

**MINUTES****REGULAR MEETING**

Honorable Bernard C. "Jack" Young, President  
Honorable Stephanie Rawlings-Blake, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
George A. Nilson, City Solicitor  
Rudolph S. Chow, Director of Public Works  
David E. Ralph, Deputy City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good Morning. The November 25, 2015 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated November 23, 2015, 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: "In the spirit of the holiday, I MOVE approval of all items on the routine agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carried."

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

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

AJO Concrete Construction, Inc.	\$	1,500,000.00
Delaware Elevator, Inc.	\$	8,000,000.00
Hardcore Skateparks	\$	567,000.00
JADE Group, LLC	\$	720,000.00
McLean Contracting Company	\$	187,389,000.00
Midlantic Marking, Inc.	\$	20,565,000.00
Pleasants Construction, Inc.	\$	192,807,000.00
Priceless Industries, Inc.	\$	8,000,000.00
R.E. Harrington Plumbing & Heating Company, Inc.	\$	43,587,000.00
Scriba Welding, Inc.	\$	1,500,000.00

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of the above-listed contractors.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with Ms. Lavera Cahill Wilson (purchaser) for the properties known as Descriptive Lots in the Rear of 3304 and 3306 Burleith Avenue at Block 3262A, Lots 71 and 73.

**AMOUNT OF MONEY AND SOURCE:**

\$200.00 each property - Purchase Price

**BACKGROUND/EXPLANATION:**

The authority to sell this property, as approved by City Council Ordinance No. 477, was approved on December 6, 1973. The properties, known as Descriptive Lots in the Rear of 3304 and 3306 Burleith Avenue (Block 3262A, Lots 71 and 73) are being sold in accordance with the Appraisal Policy for the assessed value of \$200.00 each. The purchaser will use the lots for landscaping and an off-street parking pad.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with Ms. Lavera Cahill Wilson (purchaser) for the properties known as Descriptive Lots in the Rear of 3304 and 3306 Burleith Avenue at Block 3262A, Lots 71 and 73.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Mayor's Office of Human Services, Landlord, and Dayspring Programs Inc., Dayspring Head Start, Tenant, for the rental of the property located at 2803 N. Dukeland Street consisting of approximately 10,560 square feet. The period of the agreement is December 1, 2015 through November 30, 2018, with an option to renew for one 5-year term.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - annual rent, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used for the Dayspring Head Start operations to provide education, health, social services, and parent-community involvement opportunities to low-income children (ages 3 to 5) and their families.

The Tenant will be responsible for utilities and liability insurance, routine maintenance and repairs, including all equipment, systems, fixtures, windows, glass, interior, and exterior doors, as necessary to keep the leased premises in good order and condition.

The Tenant will furnish and pay all janitorial, trash removal, security, pest control, and landscaping. The Tenant will keep the sidewalk, entrances and areas adjoining or appurtenant to the leased premises free of obstructions and reasonably clear of ice, snow, and debris. The Tenant will maintain the necessary license to operate a day care center.

**MINUTES**Space Utilization Committee - cont'd

The Space Utilization Committee approved this Lease Agreement on November 17, 2015.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Mayor's Office of Human Services, Landlord, and Dayspring Programs Inc., Dayspring Head Start, Tenant, for the rental of the property located at 2803 N. Dukeland Street consisting of approximately 10,560 square feet.

**MINUTES**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement between the Department of Recreation and Parks, Landlord, and McKim Community Association, Inc., Tenant, for the rental of the properties known as the McKim Center, 1120 E. Baltimore Street (Block 1338, Lot 4) and 1200-02 E. Baltimore Street (AKA 1201 E. Fayette Street) (Block 1339, Portion of Lot 1), known as the Old Friends Meeting House, consisting of 7,702 square feet, which includes both buildings. The period of the agreement is December 1, 2014 through November 30, 2024, with an option to renew for two 10-year terms.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - annual rent, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used for community outreach, indoor recreation, education, social events, administration, Senior Citizens Eating Together breakfast and lunch at McKim Center, McKim Summer Day Camp at McKim Center. Any other use will require written consent of the Director of the Department of Recreation and Parks.

The Landlord will be responsible for any building structural defects and will maintain the interior and exterior of the building, including the foundations, roof, walls, gutters, downspouts, air conditioning, ventilating, heating systems, and water. The Landlord will also be responsible for the electrical and plumbing supply lines except for damage caused by the sole negligence of the Tenant, snow removal, and grass cutting at 1200-02 E. Baltimore Street.

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Space Utilization Committee - cont'd

The Tenant will accept the leased premises in its "as is" condition. The Tenant will be responsible for taxes, utilities, janitorial and trash removal, at 1120 E. Baltimore Street, and liability insurance.

The Space Utilization Committee approved this Lease Agreement on November 17, 2015.

The lease agreement is late because of the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement between the Department of Recreation and Parks, Landlord, and McKim Community Association, Inc., Tenant, for the rental of the properties known as the McKim Center, 1120 E. Baltimore Street (Block 1338, Lot 4) and 1200-02 E. Baltimore Street (AKA 1201 E. Fayette Street) (Block 1339, Portion of Lot 1), known as the Old Friends Meeting House, consisting of 7,702 square feet, which includes both buildings.



**MINUTES**

Space Utilization Committee - Inter-Departmental Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Inter-Departmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of the property located at 4601 E. Monument Street consisting of 21,000 square feet. The period of the agreement is November 1, 2015 through October 31, 2020, with the option to renew for one 5-year term.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - annual rent, if demanded.

**BACKGROUND/EXPLANATION:**

The leased premises will be used as a homeless shelter. The Tenant accepts the leased premises in its "as is" condition, and will maintain at its own expense, the interior and exterior of the building, including foundation, roof, walls, gutters, downspouts, and HVAC systems. The Tenant will also be responsible for utilities, electric, heat, sewer, water and other utility charges. The Tenant will keep the sidewalk clear of ice, snow, and debris. In addition, the Tenant will be responsible for all telephone and computer services, keeping entrances, passageways and areas clean and orderly, security, interior light, including bulb replacement, sewer/plumbing, and electrical repairs.

The Space Utilization Committee approved this Inter-Departmental Lease Agreement on November 17, 2015.

**MINUTES**

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Departmental Lease Agreement between the Department of General Services, Landlord, and the Mayor's Office of Human Services, Tenant, for the rental of the property located at 4601 E. Monument Street consisting of 21,000 square feet.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction and reporting authority for the property located at 2803 N. Dukeland Street (Block 3099, Lot 1) from the inventory of the Department of Finance to the inventory of the Mayoralty - Mayor's Office of Human Services.

**BACKGROUND/EXPLANATION:**

This property was under the jurisdiction of the Department of Finance due to a previous Loan Agreement with an old operator. The Mayor's Office of Human Services will be operating a Head Start Center at this facility.

The Space Utilization Committee approved this transfer of jurisdiction on November 17, 2015.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction and reporting authority for the property located at 2803 N. Dukeland Street (Block 3099, Lot 1) from the inventory of the Department of Finance to the inventory of the Mayoralty - Mayor's Office of Human Services.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction and reporting authority for the properties located at 302, 304, 306, 308, 310, 312, 314, 316, 318, 320 and 322 E. North Avenue (Blocks 3803, Lots 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1) from the inventory of the Department of Housing and Community Development to the inventory of the New Board of School Commissioners.

**BACKGROUND/EXPLANATION:**

This transfer of jurisdiction will enable the parcel to be monitored and maintained as off-street parking, which is its current function.

The Space Utilization Committee approved this transfer of jurisdiction on November 17, 2015.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction and reporting authority for the properties located at 302, 304, 306, 308, 310, 312, 314, 316, 318, 320 and 322 E. North Avenue (Blocks 3803, Lots 11, 10, 9, 8, 7, 6, 5, 4, 3, 2, 1) from the inventory of the Department of Housing and Community Development to the inventory of the New Board of School Commissioners.

**MINUTES**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction and reporting authority for the property located at 3128 W. North Avenue (Block 3002, Lot 12) from the inventory of the Department of Housing and Community Development to the inventory of the Fire Department.

**BACKGROUND/EXPLANATION:**

This transfer of jurisdiction will enable the parcel to be monitored and maintained as off-street parking, which is its current function.

The Space Utilization Committee approved this transfer of jurisdiction on November 17, 2015.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction and reporting authority for the property located at 3128 W. North Avenue (Block 3002, Lot 12) from the inventory of the Department of Housing and Community Development to the inventory of the Fire Department.

**MINUTES**

Department of Recreation and Parks - Capital Projects  
Grant Agreements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of three Capital Project Grant Agreements with the State of Maryland, acting through the Board of Public Works.

**AMOUNT OF MONEY AND SOURCE:**

\$ 75,000.00	- DGS Item G053, Ch 424, Acts of 2013
75,000.00	- DGS Item G058, Ch 463, Acts of 2014
<u>50,000.00</u>	- DGS Item G140, Ch 463, Acts of 2014
<b>\$200,000.00</b>	

Funds will be deposited in account 9938-911054-9474

**BACKGROUND/EXPLANATION:**

The Capital Projects Grant Agreements will provide funds to assist with the construction of the Skatepark of Baltimore at Roosevelt Park-Phase II.

Stephanie Murdock, President of the Skatepark of Baltimore, applied for and received three State Capital Project Grants to aid in funding construction of Phase II of the Skatepark of Baltimore in Roosevelt Park. In 2015, the State Legislature approved an amendment to revise the Grant Agreement in the name of the Mayor and City Council of Baltimore and extended the deadline for providing matching funds to June 1, 2016. At the present, the Baltimore City Department of Recreation and Parks has allocated \$225,000.00 in matching funds through the 2015 and 2016 Capital Improvement Program. Construction documents for Phase II, a street-style skate plaza, have been completed and are ready for advertisement, upon execution of the grant agreements.

**MINUTES**

Department of Recreation and Parks - 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 three Capital Project Grant Agreements with the State of Maryland, acting through the Board of Public Works.

**MINUTES**Mayor's Office - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Family League of Baltimore City, Inc. The period of the agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$6,083,066.00 - 1001-000000-4460-692000-607001  
442,000.00 - 1001-000000-4460-715800-607004  
**\$6,525,066.00**

**BACKGROUND/EXPLANATION:**

The Family League of Baltimore City, Inc. is the City's Local Management Board. It is a quasi-governmental nonprofit organization that works with a range of partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth and families. The Family League's work touches the lives of tens of thousands of Baltimore families each year.

