\$259,259.16 - 9958-907707-9525-900120-703032

BACKGROUND/EXPLANATION:

The City's Municipal Storm Water Permit for Municipal Separate Storm Sewer Systems (MS4) established a total maximum daily load to address nutrient and sediment impairments for the Chesapeake Bay and its tidal tributaries.

Under this task, the Parsons Brinckerhoff, Inc. will develop the required Small Watershed Action Plan for Direct Harbor Watershed that will describe how the City, in partnership with Federal and local government, will achieve and maintain the Chesapeake Bay total maximum daily load.

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9958-901996-9526	
MVR	Constr. Reserve	
	Green School Phase III	
\$ 70,000.00	9958-903646-9526	
MVR	Constr. Reserve	
<u>\$370,000.00</u>	Watershed Restoration	
	Study	
\$370,000.00	-----	9958-907707-9525-3
		Engineering

MINUTES

Bureau of Water and Wastewater - cont'd

This transfer will cover the current account deficit and provide funds for Project 1110P, Direct Harbor Watershed Plan, Task 002.

UPON MOTION duly made and seconded, the Board approved the task assignment no. 002, under Project 1110P, Direct Harbor Small Watershed Action Plan to Parsons Brinckerhoff, Inc. The transfer of funds was approved subject to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. The President **ABSTAINED**.

MINUTES

Department of Real Estate - Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the renewal of the lease agreement with Messrs. Carl T. Julio and Edward V. Julio for the rental of the property known as the rear of 512 Seminary Avenue, consisting of approximately .515 acres. The period of the renewal lease agreement is December 1, 2012 through November 30, 2017.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$3,090.00	\$257.50

BACKGROUND/EXPLANATION:

On January 23, 2008, the Board approved the original lease agreement with Messrs. Carl T. Julio and Edward V. Julio. The period of the lease agreement was December 1, 2007 through November 30, 2012, with the option to renew for one additional 5-year term. Messrs. Carl T. Julio and Edward V. Julio have exercised their renewal option.

All other terms and conditions of the original lease agreement dated January 23, 2008 remain unchanged.

(FILE NO. 56543)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the lease agreement with Messrs. Carl T. Julio and Edward V. Julio for the rental of the property known as the rear of 512 Seminary Avenue.

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

The Board is requested to approve and authorize execution of an interdepartmental lease agreement with the Department of General Services, landlord, and the Department of Transportation, tenant, for the rental of approximately 20,414 square feet of space located at 510 Fallsway. The period of the agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$117,788.78	\$9,815.73

Account No.: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

The tenant will use the leased premises for the operation of the Department of Transportation's Survey and Records Office.

The landlord will be responsible for maintaining the interior and exterior of the building, providing janitorial services, pest control and payment of utilities.

The tenant will be responsible for the cost of improvements, providing equipment for tenant operation, telephone and computer services and providing security to the lease premises.

The Space Utilization Committee approved this lease on October 2, 2012.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 57330)

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the interdepartmental lease agreement with the Department of General Services and the Department of Transportation for the rental of space located at 510 Fallsway.

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

The Board is requested to approve and authorize execution of an interdepartmental lease agreement with the Department of General Services, landlord and the Department of Transportation, tenant, for the rental of approximately 11,430 square feet of space located at 414 N. Calvert Street. The period of the agreement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$163,334.70	\$13,611.23

Account No.: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

The tenant will use the leased premises for the operation of the Department of Transportation's Traffic and Management Center. The landlord will be responsible for maintaining the interior and exterior of the building, providing janitorial services, pest control and payment of utilities.

The tenant will be responsible for the cost of improvements, providing equipment for tenant operation, telephone and computer services and providing security to the lease premises.

The Space Utilization Committee approved this lease on October 2, 2012.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 57330)

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the interdepartmental lease agreement with the Department of General Services and the Department of Transportation, for the rental of of space located at 414 N. Calvert Street.

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

The Board is requested to approve and authorize execution of a lease agreement with FSP East Baltimore Street, LLC, landlord, on behalf of the Office of the State's Attorney for Baltimore City (SAO), tenant, for the rental of a portion of the property known as 2 N. Calvert Street, a.k.a. 120 E. Baltimore Street, consisting of 65,367 sq. ft. (partial 8th floor, 9th, 10th and 11th floors) along with 1,297 sq. ft. of space for storage in the lower level of the building. The period of the agreement is effective upon Board approval for ten years with an option to renew for two additional 5 year terms.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Monthly Rent</u>
Year 1-2	\$1,078,555.50	\$ 89,879.63
Year 3-5	\$1,143,922.50	\$ 95,326.88
Year 6-8	\$1,274,656.50	\$106,221.38
Year 9-10	\$1,405,390.50	\$117,115.88

The annual rent for storage shall be as follows:

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$ 11,024.50	\$ 918.71

Storage rental will increase at a rate of .05 per square foot on the anniversary of the rent commencement date.