This grant will support the administration of Community and School Engagement partnerships consisting of out-of-school time (OST) and community schools programs operated by community-based organizations. The OST programs support academic skills development of youth and provide enrichment activities in areas such as athletics and the arts. Community schools facilitate a network of partnerships between the school and other community resources that promote student achievement and family and community well-being. Programs are expected to have a positive impact on school attendance and reduce incidences of negative behavior for participants. In FY 16, funds will support 52 community schools and 40 OST programs. Funds will also support the provision of training and technical assistance to ensure that services are delivered with high quality and with consistency as well as summer programming.



**MINUTES**

Mayor's Office - cont'd

In addition, this grant will provide direct support to the University of Maryland Extension, Teach for America, and Experience Corps.

The Agreement is late because time was needed to negotiate and finalize subcontractor budgets.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

Department of Housing and - Second Amendment to Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Grant Agreement with Park Heights Renaissance, Inc. (PHR).

**AMOUNT OF MONEY AND SOURCE:**

\$42,832.72 - 9910-908840-9588

**BACKGROUND/EXPLANATION:**

On December 24, 2014, the Board approved the Grant Agreement in the amount of \$464,414.50. Funds were used to support PHR staff, community engagement activities and to engage professional services.

The PHR is seeking to amend the budget that was included as part of their approved agreement and to increase the approved budget to \$507,247.22, which will require adding \$42,832.72 to PHR's Grant Account. Funds are available from prior appropriation of funds and will be used to cover additional costs required to meet personnel and consultant expenses.

**MBE/WBE PARTICIPATION:**

The PHR signed a Commitment to Comply as part of their Grant Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Grant Agreement with Park Heights Renaissance, Inc.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Michael J. Brown, Sr. and Ms. Robynne K. Brown, developers, for the sale of the City-owned properties located at 2412 Lakeview Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$6,500.00 - Purchase price to be paid at time of settlement

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the property located at 2412 Lakeview Avenue to Mr. Michael J. Brown, Sr. and Ms. Robynne K. Brown. The purchase price of the site will be financed through private funds.

The purchase of the vacant building located at 2412 Lakeview Avenue in the Reservoir Hill neighborhood will allow the purchasers to rehabilitate the property back to a habitable single family home to be sold at market price.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE VALUE DETERMINED BY THE WAIVER VALUATION PROCESS:**

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2412 Lakeview Avenue was \$12,500.00 and the purchase price is \$6,500.00. The property is being sold below the price determined by the waiver valuation process for the following reasons:

- the renovation will be to the specific benefit to the immediate community,

**MINUTES**

DHCD - cont'd

- this transaction will eliminate blight from the block and thus eliminate blight from the neighborhood,
- the sale and rehabilitation will return the vacant building to the tax rolls, and
- the property is being sold for less than the price determined by the Waiver Valuation process because of its condition, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

The developers will receive no City funds or incentives for the purchase or redevelopment, therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Michael J. Brown, Sr. and Ms. Robynne K. Brown, developers, for the sale of the City-owned properties located at 2412 Lakeview Avenue.

**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 Franklin Street Rowhouses, LLC, Developer, for the sale of two vacant City-owned buildings located at 1208 and 1210 W. Franklin Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 7,000.00 - 1208 W. Franklin Street  
7,000.00 - 1210 W. Franklin Street  
**\$14,000.00** - Purchase Price

**BACKGROUND/EXPLANATION:**

The City-owned vacant buildings will be totally rehabilitated and returned to residential use as single-family rental homes. When completed, the units will be rented at market rate. The properties will be purchased and renovated using private funds.

The property at 1208 W. Franklin Street was journalized and approved for sale on July 7, 2011 and the property at 1210 W. Franklin Street was journalized and approved for sale on April 15, 2011.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

The properties were valued at \$10,000.00 each, pursuant to the Waiver Valuation Process of Baltimore City Appraisal Policy and will be sold for \$7,000.00 each. The properties are being sold below the price determined by the Waiver Valuation process for the following reasons:

**MINUTES**

DHCD - cont'd

1. Specific benefit to the immediate community of revitalization through residential home occupancy,
2. elimination of blight and neighborhood stabilization, and
3. economic development; returning the properties to productive use and to the active tax rolls of the City of Baltimore.

Pursuant to the provisions under the Baltimore City Code, Article 28 §8-3, all terms and conditions of the Agreement were approved by the Commissioner.

**MBE/WBE PARTICIPATION:**

The Developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Franklin Street Rowhouses, LLC, Developer, for the sale of two vacant City-owned buildings located at 1208 and 1210 W. Franklin Street.

**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with George Sherwood, for the property located at 1529 Baldwin Street.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - Purchase Price (\$400.00 of the purchase price will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes and associated title services.)

**BACKGROUND/EXPLANATION:**

The DHCD's Land Resources Division, on behalf of the Mayor and City Council of Baltimore, strategically acquires, and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

The City has agreed to convey the property known as 1529 Baldwin Street to the adjacent property owner. As a condition of conveyance, Mr. Sherwood has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) (hereinafter, the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE:**

The property is being sold for \$1,000.00, as the Purchaser holds title to the adjacent property which is non-owner occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community and eliminate blight.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

The Developer will purchase the property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with George Sherwood, for the property located at 1529 Baldwin Street.



**MINUTES**

Department of Housing and      - Contract of Sale  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Contract of Sale to purchase 40 fee simple property interests from the Housing Authority of Baltimore City (HABC). The Board is further requested to approve the acquisition of these properties SUBJECT to municipal liens in the amount of \$2,258.71 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Owner</u>	<u>Property Address</u>	<u>Interest</u>	<u>Amount</u>
1.	HABC	914 N. Arlington Ave.	F/S	\$1.00
2.	HABC	1110 Barclay St.	F/S	\$1.00
3.	HABC	129 S. Calverton Rd.	F/S	\$1.00
4.	HABC	1156 N. Carey St.	F/S	\$1.00
5.	HABC	1629 Edmondson Ave.	F/S	\$1.00
6.	HABC	1625 Edmondson Ave.	F/S	\$1.00
7.	HABC	1623 Edmondson Ave.	F/S	\$1.00
8.	HABC	1619 Edmondson Ave.	F/S	\$1.00
9.	HABC	1617 Edmondson Ave.	F/S	\$1.00
10.	HABC	1609 Edmondson Ave.	F/S	\$1.00
11.	HABC	1603 Edmondson Ave.	F/S	\$1.00
12.	HABC	1721 Edmondson Ave.	F/S	\$1.00
13.	HABC	1604 Edmondson Ave.	F/S	\$1.00
14.	HABC	1606 Edmondson Ave.	F/S	\$1.00
15.	HABC	1214 Ensor St.	F/S	\$1.00
16.	HABC	1610 W. Fayette St.	F/S	\$1.00
17.	HABC	918 N. Gilmore St.	F/S	\$1.00
18.	HABC	1100 E. Hoffman St.	F/S	\$1.00
19.	HABC	1919 E. Hoffman St.	F/S	\$1.00
20.	HABC	1825 Hope St.	F/S	\$1.00

## MINUTES

DHCD - Cont'd

	<u>Owner</u>	<u>Property Address</u>	<u>Interest</u>	<u>Amount</u>
21.	HABC	1829 Hope St.	F/S	\$1.00
22.	HABC	806 W. Lanvale St.	F/S	\$1.00
23.	HABC	1717 W. Lexington St.	F/S	\$1.00
24.	HABC	2227 Madison Ave.	F/S	\$1.00
25.	HABC	212 N. Mount St.	F/S	\$1.00
26.	HABC	232 N. Mount St.	F/S	\$1.00
27.	HABC	1005 N. Mount St.	F/S	\$1.00
28.	HABC	1007 N. Mount St.	F/S	\$1.00
29.	HABC	1621 Mosher St.	F/S	\$1.00
30.	HABC	711 E. Preston St.	F/S	\$1.00
31.	HABC	804 N. Rosedale St.	F/S	\$1.00
32.	HABC	1617 N. Spring St.	F/S	\$1.00
33.	HABC	818 N. Stricker St.	F/S	\$1.00
34.	HABC	820 N. Stricker St.	F/S	\$1.00
35.	HABC	832 N. Stricker St.	F/S	\$1.00
36.	HABC	939 N. Stricker St.	F/S	\$1.00
37.	HABC	935 N. Stricker St.	F/S	\$1.00
38.	HABC	921 N. Stricker St.	F/S	\$1.00
39.	HABC	1022 N. Stricker St.	F/S	\$1.00
40.	HABC	1013 Whitelock St.	F/S	\$1.00

\$40.00 - 9910-908044-9588-900000-704040

**BACKGROUND/EXPLANATION:**

The City will purchase the 40 properties for the purpose of blight elimination.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of the DHCD has made the required determination with regard to these properties.

## MINUTES

DHCD - cont'd

The Housing Authority of Baltimore City Board of Commissioners has approved the disposition of these vacant properties. The U.S. Department of Housing and Urban Development has approved the disposition in accordance with 24 CFR, Part 970.

A list of open municipal liens other than water bills, accrued through December 6, 2015 is listed below. The HABC is exempt from real estate taxes therefore no taxes are included in these figures. All of the liens are miscellaneous bills for cleaning, boarding, demolition, and/or stabilization. Water bills will be paid and therefore are not listed. The properties that are presently free of liens are included, in case a lien is posted before the deed can be recorded.

<u>Property</u>	<u>Bill No.</u>	<u>Bill Date</u>	<u>Balance</u>
914 N. Arlington Ave.	12005-001472	06/20/2013	\$ 4.22
1110 Barclay St.	4651873	03/28/2007	284.78
129 S. Calverton Rd.			
1156 N. Carey St.	13004-001504	04/17/2014	205.21
1629 Edmondson Ave.			
1625 Edmondson Ave.			
1623 Edmondson Ave.	3745239	08/15/2005	124.72
1619 Edmondson Ave.			
1617 Edmondson Ave.			
1609 Edmondson Ave.			
1603 Edmondson Ave.			
1721 Edmondson Ave.	3738150	08/03/2005	147.42
1604 Edmondson Ave.			
1606 Edmondson Ave.			
1214 Ensor St.			
1610 W. Fayette St.			
918 N. Gilmore St.	3745387	08/15/2005	569.82
1100 E. Hoffman St.			
1919 E. Hoffman St.	10014-000000	05/02/2014	603.80
1825 Hope St.			
1829 Hope St.			

## MINUTES

DHCD - cont'd

<u>Property</u>	<u>Bill No.</u>	<u>Bill Date</u>	<u>Balance</u>
806 W. Lanvale St.			
1717 W. Lexington St.			
2227 Madison Ave.			
212 N. Mount St.			
232 N. Mount St.			
1005 N. Mount St.			
1007 N. Mount St.			
1621 Mosher St.	98007A-000689	00/00/0000	52.50
711 E. Preston St.	95050C-000536	00/00/0000	67.62
804 N. Rosedale St.			
1617 N. Spring St.	08004-001235	03/27/2009	198.62
818 N. Stricker St.			
820 N. Stricker St.			
832 N. Stricker St.			
939 N. Stricker St.			
935 N. Stricker St.			
921 N. Stricker St.			
1022 N. Stricker St.			
1013 Whitelock St.			
	<b>Total:</b>		<b><u>\$2,258.71</u></b>

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale to purchase 40 fee simple property interests from the Housing Authority of Baltimore City. The Board further approved the acquisition of these properties SUBJECT to municipal liens in the amount of \$2,258.71 and all other municipal liens, interests and penalties, other than water bills, that may accrue prior to recording a deed.

**MINUTES**

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the leasehold interest of the property located at 5202 St. Charles Avenue (Block 4543A Lot 041) from Mr. Edward Woods and Mr. Joseph Brooks, owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Woods and Mr. Brooks agree to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in the City.

Mr. Woods and Mr. Brooks have offered to donate title to the property located at 5202 St. Charles Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 5202 St. Charles Avenue are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #280438	Tax Sale Date 05/20/2013	\$ 4,914.23
Rental Registration	Reg. #061728	1,261.00
Environmental Fine	Citation #52899994	1,515.00
Environmental Fine	Citation #51987493	1,500.00
Real Property Taxes	Tax Year 2015/2016	72.18
" " "	Tax Year 2014/2015	88.74
" " "	Tax Year 2013/2014	105.30

## MINUTES

DHCD - cont'd

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Real Property Taxes	Tax Year 2012/2013	134.11
" "	" " 2010/2011	207.90
Miscellaneous Bills	Bill No. 6170849	217.29
" "	" " 6937270	<u>222.68</u>
	<b>Total:</b>	<b>\$10,238.43</b>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the leasehold interest of the property located at 5202 St. Charles Avenue (Block 4543A Lot 041) from Mr. Edward Woods and Mr. Joseph Brooks, owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at 1620 W. Lafayette Avenue (Block 0074 Lot 055) from Hmida Kaouass, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Hmida Kaouass agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

The DHCD Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Hmida Kaouass has offered to donate the title to the property located at 1620 W. Lafayette Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 1620 W. Lafayette Avenue are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #277227	Tax Sale Date 05/20/2013	\$ 5,508.82
Rental Registration	Registration #001813	975.00
Real Property Taxes	Tax Year 2015/2016	72.18
" "	Tax Year 2014/2015	417.26

## MINUTES

DHCD - cont'd

<u>Real Property Taxes</u>	<u>Tax Years</u>	<u>Amount</u>
" "	2013-2014	495.26
" "	2012-2013	589.58
" "	2011-2012	657.02
" "	2010-2011	787.45
Miscellaneous Bills	Bill No. 6217111	119.23
" "	" " 6421333	296.59
" "	" " 6492946	131.95
" "	" " 6545511	291.32
" "	" " 6725345	245.95
" "	" " 6823058	119.23
" "	" " 6866537	191.31
" "	" " 6876932	191.31
" "	" " 6931299	163.22
" "	" " 6934137	221.22
" "	" " 7052905	289.74
" "	" " 7174717	137.25
" "	" " 7300668	240.42
" "	" " 7302532	200.19
" "	" " 7310782	328.97
" "	" " 7367576	161.49
" "	" " 7455363	238.40
" "	" " 7488752	266.60
" "	" " 7525355	124.53
" "	" " 7584014	132.04
" "	" " 7638638	214.25
	<b>Total:</b>	<b>\$13,807.78</b>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest of the property located at 1620 W. Lafayette Avenue (Block 0074 Lot 055) from Hmida Kaouass, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.



MINUTES

Department of Housing and - Acquisition by Gift  
Community Development (DHCD)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition by gift of the fee simple interest of the property located at 210 S. Bruce Street (Block 0261 Lot 047) from Kimberly Flood, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Kimberly Flood agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00.

**BACKGROUND/EXPLANATION:**

The DHCD Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Kimberly Flood has offered to donate the title to the property located at 210 S. Bruce Street. The City will receive clear and marketable title to the property, subject only to certain City liens. The listed municipal liens, other than current water bills, will be administratively abated after settlement. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain. The liens for 210 S. Bruce Street are itemized as follows:

<u>Real Property Taxes</u>	<u>Tax Year/s</u>	<u>Amount</u>
Tax Sale Cert. #273597	Tax Sale Date 05/20/2013	\$ 16,211.18
Tax Sale Cert. #225114	Tax Sale Date 05/18/2009	608.22
Rental Registration	Registration #203693	2,154.50
Environmental Fine	Citation #50693902	300.00
" "	Citation #52762028	1,500.00

## MINUTES

DHCD - cont'd

<u>Real Property Taxes</u>	<u>Tax Years</u>	<u>Amount</u>
" "	2015-2016	120.31
" "	2014-2015	1,755.45
" "	2013-2014	2,107.25
" "	2012-2013	2,471.21
" "	2011-2012	2,794.61
" "	2010-2011	2,190.17
" "	2009-2010	1,270.39
Miscellaneous Bills	Bill No. 6033096	147.84
" "	" " 6056972	302.77
" "	" " 6062764	172.57
" "	" " 6157499	221.41
" "	" " 6290654	223.61
" "	" " 6434948	158.04
" "	" " 6435663	278.87
" "	" " 6892442	126.48
" "	" " 6938641	133.93
" "	" " 7110760	217.60
" "	" " 7316896	161.48
" "	" " 7328065	366.88
" "	" " 7346570	270.02
" "	" " 7740327	238.31
	<b>Total:</b>	<b><u>\$36,503.10</u></b>

UPON MOTION duly made and seconded, the Board approved the acquisition by gift of the fee simple interest of the property located at 210 S. Bruce Street (Block 0261 Lot 047) from Kimberly Flood, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - HOME Investment Partnership Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnership Program Loan in the amount of \$750,000.00 to the North Barclay Green Limited Partnership, Borrower, for the property located at 1900 and 2000 blocks of Greenmount Avenue and various addresses in the 300 and 400 blocks of East 20<sup>th</sup> and East 21<sup>st</sup> Street. The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>Sources</u>	<u>Uses</u>
\$ 1,704,657.00, PNC Bank	\$ 777,746.00, Acquisition
1,787,217.00, MD CDA RHP	11,828,913.00, Construction
750,000.00, HOME	1,332,237.00, Construction Fees
12,922,841.00, LIHTC	578,459.00, Financing Fees
370,000.00, HABC Acqui-	552,943.00, Syndication
sition Note	591,629.00, Guarantee/Reserves
	1,872,788.00, Developer Fees
<b><u>\$17,534,715.00</u></b>	<b><u>\$17,534,715.00</u></b>

Account: 9910-903288-9610

**BACKGROUND/EXPLANATION:**

Telesis Corporation (Telesis) 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, through a participatory planning process with the community and the HABC. Telesis created the Barclay/Midway/Old Goucher Re-development 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.

## MINUTES

DHCD - cont'd

Telesis broke ground on Barclay Phase IA in June 2010. Phase IA is complete and created 72 units of affordable housing with a mix of new construction and rehabilitation. Phase II, known as "Barclay II Rentals," is also complete and created 69 newly constructed and substantially rehabilitated rental housing units. The third phase of the project known as the North Barclay Green, Phase III Apartments will consist of the new construction and substantial rehabilitation of a 57-unit mixed-use, mixed-income rental housing project that will focus on the 1900 and 2000 blocks of Greenmount Avenue and the 300 and 400 blocks of East 20<sup>th</sup> Street and East 21<sup>st</sup> Street. The Phase III Project will consist of 25 one-bedroom units, 26 two-bedroom units, 6 three-bedroom units, approximately 5,700 square feet of retail space, and approximately 3,000 square feet of community space. The proceeds of the HOME Loan will be used to assist with the hard construction costs of the new construction of 44 units (the New Construction Units) and the rehabilitation of the remaining 13 units (the Rehabilitation Units). The New Construction Units and the Rehabilitation Units will be affordable to families with incomes at 30%, 50%, and 60% of the Area Median Income, adjusted for family size (AMI).

Baltimore Housing intends to provide Project Based Housing Choice Vouchers to 12 units within the Phase III Project, of which 9 one-bedroom units will be targeted and restricted to individuals or families who meet the definition of "chronically homeless" as set forth by the United States Department of Housing and Urban Development (the CH Units.) The City and HABC will require that the CH Units be restricted for exclusive use for at least 15 years in accordance with and meeting the requirements of the Bailey Townhomes Foreclosure Deed. In addition, the Borrower has committed to provide 3 three-bedroom units as Bailey Long Term Affordable (LTA Units) Uniform Federal Accessibility Standards (UFAS) Units that will be available to households earning 50% or less of the AMI for a term of 40 years. 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 requirement of the Bailey Consent Decree.

## MINUTES

DHCD - cont'd

Prior to leasing the CH Units, the Borrower will contact the Mayor's Office of Human Services (MOHS) to obtain referrals of applicants, who may be assigned under the Homeless Services Program's Coordinated Access and Assessment System (the CAAS Program) and who are eligible to lease one of the CH Units (the CH Unit Applicant). The MOHS will continue to refer CH Applicants (through the CAAS Program or otherwise) until the Borrower leases an available CH Unit to a CH Unit Applicant. Prior to leasing a UFAS Unit, the Borrower will contact the HABC to obtain referrals of applicants. The UFAS Units must be operated under the HABC's Long Term Affordable (LTA) program.