<u>Parking Spaces</u>	<u>Monthly</u>
2 (Reserved)	\$240.00/space

BACKGROUND/EXPLANATION:

The tenant will use the leased premises for the Office of the State's Attorney for Baltimore City (SAO).

MINUTESSpace Utilization Committee - cont'd

The landlord will be responsible for utilities, janitorial services, maintenance and repairs, structural maintenance, fire insurance, real estate taxes, 24/7 security and snow removal.

The landlord will make improvements to the leased premises needed for the tenant's occupancy of the space.

The tenant will be responsible for computers and telephone services to the leased premises and liability insurance under the City's self-insurance program.

The Space Utilization Committee approved this lease agreement on October 2, 2012.

APPROVED FOR FUNDS BY FINANCE**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.

(FILE NO. 55772)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with FSP East Baltimore Street, LLC, on behalf of the Office of the State's Attorney for Baltimore City for the rental of a portion of 2 N. Calvert Street.

MINUTES

Parking Authority of Baltimore City (PABC) - Parking Facilities
Rate Increases

ACTION REQUESTED OF B/E:

The Board is requested to approve an increase to certain rates at the Arena, Fleet & Eden Streets, and the Redwood Street garages, three City-owned parking facilities that are managed by the PABC.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the appropriate return on the City's parking investment.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that rate changes at these parking facilities are warranted at this time.

The rates charged for parking at these City-owned facilities have not been increased since 2007 in some instances. However, operating costs continue to increase. Liability insurance costs, health insurance and payroll costs for staff (all staff at City-owned facilities are paid, at a minimum, the City's living wage), utilities, and improvements to the facilities (better lighting, revenue control equipment, security, etc.) have all contributed to the continuing increases in operating expenses.

The PABC performed a survey of parking rates in the areas surrounding the facilities, (Arena, Fleet & Eden Streets, and Redwood Street garages). The rate surveys confirmed that the fees charged to parkers at these facilities are generally lower than fees charged at other parking facilities within the area.

MINUTES

PABC - cont'd

To bring the rates charged at City facilities in line with its surrounding facilities, the PABC staff developed the following rate change recommendations. These rate changes were unanimously approved by the PABC Board of Directors.

The PABC requests approval from the Board of the rate changes at the following facilities:

LOCATION	PROPOSED TRANSIENT RATE CHANGES		PROPOSED MONTHLY RATE CHANGES			
Arena	Regular Transient Rates					
		Current Rate	Proposed Rate	Current Rate	Proposed Rate	
	Up to 1 hour	\$5.00	\$6.00	Reg. Rate	\$150.00	\$155.00
	Up to 2 hours	\$7.00	\$8.00	Reser. Rate	None	\$225.00
Redwood Street	Regular Transient Rates					
		Current Rate	Proposed Rate	Current Rate	Proposed Rate	
	Up to 1 hour	\$6.00	\$7.00	Reg. Rate	\$150.00	\$150.00
	Up to 2 hours	\$8.00	\$9.00			
Fleet and Eden Streets	Regular Transient Rates					
	No proposed transient rate increases					
				Current Rate	Proposed Rate	
				Reg. Rate	\$135.00	\$140.00
				Reser. Rate	\$260.00	\$270.00

MINUTES**MBE/WBE PARTICIPATION:**

N/A

APPROVED FOR FUNDS BY FINANCE

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.