Novogradac & Company, LLP prepared an appraisal dated October 23, 2015, for PNC, the construction/permanent first lender. The estimated market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$12,900,000.00. The appraised value is below the total development cost of the project which is common for transactions involving LIHTC, subsidized rents and preferred governmental financing. The LIHTC provides equity and is not considered as long-term debt to the property. The rents are considered restricted because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources, are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior mortgage. The Department is comfortable with recommending the City loan as described under these circumstances.

Participating Parties:

**A.** Owner/Developer:

North Barclay Green Limited Partnership (the Borrower), an affiliate of Telesis Baltimore, Corporation, will be the borrower of record.

## MINUTES

DHCD - cont'd

**B.** General Contractor/Architect:

Southway Builders, Inc. will act as general contractor. The contractor will post a 100% Payment and Performance Bond. Marks, Thomas Architects will provide architectural services.

**C.** Participating Lenders:

PNC BANK - Construction/Permanent - 1<sup>st</sup> Lien Position plus Bridge Loan

PNC Bank, N.A., or an affiliate thereof (PNC) will make a construction/permanent loan in an approximate principal amount of \$1,704,657.00 (The PNC First Loan) that will be secured in first lien position. During the construction loan period of approximately 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 will be due. During the permanent loan period, which is the 15 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.

PNC will make a construction bridge loan in the approximate amount of \$10,300,000.00 (PNC Bridge Loan) that will not be secured by a mortgage. The PNC Bridge Loan will carry an interest rate based on one month LIBOR plus approximately 250 basis points for a term of approximately 24 months and is expected to be repaid from the proceeds of the syndication of the low-income housing tax credits.

MD CDA RHP Program - Construction/Permanent 2<sup>nd</sup> Lien Position

The Community Development Administration (CDA), a unit of the Division of Development Finance of the Department of Housing and Community Development, a principal department of the State of Maryland, will provide loan proceeds in an approximate amount of \$1,787,217.00 (the RHP Loan) from its Rental Housing Program to fund permitted development costs.

## MINUTES

DHCD - cont'd

The RHP Loan will be in second-lien position and will have a construction period of approximately 21 months, which includes three months for cost certification. Interest on the RHP Loan will accrue on sums advanced at the rate of 0%. The Borrowers will make annual contingent payments on the RHP Loan based on available cash flow (which currently is expected to be approximately 50% of surplus cash to be defined in the CDA loan documentation) in accordance with the CDA requirements following payment of Project expenses authorized by the CDA (including superior loan payments). The RHP Loan will be long-term, subordinate, non-recourse debt.

Baltimore City HOME Program - Construction/Permanent - 3<sup>rd</sup>  
Lien Position

The HOME Loan will be in third-lien position and will have a construction phase of approximately 21 months from the date of closing, which includes time permitted for cost certification (the Construction Loan Period). During the Construction Loan Period, interest will be at the rate of 0% per annum on sums advanced and no payments will be required. The Permanent Loan Period will be 40 years commencing at conversion of the Construction Loan Period, and during this period, the interest rate charged will be at the rate of 0% per annum. During the Permanent Loan Period, contingent payments to be applied to the HOME Loan will be due from available cash flow (after payments of superior loans) in accordance with CDA requirements or as otherwise agreed to by the parties following payment of Project expenses authorized by CDA, provided that the HABC Note (defined herein) will receive approximately 7% of the surplus cash/contingent interest.

To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable at the maturity of the HOME Loan. The HOME Loan will be long-term, non-recourse, subordinate debt.

**MINUTES**

DHCD - cont'd

HABC ACQUISITION NOTE - Construction/Permanent 4<sup>th</sup> Lien Position

During the construction loan period, which is expected to match the term of the HOME Loan, interest will be not be charged on the HABC Acquisition Note (the HABC Note). During the permanent loan period, interest will be charged at the rate not to exceed 4% for a term of 40 years (but in no event will the HABC Acquisition Note mature prior to the RHP Loan). During the Permanent Loan Period, contingent payments to be applied to the HABC Acquisition Note will be due from approximately 7% of the available cash flow after payments of the PNC First Loan and the RHP Loan in accordance with the CDA requirements or as otherwise agreed to by the parties following payment of Project expenses authorized by the CDA. To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable at the maturity.

**MBE/WBE PARTICIPATION:**

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

**THE DEPARTMENT OF FINANCE RECOMMENDED APPROVAL.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$750,000.00</b>	9910-923006-9609	9910-903288-9610
Federal HOME	HOME FY 2015	Barclay Green
FY 2015	Reserve	Phase III Apartments

This transfer will provide Federal HOME funds to the North Barclay Green Limited Partnership to support a portion of the construction costs of the North Barclay Green Phase III Apartments.



## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnership Program Loan in the amount of \$750,000.00 to the North Barclay Green Limited Partnership, Borrower, for the property located at 1900 and 2000 blocks of Greenmount Avenue and various addresses in the 300 and 400 blocks of East 20<sup>th</sup> and East 21<sup>st</sup> Street. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subgrant Agreement with Bon Secours of Maryland Foundation, Inc., d/b/a Bon Secours Community Works. The period of the agreement is November 1, 2015 through April 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$248,866.00 - 4000-807415-6312-781005-603051

**BACKGROUND/EXPLANATION:**

The Subgrant Agreement is for occupational training services. Bon Secours of Maryland Foundation, Inc., d/b/a Bon Secours Community Works will provide Certified Nursing Assistant (CNA) and Geriatric Nursing Assistant (GNA) training with a defined curriculum designed for hard-to-serve, low-skill, unemployed, or underemployed City residents. Bon Secours of Maryland Foundation, Inc., d/b/a Bon Secours Community Works will recruit, screen and enroll 72 City residents in training while providing job readiness, comprehensive case management, and employment retention services.

**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 Subgrant Agreement with Bon Secours of Maryland Foundation, Inc., d/b/a Bon Secours Community Works.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with Baltimore City Community College. The period of the agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$101,500.00 - 4000-807516-6312-467253-603051  
4000-806716-6312-467253-603051  
4000-807115-6312-467253-603051

**BACKGROUND/EXPLANATION:**

Baltimore City Community College will provide training in those areas specified on the Maryland Higher Education Commission list. The training will consist of the program(s) described in the Workforce Innovation and Opportunity Act training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year.

The funds will be drawn from three different accounts. The accounts and the amounts drawn from those accounts cannot be determined until the participants are registered.

**MINUTES**

MOED - cont'd

The Individual Training Account Agreement is late because additional time was needed to reach a comprehensive understanding between the parties.

**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 Individual Training Account Agreement with Baltimore City Community College.

**MINUTES**

Mayor's Office on Criminal Justice - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2015 through September 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$62,034.00 - 4000-484416-2252-688000-600000

**BACKGROUND/EXPLANATION:**

This grant is for the "SART Vertical Advocacy Project III." This grant assists in developing and implementing strategies specifically intended to provide assistance to sexual assault victims. The program funds a Victim Advocate position that will provide crisis response, support, and advocacy to victims of sexual assault.

The award is late because of late receipt of award documents.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention.

**MINUTES**

Mayor's Office of Human Services - Correction to Account Number

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the correction to the account number for an Agreement with Associated Catholic Charities, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$113,500.00 - 4000-407116-5940-760500-603051

**BACKGROUND/EXPLANATION:**

On June 17, 2015, the Board approved an agreement with Associated Catholic Charities, Inc. The budget account number, 5000-529115-3572-333705-6030502, included in the request to the Board was incorrect. The correct account number is 4000-407116-5940-760500-603051. This error was made at the administrative level. The Board is requested to approve the corrected account number.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved correction to the account number for an Agreement with Associated Catholic Charities, Inc.



## 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. NATIONAL CAPITAL INDUSTRIES, INC.  | \$42,654.00 | Sole Bid |
| Solicitation No. B50004365 - QuadGuard and Barriers -<br>Transportation - Maintenance Administration - Req. No. R712681 |             |          |

The requirement was posted on CitiBuy. The sole bid received was opened on November 5, 2015. The vendor submitted the sole bid. The vendor is the sole distributor authorized by the manufacturer in Maryland. The period of the award is January 1, 2016 through December 31, 2016, with two 1-year renewal options remaining.

- |   |             |         |
|---|-------------|---------|
| 6. LIGHLE ENTERPRISES OF OHIO, LLC  | \$32,232.00 | Low Bid |
| Solicitation No. B50004353 - U Channel Posts - Transportation - Maintenance Administration - Req. No. R709976 |             |         |

The period of the award is November 25, 2015 through November 24, 2016.

- |  |        |         |
|--|--------|---------|
| 7. THOMAS SCIENTIFIC, INC.   | \$0.00 | Renewal |
| Contract No. B50003750 - Various Needles & Syringes -<br>Baltimore City Health Department - Req. No. R665691 |        |         |

On November 5, 2014, the Board approved the initial award in the amount of \$34,039.00. The award contained three 1-year renewal options. This renewal in the amount of \$0.00 is for the period November 5, 2015 through November 4, 2016, with two 1-year renewal options remaining.





## MINUTES

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

- |     |   |              |         |
|-----|---|--------------|---------|
| 11. | ANNASHAE CORPORATION  | \$ 27,735.00 | Renewal |
|     | Contract No. B50003782 - X-Ray Technician Services - Health Department - P.O. No. P529019 |              |         |

On October 29, 2015, the Board approved the initial award in the amount of \$27,735.00. The award contained three 1-year renewal options. This renewal in the amount of \$27,735.00 is for the period November 1, 2015 through October 31, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

- |     |  |         |         |
|-----|--|---------|---------|
| 12. | EXPRESS AUCTION SERVICES,<br>INC.  | Revenue | Renewal |
|     | Contract No. B50002157 - Auction Services - Department of Finance - P.O. No. P518986 |         |         |

On December 14, 2011, the Board approved the initial award. The award contained two 1-year renewal options. On December 17, 2014, the Board approved the first renewal. The vendor deducts its commission from revenue generated and deposits the balance of the auction proceeds in a City account. This final renewal is for the period January 1, 2016 through December 31, 2016.

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

- |     |                    |   |                              |
|-----|--------------------|---|------------------------------|
| 13. | JM TRUCKING<br>LLC | \$ 80,520.00<br>220,480.00<br><u>\$301,000.00</u> | Ratification<br>and Increase |
|-----|--------------------|---|------------------------------|

Contract No. B50003519 - Hauling of Asphalt - Department of Transportation - P.O. No. 528069

On July 16, 2014, the Board approved the initial award in the amount of \$64,500.00. The award contained three 1-year renewal options.





## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MWBOO SET GOALS OF 10% MBE AND 0% WBE.**

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> 4 Evergreen Lawn Care	10%	\$23,920.00 10.9%
<b>WBE:</b>	N/A	

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions.

## MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various Agreements. The period of the Agreement is July 1, 2015 through June 30, 2016.

AGREEMENTS

1. **ST. PAUL PLACE SPECIALISTS, INC.** **\$ 14,000.00**

Account: 1001-000000-3030-271300-603051

St. Paul Place Specialists, Inc. will provide a Medical Director, who will be responsible for the overall operation and administration of the Bureau of Disease Control Laboratory.

The Medical Director will be responsible for the overall operation and administration of the laboratory, assist in the selection of personnel who are competent to perform test procedures, record and report test results promptly, accurately, and proficiently and assure compliance with the applicable laws and regulations.

The agreement is late because of a personnel shortage which caused late processing of the renewal request.

2. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$1,279,890.00**

Account: 1001-000000-3070-286400-603051

The organization will administer public funding for substance abuse treatment services for uninsured and underinsured City residents. The organization leads the

**MINUTES**

Health Department - cont'd

City's response to substance abuse by developing/ implementing a Drug and Alcohol Jurisdiction Plan that identifies priorities and effective strategies for preventing, treating and supporting long term recovery from addiction.

The Agreement is late because budget revisions delayed processing.

**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 Agreements.

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the Agreements. The period of the agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

NURSE MONITOR AGREEMENTS

1.	<b>WELLTRUST COMPANY, INC.</b>	<b>\$60,500.00</b>
2.	<b>KHALILAH WILLIAMS, R.N.</b>	<b>\$60,500.00</b>
3.	<b>ASHLEY THOMAS, R.N.</b>	<b>\$60,500.00</b>
4.	<b>LISA HORNE, R.N.</b>	<b>\$60,500.00</b>
5.	<b>DENISE HAMMOND, R.N.</b>	<b>\$60,500.00</b>
6.	<b>ALICE A. ROSS, R.N.</b>	<b>\$60,500.00</b>
7.	<b>LOUISE REED, R.N.</b>	<b>\$60,500.00</b>
8.	<b>LATOYIA MADDEN, R.N.</b>	<b>\$60,500.00</b>

Account: 4000-426216-3110-306800-603018

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Maryland Medical Assistance Program (MMAP). The Department has an agreement with the DHMH to participate in the MMAP as the local health department coordinating nurse monitoring services to eligible participants of the Medical Assistance Personal Care (MAPC) through September 30, 2015, and Community Personal Assistance Services (CPAS) and Community First Choice (CFC) Nurse Monitors through the full term of this agreement.

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.



**MINUTES**

Health Department - cont'd

The Nurse Monitor will be responsible for providing personal assistance services for the MAPC participants through September 30, 2015, and providing oversight and quality monitoring of personal assistance services for CFC/CPAS participants through the full term of this Agreement. They will make home visits, maintain clinical records, and utilize the Long Term Services and Support (LTSS) Maryland Tracking System, as required.

The Agreements are late because of changes made to the MAPC program. The template was revised to include the new billing procedure codes and reimbursement rates for personal medical assistance services.

**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 Agreements.

**MINUTES**

Health Department - No-Cost Extension to Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a No-Cost Extension to the Grant Agreement with the Abell Foundation. The period of the agreement will be extended through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

No additional funding is associated with this action.

**BACKGROUND/EXPLANATION:**

On June 8, 2011, the Board approved the initial grant agreement in the amount of \$169,000.00 for the period of June 1, 2011 through May 31, 2012. The Department requested and received approval from the Grantor to extend the grant period through June 30, 2016.

This extension will allow the Department to continue the Vision Screening Initiative in Baltimore City Public Schools.

The No-Cost Extension to Grant Agreement is late because of delays in the administrative review process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved the No-Cost Extension to the Grant Agreement with the Abell Foundation.

**MINUTES**

Health Department - Inter-Governmental Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Inter-Governmental Agreement (IGA) with Baltimore County, Maryland. The period of the agreement is March 1, 2015 through February 29, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This IGA establishes an administrative mechanism to allocate funds received by the City under Part A of the Ryan White HIV/AIDS Treatment Extension Act of 2009 for Baltimore City, Baltimore County, Anne Arundel County, Carroll County, Harford County, Howard County, and Queen Anne's County. Funding allocations for Baltimore City and Baltimore County will be based on the severity of need for outpatient and ambulatory care services in each area and the health and support services needed in each area. Subject to the appropriations, the City and County will maintain the level of HIV-related services equal to the level of funding.

The Inter-Governmental Agreement is late because the Department was waiting for the IGA to be signed by Baltimore County.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement with Baltimore County, Maryland.

**MINUTES**

Health Department - Inter-Agency Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Inter-Agency Agreement with the Baltimore City Department of Recreation and Parks (BCRP). The period of the agreement is October 1, 2015 through September 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$33,000.00 - 4000-433516-3024-761417-603051

**BACKGROUND/EXPLANATION:**

The Inter-Agency Agreement will allow the BCRP to provide senior center service to older adults residing in the Cherry Hill and neighboring communities of the City. The BCRP will provide adults 60 and older in the Cherry Hill Community with recreational programming two days per week under the mandates of the Older Americans Act funding. The services will be held at the Middle Branch Rowing Facility located at 3301 Waterview Avenue.

The Inter-Agency Agreement is late because it was just completed.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Agency Agreement with the Baltimore City Department of Recreation and Parks.

**MINUTES**

Health Department - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with the Maryland Department of Transportation (MDOT) and the Maryland Transit Administration (MTA) for the FY16 Statewide Special Transportation Assistance Program (SSTAP). The period of the agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$379,335.00 - 5000-532716-3255-767200-405001

**BACKGROUND/EXPLANATION:**

The MDOT and the MTA will provide subsidy assistance for taxi rides for elderly persons and/or persons with disabilities in Baltimore City.

The Grant Agreement is late because it was just received from MDOT.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Maryland Department of Transportation and the Maryland Transit Administration for the FY16 Statewide Special Transportation Assistance Program.

**MINUTES**

Health Department - Services Award Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Services Award Agreement with Maryland Family Network (MFN). The period of the agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$524,400.00 - 4000-475916-3080-294600-406001 - Federal  
U.S. Department of Health and Human Services

**BACKGROUND/EXPLANATION:**

The Services Award Agreement provides funds to the Department for an Early Head Start (EHS) Center. This agreement with MFN outlines the terms and conditions for Baltimore City Health Department, as fiscal administrator to coordinate and provide an EHS program offering comprehensive services to pregnant women and to children under age three and their families. The purpose of the EHS is to strengthen families by focusing on child development and school readiness, family development, community building, and the EHS staff development. The EHS program services include, but are not limited to, center-based and home-based participant activities, parenting skills, licensed on-site child care and child development services, health and nutrition education and counseling and employment training and assistance.

The Services Award Agreement is late because it was received on July 1, 2015 and then delayed during the Department's administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Services Award Agreement with Maryland Family Network.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4363 - 4365

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.



## MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>			
1.	<b>\$1,200,000.00</b>	9916-911028-9194 Mitchell Courtroom/ Chambers #2 - Reserve	9916-905942-9197 Mitchell Courtroom/ Chambers - Active

The court system has been allocated another judge and therefore needs another courtroom. The court system does not have enough larger courtrooms and the new courtroom will be of the larger variety.

2.	<b>\$ 75,000.00</b>	9916-907118-9194 2300 Maryland Ave. Cornice - Reserve	9916-907218-9197 2300 Maryland Ave. Cornice Replace- ment Active
----	---------------------	---	---

The cornice and gutters at the buildings are outdated and deteriorating. As a result, signs of water leakage have been spotted in the building. This transfer is needed to eliminate further damage from leakage. The project will be in two parts, design, and construction. Once the designs are completed, a second transfer request will be submitted to cover the cost of the construction.

Mayor's Office of Information Technology - MOIT

3.	<b>\$ 750,000.00</b>	9903-932006-9117 Digital Logging Recorder - Reserve	9903-933006-9116 Digital Logging Recorder - Active
----	----------------------	--	--

Motorola is providing an upgrade of the digital logging recorder system that is used by the dispatch centers for Police, Fire, and 911 call intake. The upgraded NICE logging system will include an enhanced interface into the

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>MOIT</u> - cont'd		
800 MHz Motorola radio system and the City's current and future phone system. This provides continuity for the City's mission critical communications.		
<u>Department of Housing and Community Development</u>		
4. \$1,000,000.00	9910-922012-9587	
31 <sup>st</sup> Community Development Bonds	Whole Block Demolition	
3,000,000.00	" "	
1 <sup>st</sup> Community & Economic- Development Bonds		
<b>\$4,000,000.00</b>	-----	9910-908636-9588
Resource FY16		Whole Block Land

This transfer will move appropriations to a Whole Block account for acquisition and relocation costs of the properties in the targeted areas.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
5. \$ 20,000.00	9910-994001-9600	9910-907983-9603
20 <sup>th</sup> Economic	Constr. Reserve	Arts & Entertain-
Development	(Unallocated Res.)	ment Initiative
Funds		

This transfer will provide funds to the Baltimore Neighborhood Indicators Alliance-Jacob France Institute (BNIA-JFI) for its Baltimore Arts and Culture Mapping Project (Project). The Project is being created to develop a broad range of arts and culture and construct a new creative place making tool to spark growth and leverage investments in community development within Baltimore City.

**MINUTES**

Mayor's Office - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Associated Black Charities, Inc. (ABC). The period of the agreement is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$1,050,000.00 - 1001-000000-4460-742700-607001

**BACKGROUND/EXPLANATION:**

This grant will provide funds to the ABC that will enable it to administer Community and School Engagement partnerships consisting of out-of-school and community school programs conducted by organizations (sub grantees) through its role as Fiscal Agent.