(FILE NO. 55987A)

UPON MOTION duly made and seconded, the Board approved the rate increase to the Arena, Fleet & Eden Streets, and the Redwood Street garages managed by the PABC.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Police Department</u>			
1. Donald R. Medtart	Federal Bureau of Investigation Sniper School Fort Dix, NJ Oct. 1 - 12, 2012	Federal	\$ 0.00
<u>Fire Department</u>			
2. BC David Povlitz DC Charles Sharpe	State Urban Search & Rescue Alliance Meeting Savannah, GA Oct. 29 - Nov. 1, 2012 (Reg. Fee \$50.00 each)	US & Rescue Grant	\$2,116.50
<u>Department of Planning</u>			
3. Carmen Morosan	2012 Rail-Volution Conference Los Angeles, CA Oct. 13 - 17, 2012	Federal	\$ 220.00

The Baltimore Metropolitan Council, which is sponsoring Mr. Morosan for this conference, will cover hotel, airfare, and registration. The Department is requesting funds to cover the cost of ground transportation and \$40/day for meals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Transportation</u>			
4. Danyell Diggs	12 th National Light Rail Conference Sustaining the Metropolis Salt Lake City, UT Nov. 11 - 13, 2012 (Reg. Fee \$525.00)	UPWP	\$1,547.00

The subsistence rate for this location is \$157.00/day. The hotel cost is \$189.00/night. cost of the hotel. The Department is requesting \$40.00 per day for meals and \$32.00 per day to cover the cost of the hotel.

Department of Law

5.	Int'l. Municipal Lawyers Assoc. Annual Conf Austin, TX	Gen. Funds & Internal Srcv. Funds	\$5,578.20
a. George A. Nilson	Oct. 20-23, 2012 (Reg. Fee \$250.00)		\$1,252.75

The Department has paid the registration fee for Mr. Nilson in the amount of \$250.00 with a City issued credit card assigned to Ms. Cindy Moll. Therefore, the disbursement to Mr. Nilson will be in the amount of \$1,002.75.

The subsistence rate for this location is \$179.00 per day. The hotel cost is \$199.00 per night plus a tax of \$29.85 per night. The Department is requesting an additional \$149.55 to cover the balance of Mr. Nilson's hotel accommodations.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Department of Law - cont'd</u>			
b. Matthew A. Nayden	Oct. 20-24, 2012 (Reg. Fee \$475.00)		\$1,848.00

The subsistence rate for this location is \$179.00 per day. The hotel cost is \$199.00 per night plus a tax of \$29.85 per night. The Department is requesting an additional \$199.40 to cover the balance of Mr. Nayden's hotel accommodations.

c. Elena R. DiPietro	Oct. 21-24, 2012 (Reg. Fee \$250.00)		\$1,310.15
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The subsistence rate for this location is \$179.00 per day. The hotel cost is \$199.00 per night plus a tax of \$29.85 per night. The Department is requesting an additional \$149.55 to cover the balance of Ms. DiPietro's hotel accommodations.

d. Michael D. Schrock	Oct. 21-23, 2012 (Reg. Fee \$300.00)		\$1,167.30
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The subsistence rate for this location is \$179.00 per day. The hotel cost is \$199.00 per night plus a tax of \$29.85 per night. The Department is requesting an additional \$99.70 to cover the balance of Mr. Schrock's hotel accommodations.

A \$25.00 fee was required for each representative, except Ms. DiPietro, to attend the Mobile Land Use Workshop, which has been included in the total costs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the travel requests. Mr. Nilson **ABSTAINED** on item no. 5, a through d.

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 the bids scheduled to be received and opened today, the Clerk to the Board announced that no addenda had been received extending the dates for receipt and opening of bids.

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

Bureau of Purchases - B50002246, Automatic Traffic Violation System (Price Opening)

Breckford Corp
Xerox State & Local Solutions
Redflex Traffic Systems, Inc.

Bureau of Purchases - B50002525, Jones Falls Trail Interpretive Signage

Allied Contractors, Inc.
Shannon-Baum Signs, Inc.
Color-Ad Inc.

MINUTES

Bureau of Purchases

- B50002625, Polymeric Flocculants for Centrifuge Dewatering for Back River Wastewater Treatment Plant

BASF Corporation
 Polydyne, Inc.
 Kemira Water Solutions, Inc. - NO BID

Bureau of Purchases

- B50002591, American Darling Hydrants & Parts

L/B Water Service


Bureau of Purchases

- B50002613, Aftermarket Parts and Repair Service for Heavy Trucks and Equipment

Correlli, Inc.
 Waste Equipment Sales & Service, LLC.
 Fleet Pride, Inc.
 THC enterprises, Inc. t/a Mid-Atlantic Waste Systems
 Alban Tractor Co. Inc.
 Hydratec Inc.

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There being no objections, the Board UPON MOTION duly made and seconded, adjourned until its next scheduled meeting on Wednesday, October 17, 2012.


 JOAN M. PRATT
 Secretary