The ABC was founded in 1985 to represent and respond to issues of special significance to Maryland's African American communities and to foster coordinated leadership on issues concerning these communities. As a community based resource development and problem solving organization, the ABC provides extensive experience in grant making, leadership, strategic planning, and technical assistance. The strengthening of programs and services to various community based organizations has been accomplished by providing primary grant, program funding, youth development, and economic empowerment.

The City wishes to support out-of-school time activities at various locations in the City. The ABC is qualified to serve as Fiscal Agent and desires to render such services. The purpose of this City's investment is to improve the opportunities available to those disengaged or "opportunity" youth aged 18 to 24 that are not currently active or engaged in education, training, or the workforce.

**MINUTES**

Mayor's Office - cont'd

The ABC agrees to serve as Fiscal Agent and provide fiscal oversight of \$1,050,000.00 for the term to fund out-of-school time programs and community school activities.

The agreement is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Associated Black Charities, Inc. The Comptroller **ABSTAINED**.

**MINUTES**

Baltimore Police Department - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the award is October 1, 2015 through September 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$83,467.00 - 4000-474316-2252-688000-600000

**BACKGROUND/EXPLANATION:**

The Grant Award is for "SART Coordinator III." This award funds the salary of the SART Coordinator who will work in conjunction with the Sexual Assault Response Team and aid in the effort to reduce and assist the sexual assault victims in the City.

The Grant Award Agreement was delayed because of the late receipt of the award documents.

**MBE/WBE REQUIREMENT:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention.

MINUTES

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

4370 - 4372

All of the EWOs had been reviewed and approved  
by the

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

The Transfer of Funds was approved  
SUBJECT to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
-----------------------	-----------------------------	------------	--------------	-------------

Department of Transportation

1. EWO #001, \$30,470.00 - TR 15001, Reconstruction of Footways  
Citywide  
\$1,182,515.30 - M. Luis Construc- 30 -  
tion Co., Inc.

This authorization is for additional work to be done at the General Services Facility located at 3001 E. Madison Street. At the request of the Department of General Services, the Department of Transportation will remove and reconstruct the parking lot. This work will require a 30-day time extension. The contract completion date is June 29, 2016 with the extension the new completion date is July, 29, 2016.

2. EWO #021, (\$.56) - TR 08046, Rehabilitation of Broening  
Highway from Holabird Ave. to Colgate Creek  
\$14,700,000.00 \$1,299,815.77 American Infra- - -  
Structure-MD,  
Inc.

The authorization is to pay for repairs to the concrete wall cap. Upon removal of the concrete railing, portions of the wall cap were in poor condition where the new concrete railing would be mounted. The contractor was directed to make the repairs to ensure the new railing would be placed on a stable foundation. The unused portions of the bid items will be used to offset the cost of additional work.

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$250,000.00	9950-905645-9528	9950-908301-9527-5
Federal	Constr. Reserve	Inspection
	Intercity/Inter-	Broening Highway
	modal Terminal	Infrastructure



MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation - cont'd

This transfer will provide funds to cover the deficit and to meet the costs of the project TR 08046, Broening Highway Infrastructure.

Department of Public Works/Office of Engineering & Construction

4. EWO #001, \$0.00 - SC 922R, Large Diameter Sewer Cleaning in the Low Level Sewershed				
\$1,777,804.40	-	Video Pipe Services, Inc.	11 CCD	-

During regular contractual work, while cleaning several segments on Boston Street of the sanitary interceptor, the contractor encountered various delays especially for lower than normal temperatures resulting in icy conditions. This is an eleven day time extension to the contract that currently expires on September 30, 2015.

5. EWO #009, \$7,794,259.70 - SC 877, Enhanced Nutrient Removal Process at the Back River Wastewater Treatment Plant				
\$2,635,582.05	\$7,971,851.81	Archer Western Contractors, LLC.	-	-

During excavation for construction of the new Denitrification Facilities, the Maryland Department of the Environment (MDE) determined that the chromium levels in the excavated soils, not indicated in the original contract documents as requiring remediation, prevented the contractor from hauling the soils offsite to a residential landfill. To prevent delays to the project schedule and mitigate hauling and disposal efforts as directed by MDE, the soils were hauled to temporary on-site stockpile locations.

**MINUTES****EXTRA WORK ORDERS**

Dept. of Public Works/Office of Const. Management - cont'd

Contract	Prev. Apprvd.		Time	%
Awd. Amt.	Extra Work	Contractor	Ext.	Compl.

The contaminated soil was eventually hauled to Norris Farms Landfill which was determined to be an acceptable non-residential disposal location. A portion of the cost of this extra work has been offset by a credit representing the cost of hauling soils to the original disposal site that was included in their original bid. The contractor submitted a lump sum cost proposal which has been reviewed by the Design Consultant, Whitman, Requardt & Associates, LLP and was found acceptable. The cost of this change order includes a credit of \$1,399,847.12 for a net total of \$7,794,259.70.

**MINUTES**

Department of General Services - Claim Resolution Agreement  
and Partial Release \_\_\_\_\_

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Claim Resolution Agreement and Partial Release with J.A.K. Construction Company, Inc. (J.A.K.).

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 18, 2013, the Board approved an award to J.A.K. in the amount of \$4,286,000.00, for Contract No. GS 12808 for the renovation of the Waverly Branch No. 9 of the Enoch Pratt Free Library System.

J.A.K. was unable to complete the project by the contract completion date of August 10, 2014. The liquidated damages for the contract were set at \$500.00 per day.

J.A.K. has agreed to the assessment of liquidated damages in the amount of \$87,500.00 to be deducted from the retainage held by the City. In addition, J.A.K. also agreed to withdraw its claim for delay damages of \$270,830.00 and agreed to refrain from bidding on City projects until January 15, 2018.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Claim Resolution Agreement and Partial Release with J.A.K. Construction Company, Inc.

**MINUTES**

Department of Public Works/Office - Amendment to Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Agreement with EBA Engineering, Inc. for Project 1141E, Wastewater Engineering Services for the Improvements of the High Level Sewershed Collection System. Amendment No. 1 to Agreement extends the period of the agreement through January 11, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

The agreement was approved with EBA Engineering, Inc. on January 12, 2011 to provide engineering services for the Improvement to the High Level Sewershed Collection System in compliance with the Consent Decree for a period of 5 years. This amendment will allow the consultant to continue to provide post award engineering services which include but are not limited to preparing the final as-built and to attend the final acceptance walk through which occurs one year after construction is completed (warranty period).

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with EBA Engineering, Inc. for Project 1141E, Wastewater Engineering Services for the Improvements of the High Level Sewershed Collection System.

**MINUTES**

Department of Public Works/Office - Task Assignment  
of Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 030, to EBA Engineering, Inc., under Project 1174, (SC 908, SC 909, SC 877, SC 900, SC 845R) On-Call Material Testing and Inspection Services.

**AMOUNT OF MONEY AND SOURCE:**

\$112,909.49	-	9956-907651-9551-900020-706063,	SC 908
112,909.49	-	9956-906652-9551-900020-706063,	SC 909
112,909.49	-	9956-904564-9551-900010-706063,	SC 877
112,909.49	-	9956-905644-9551-900020-706063,	SC 900
112,909.49	-	9956-905527-9551-900010-706063,	SC 845R
<b>\$564,547.45</b>			

**BACKGROUND/EXPLANATION:**

The duration of this task is approximately 15 months. The On-Call Consultant will provide material testing services on various construction projects. This work will be performed on, but will not be limited to the following projects: S.C. 908, Improvements to Sanitary Sewers, Herring Run Sewershed, S.C. 909, Improvements to Sanitary Sewers in the Eastern Portion of Herring Run Sewershed, S.C. 877-ENR Modifications Phase II - Demolition of Existing Facilities at Patapsco Wastewater Treatment Plant, S.C. 900, Improvements to Sanitary Sewers in Upper Jones Falls and Maryland Avenue Areas, and S.C. 845R, ENR Nitrification Facilities Patapsco Wastewater Treatment Plant.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering & Construction

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 030, to EBA Engineering, Inc., under Project 1174, (SC 908, SC 909, SC 877, SC 900, SC 845R) On-Call Material Testing and Inspection Services. The President voted **NO.**

**MINUTES**

Department of Public Works/Office - Amendment No. 1 to Agreement  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 1 to Agreement with KCI Technologies for Project 1189, Baltimore County Water Data into City's Utility Geographic Information System. The Amendment No. 1 to the Agreement will extend the period of the agreement to August 19, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 470,228.96 - 9960-906531-9557-900020-702064  
767,000.00 - 9960-904640-9557-900020-702064  
**\$1,237,228.96**

**BACKGROUND/EXPLANATION:**

This project provides the services needed to incorporate Baltimore County water data including drawings and plats into the City's Utility Geographic Information System. Baltimore City is responsible for maintaining the water system in Baltimore County and this will allow the City to more accurately locate water meters, hydrants, valves, and water mains in Baltimore County, thereby supporting the activities of City maintenance staff. All previous contract drawings will be scanned and indexed and used to update the water system data and also to improve the accuracy of the data. This amendment will allow conversion of an additional number of drawings. In addition, this amendment will support implementation of the new Customer Information System which requires the Department of Public Works to perform data migration and interface development tasks not previously assigned to the Department of Public Works. The original agreement expires on February 20, 2016. This Amendment No. 1 to Agreement will extend the period of the agreement for 18 months.



**MINUTES**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**MBE/WBE PARTICIPATION:**

The consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 1 to Agreement with KCI Technologies for Project 1189, Baltimore County Water Data into City's Utility Geographic Information System.

**MINUTES**

Department of Public Works (DPW) - Memorandum of Agreement (MOA)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Agreement with the Maryland Emergency Management Agency (MEMA). The period of the MOA is December 19, 2011 through December 19, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$50,465.00 - 4794-000000-5181-390800-600005

\$16,822.00 - In-kind match

**BACKGROUND/EXPLANATION:**

Due to the urbanization, channelization, and realignment of Baltimore's many streams, flooding is a problem in many locations within the City. Recent trends in high intensity, low duration flows have escalated the need for real-time, remote flood monitoring. This grant will be used by DPW to upgrade various weather stations, upgrade software so that rain gauges data can be accessed via the internet, and install CCTV systems to monitor flood sensitive bridges.

The Memorandum of Agreement is late because the Department did not have the appropriations until FY2016 and there was a change in MEMA Directors and the MOA needed to be revised and resubmitted for the new MEMA Director's signature.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Maryland Emergency Management Agency.

**MINUTES**

Department of Public Works/ - Ratification of Invoices  
Bureau of Solid Waste (DPW) and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the past due invoices and approve an Expenditure of Funds to pay the Maryland Department of Juvenile Services (DJS), Green Cadets Job Program (formerly known as the Trash Busters Program) for services rendered from March 2015 through June 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,832.70 - March 2015  
 4,998.52 - April 2015  
 4,420.04 - May 2015  
4,679.00 - June 2015  
**\$19,930.26** - 1001-000000-5152-386500-603026

**BACKGROUND/EXPLANATION:**

On June 4, 2014, the Board renewed a Memorandum of Understanding (MOU) between the Mayor and City Council of Baltimore and the DJS to partner with the Trash Busters Program which provides youth under the DJS's supervision, with development and training opportunities. The period of the MOU was July 1, 2014 through June 30, 2015. During the term of the MOU, the State of Maryland issued a minimum wage increase effective January 1, 2015.

The invoices submitted by the DJS for January and February 2015 were inadvertently paid to the DJS at the new higher rate. Once the DPW became aware of the rate increase, the DPW attempted to amend the MOU to increase the hourly rate for program participants to \$8.00 per hour. However, the MOU expired before the process was completed. Therefore, the DPW is requesting the Board to ratify the past due invoices and approve an Expenditure of Funds to pay the DJS for services rendered from March 2015 through June 2015 at the revised rate of \$8.00 per hour.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

DPW - cont'd

UPON MOTION duly made and seconded, the Board ratified the past due invoices and approved the Expenditure of Funds to pay the Maryland Department of Juvenile Services, Green Cadets Job Program (formerly known as the Trash Busters Program) for services rendered from March 2015 through June 2015.

## 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 - Condemnation</u>			
1. Ruby A. Herbert	4745 Park Heights Avenue	L/H	\$16,000.00

Funds are available in account 9910-903183-9588-900000-704040, Park Heights Project.

Department of Law - Payment of Settlement

2. Wilfred H. Bhola and Marina R. Bhola (Prior owners)	506 Laurens Street	F/S	\$ 5,000.00
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On February 4, 2015, the Board approved the acquisition of the fee simple interest in the property located at 506 Laurens Street for the fair market value of \$20,000.00, based upon an independent appraisal report of the property. The owner and mortgage holder contested the valuation. The independent appraiser was requested to update the valuation based upon an interior inspection. The owner and mortgage holder agreed to settle the condemnation case for the updated valuation. Therefore, the Board is requested to approve an additional \$5,000.00 i.e. the updated valuation \$25,000.00 minus the original valuation of \$20,000.00.

Funds are available in account 9910-905507-9588-900000-704040.

Department of Law - Payment of Jury Verdict

3. Dominion Properties, LLC (Prior owner)	4717 Park Heights Avenue	L/H	\$ 4,844.10
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On February 4, 2015, the Board approved the acquisition by condemnation of the leasehold interest in the property located at 4717 Park Heights Avenue for the fair market value of \$36,200.00, based on an independent appraisal report.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Jury Verdict - cont'd</u>			

The independent appraiser was requested to update his appraisal report. The updated report resulted in a valuation of \$40,200.00. The owner produced a report valuing the property at \$69,000.00. Negotiations failed and a jury trial was held before the Honorable Lawrence Fletcher-Hill. The jury returned a verdict consistent with the City's updated appraisal. Therefore, the Board is requested to approve an additional \$4,844.10 i.e. the updated appraisal of \$40,200.00 minus the previously approved valuation of \$36,200.00 plus \$844.10, the interest required under Maryland Real Property Code Annotated Section 12-106c. A total of \$41,044.10 will be deposited into the Circuit Court for Baltimore City Court Registry to satisfy the Jury Verdict.

Funds are available in account 9910-903183-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing condemnation, payment of settlement, and payment of jury verdict.

**MINUTES**Department of Transportation - 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. 2032 Frederick Avenue	Windsor McDowell, Jr.	Retain awning w/signage, one double face electric sign 6'x3', ten fluorescent tubes
Annual Charge:	\$ 772.40	
2. 415 S. Central Avenue	Fallsway Spring, LLC	Two single face electric signs, one @ 26 sq. ft.; one @ 28 sq. ft.
Annual Charge:	\$ 281.20	
3. 600 S. Broadway k/a 1625 Fleet Street	600 South Broadway Apartments, LLC	One flat sign 22' x2', four gooseneck lights
Annual Charge:	\$ 161.60	

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

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

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 7 to Sabra, Wang & Associates, Inc. under Project No. 1183 Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services.

**AMOUNT OF MONEY AND SOURCE:**

\$158,856.20 - 9950-904078-9512-900020-703032

**BACKGROUND/EXPLANATION:**

This task provides for on-site support services in the Traffic Signal and ITS Section to review signal ITS plans, attend meetings, track assistance to construction projects, updates database for construction management activities related to signal equipment, assist in managing signal system integration management, and signal training maintenance on an as needed basis.

**DBE PARTICIPATION:**

The consultant will comply with Title 49 of the Federal Regulations parts 26 (49CFR26) and the goal established in the original agreement.

**DBE:** 95%

**APPROVED FOR FUNDS BY FINANCE**

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



**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 7 to Sabra, Wang & Associates, Inc. under Project No. 1183 Traffic Signals & ITS and Traffic Engineering On-Call Consulting Services. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 3 to STV, Inc. under Project No. 1191 On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

**AMOUNT OF MONEY AND SOURCE:**

\$448,716.82 - 9950-902323-9527-900010-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for design services for the Reconstruction of Key Highway & Light Street Intersection Improvements and to increase the project limits. The scope of services include, but is not limited to drainage utility design services, water main replacement/relocation design services, Maintenance of Traffic (MOT) design services, landscaping and graphic materials for community meetings.

**DBE PARTICIPATION:**

The consultant will comply with Title 49 of the Federal Regulations parts 26 (49CFR26) and the goal established in the original agreement.

**DBE: 25%**

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$412,819.47 FED.	9950-903323-9528 Constr. Reserve Key Highway/Inner Harbor Intersect	
103,204.87 <u>MVR</u>	9950-903323-9528 Key Highway/Inner Harbor Intersect	
<b>\$516,024.34</b>	-----	9950-902323-9527-3 Design Key Highway

This transfer will fund the costs associated with Task No. 3 on Project 1191, On Call Design Consultant Services for Reconstruction and Resurfacing Projects with STV, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 3 to STV, Inc. under Project No. 1191 On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 1, to Wallace, Montgomery & Associates, under Project No. 1175, On-Call Bridge Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$165,142.09 - 9950-908227-9514-900020-705032

**BACKGROUND/EXPLANATION:**

This authorization will provide for condition inspection, load rating, and evaluation of 37 existing small bridges located in Baltimore City over the next year. Inspection, load rating, and evaluation of existing bridges will be in accordance with the National Bridge Inspection Standards, including applicable State Highway Administration Standards, American Association of State Highway Transportation Officials Specifications, and City requirements.

**MBE/WBE PARTICIPATION:**

The consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

**MWBOO SET GOALS OF 27% MBE AND 9% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 1, to Wallace, Montgomery & Associates, under Project No. 1175, On-Call Bridge Design Services. The President voted **NO**.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Assignment of Task No. 2, to Wallace, Montgomery & Associates, under Project No. 1175, On-Call Bridge Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$213,161.37 - 9950-908227-9514-900020-705032

**BACKGROUND/EXPLANATION:**

This authorization will provide for design engineering services in connection with Rehabilitation of the Skywalk over E. Camden Street. The bridge deck exhibits a significant corrosion of the underside of the concrete and moderate corrosion of the supporting steel frame. The consultant will inspect and perform structural analysis of the bridge, conduct material testing, and provide design alternatives of partial and full deck replacement. Services will also include cleaning and painting of the existing steel framing and replacement of existing parapets, as required.

**MBE/WBE PARTICIPATION:**

The consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

**MWBOO SET GOALS OF 27% MBE AND 9% WBE.**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES****TRANSFER OF FUNDS**

Department of Transportation - cont'd

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$436,909.56</b>	9950-905754-9507	9950-908227-9514-5
State Const.	Constr. Reserve	Inspection
Rev.	Annual Urgent Needs	Bridge Repair
	Bridge Replacement	Citywide JOC-1
		TR 15005

This transfer will fund the costs and other related costs associated with Task No. 1, Project 1175, On-Call Bridge Design Services with Wallace, Montgomery & Associates. This transfer will also fund the costs and other related costs associated with Task No. 2, Project 1175, On-Call Bridge Design Services with Wallace, Montgomery & Associates.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 2, to Wallace, Montgomery & Associates, under Project No. 1175, On-Call Bridge Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter. The President voted **NO**.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4395 - 4406

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.



**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of the Comptroller</u>		
1. <b>SAMANTHA BROGDEN-DOWELL</b>	\$21.40	<b>\$20,214.00</b>

Account: 1001-000000-1300-157300-601009

Ms. Brogden-Dowell will continue to work as a Special Board of Estimates Technician I. Her duties will include, but will not be limited to assisting in the preparation of the agenda, minutes, and the maintenance of records and files for the Board of Estimates. The period of the agreement is effective December 11, 2015 for six-months.

Circuit Court for Baltimore City

2. <b>HAJRAH AHMAD</b>	\$32.30	<b>\$34,566.81</b>
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Account: 5001-544416-1100-117001-601009

Ms. Ahmad will continue to work as a Contract Services Specialist II (Assistant Counsel). She will be responsible for reviewing motions and making recommendations in a wide variety of civil non-domestic cases and performing legal research for either the masters or judges, and drafting opinions and orders. This is the same hourly rate as in the previous contract period. The period of the agreement is December 1, 2015 through June 30, 2016.

Department of Public Works (DPW)

3. <b>JOANA Y. PEI</b>	\$30.00	<b>\$62,400.00</b>
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Account: 2072-000000-5181-738100-601009

Ms. Pei will continue to work as a Contract Services Specialist II (Environmental Conservation Analyst). Her duties will include, but will not be limited to creating, implementing, and maintaining a database to ensure the timely completion of environmental reporting requirements across the agency.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>DPW</u> - cont'd		

Ms. Pei will also perform inspections of various agency environmental permits, record findings and reports to the Office of Legal and Regulatory Affairs and operational supervisors. In addition, she will assist operational staff with environmental compliance measures, provide environmental review of and input on various policy proposals, assist with agency strategic planning initiatives where there is a potential environmental impact, and work with other City agencies to provide information on the environmental impact of programs and proposals. The salary is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Department of Recreation and Parks

4.	<b>STEPHANIE PARHAM-BROWN</b>	\$37.12	<b>\$44,500.00</b>
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Account: 5000-578716-4711-361850-601009

Ms. Parham-Brown, retiree, will continue to work as a Contract Services Specialist I (Grant Management Assistant). Her duties will include, but will not be limited to reviewing fiscal reports for submission to the Federal and State governments for verification and proper documentation and monitoring the Department's capital expenditures for correctness and to resolve errors and other discrepancies. Ms. Parham-Brown will also prepare monthly financial reports for various capital projects, audit financial and accounting records with State and City auditors to verify Department accounts and to ensure compliance with City accounting and fiscal standards.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Recreation and Parks</u> - cont'd		
<p>In addition, she will design and maintain a database of all State-funded Program Open Space grants, ensure accuracy between budget appropriation and funding sources and act as liaison to the City's Department of Finance, Office of Capital Accounting, Risk management, and various State agencies. The salary is a 5% increase in the hourly rate from the previous contract period and it is in compliance with AM 212-1, Part I. The period of the agreement is November 25, 2015 for one year.</p>		
5. <b>JOHN KIRK</b>	\$26.00	<b>\$51,133.00</b>

Account: 5000-578716-4711-361850-601009

Mr. Kirk will work as a Contract Services Specialist II (Recreation Programmer). His duties will include, but will not be limited to organizing, planning, promoting, and overseeing a specified City-wide recreation program, including instructional classes, tournaments, contests, and academic/self-improvement programs, and recruiting, training, and evaluating part-time program specialists, officials, judges, and referees. Mr. Kirk may oversee contractual arrangements with athletic associations to provide sports officials for games, and ensure compliance with contractual terms. He may develop and oversee compliance with disciplinary policies and protocols required to qualify to continue to participate in sports leagues, conduct disciplinary hearings, schedule, and coordinate program activities through schools and centers.

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Recreation and Parks - cont'd</u>		
<p>In addition, Mr. Kirk will organize and conduct training programs for staff and volunteers, meet with community associations, athletic and/or cultural groups or associations, public and private agencies, schools, and special interest groups to promote interest and involvement in recreation programs and facilities. The salary is a 3% decrease in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.</p>		
6. <b>CHARLES GREENSFELDER</b>	\$26.00	<b>\$28,166.00</b>

Account: 5000-578716-4711-361850-601009

Mr. Greensfelder will work as a Contract Services Specialist II (Sports Facility Director). His duties will include, but will not be limited to managing and organizing the activities and functions of the Ice Arena, supervising the performance of part-time personnel, recommending the hiring, promoting, disciplining, and firing of part-time personnel to the Department's Division Chief of Youth and Adults Sports, and overseeing the City-wide and district-wide recreational sports programs at the Ice Arena. Mr. Greensfelder will also develop cost analysis for facility operations at the Ice Arena, develop and implement sales and marketing programs, arrange and schedule special program events, recruit and train personnel and volunteers for the Department's Recreation Division, receive, count, make nightly revenue deposits, and maintain records. In

**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Recreation and Parks - cont'd</u>		

addition, he will approve the disbursement of funding for such operational expenses as fees, equipment, supplies, and maintenance of the Ice Arena, prepare, maintain, and monitor the facility budget, negotiate and prepare contracts for the services of individuals, groups, and facility rental, and oversee the maintenance of operating equipment, etc. The period of the agreement is effective upon Board approval for one year.

Police Department

7. <b>THOMAS H. STONER, JR.</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Stoner, Jr., retiree, will work as a Contract Service Specialist I (Data Entry Operator). He will be responsible for registering convicted gun offenders into the Police Department's database, updating information in the gun offender database using Criminal Justice Information System and other information systems and providing timely information to the Gun Task Force for enforcement and follow-up. The period of the Agreement is December 24, 2015 through December 23, 2016.

8. <b>JOSEPH A. JEFFERSON, JR.</b>	\$14.42	<b>\$30,000.00</b>
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Account: 1001-000000-2042-198100-601009

Mr. Jefferson, Jr, retiree, will work as a Contract Services Specialist I (Research Assistant). He will be responsible for compiling and tracking all statistical data; preparing Command Stat Books, Police Officer Involved Shooting Stats and Use of Force Stats, creating Command Stat and police State Power Point emails and compiling IAD Percentage Trend Analysis and Admin at a Glance Statistics. The period of the Agreement is December 24, 2015 through December 23, 2016.



**MINUTES****PERSONNEL**Hourly RateAmountPolice Department - cont'd

Ms. McCrea will also perform file room maintenance, drug urinalysis notifications, daily mail distribution, data entry for employee incident reports, and medical certification slips. She will monitor member's medical status, create medical folders for new members of the Department, organize documentation from Key Risk, Mercy P.S.I., and Psychology Consultant Associates. In addition, Ms. McCrea will act as a liaison to all members as well as outside contacts such as the Fire & Police Pension System, Key Risk, private attorneys, P.S.I., and the P.C.A. The period of the agreement is December 18, 2015 through December 17, 2016.

**ON JANUARY 3, 1996, THE BOARD APPROVED A WAIVER TO ADMINISTRATIVE MANUAL POLICY 212-1, WHICH ALLOWED THE POLICE DEPARTMENT TO HIRE RETIRED POLICE OFFICERS ON A CONTRACTUAL BASIS.**

Fire Department

13. **MARC DeSIMONE, SR.** \$38.94 **\$40,500.00**

Account: 1001-000000-2131-228200-601009

Mr. DeSimone, Sr. will work as a Contract Service Specialist II (Training Officer). He will provide oversight and assistance in the implementation of the City's homeland security and emergency management training and exercise strategy. In addition, Mr. DeSimone will develop, design, and implement training plans and programs for the Baltimore City Fire and Police Academies and collaborate with stakeholders to plan and execute learning and development activities to support Academy growth initiatives and strategic goals. He will also serve as a liaison to the Department of Human Resources' City of Baltimore University for Police and Fire leadership training. The period of the agreement is effective upon Board approval for six months.

## MINUTES

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Fire Department</u>		
14. <b>JOANN McDANIELS</b>	\$22.46	<b>\$13,386.16</b>

Account: 1001-000000-2101-619400-601009

Ms. McDaniels, retiree, will work as a Contract Services Specialist I (Office Support Specialist). Her duties will include, but are not limited to interviewing visitors, answering complaints, answering calls and providing information regarding office policies and procedures, maintaining a variety of files, and updating and maintaining multiple databases. The period of the Agreement is effective upon Board approval for six months.

15. <b>RYAN D. McBYRNE</b>	\$31.79	<b>\$68,197.00</b>
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Account: 2071-000000-5521-394300-601009

Mr. McByrne will work as a Contract Services Specialist II (Emergency Planner) for the Office of Emergency Management. This is a 2% increase from the previous contract period. He will be responsible for analyzing and providing recommendations for Public Works emergency plans; managing short and long-term projects such as hazard and vulnerability analysis for water system critical infrastructure; and collaborating with and advising public and private partners on emergency planning initiatives. The period of the Contractual Employment Agreement is effective upon Board approval for one year.

16. Reclassify the following Position:

From: Fire Lieutenant Suppression  
 Job Code: 41212  
 Grade: 338 (\$59,901.00 - \$73,090.00)  
 Position No.: 2121-12699



**MINUTES****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Fire Department - cont'd</u>		

To: Fire Lieutenant Suppression, ALS  
 Job Code: 41278  
 Grade: 374 (\$61,639.00 - \$74,873.00)

There are costs associated with this action.

Bureau of General Services17. Reclassify the following Position:

From: Office Support Specialist III  
 Job Code: 33213  
 Grade: 078 (\$29,675.00 - \$34,218.00)  
 Position No.: 1982-20084

To: Secretary III  
 Job Code: 33233  
 Grade: 084 (\$35,564.00 - \$42,446.00)

Costs: \$12,295.00 - 1001-000000-1982-19250-601001

Department of Transportation

18.	<b>JAMES A. DECKER, III</b>	\$27.88	<b>\$58,000.00</b>
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Account: 1001-000000-2303-659100-601009

Mr. Decker, III will work as a Contract Services Specialist II (Bike Share Coordinator). He will be responsible for coordinating with the marketing firm on advertisement and sponsorship revenue, coordinating with the Bike Share Operator and other City agencies and the community monitoring construction of initial and subsequent phases of the Bike Share System.

**MINUTES****PERSONNEL**Hourly RateAmountDepartment of Transportation - cont'd

He will also be responsible for overseeing and coordinating the procurement of the equipment/hardware necessary for the Bike Share launch and conducting performance monitoring audits and incident investigations. In addition, he will ensure that the operator is maintaining the agreed upon bike to dock ratio and that bicycle transfers/distributions are executed in a timely and effective manner. The period of the Agreement is effective upon Board approval for one year.

Office of the State's Attorney

19.	<b>AMBER BOWEN</b>	\$19.24	<b>\$36,681.00</b>
20.	<b>JEROME LINKINS, JR.</b>	\$19.24	<b>\$36,681.00</b>
21.	<b>HABIB M. NADRI</b>	\$19.24	<b>\$36,681.00</b>
22.	<b>SHAHRAZAD ABDELMEGUIG</b>	\$19.24	<b>\$36,681.00</b>

Account: 1001-000000-1150-120900-601009

The above-listed employees will each work as a Contract Services Specialist II (Law Clerk). They will be responsible for reviewing, analyzing, and tagging video footage from body worn cameras issued to Baltimore City Police Department Officers. They will also communicate with trial attorneys and vendors on matters related to the redaction of footage, and provide follow-up on requests for and receipt of other evidentiary matters and materials related to case preparation. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Office of the State's Attorney - cont'd

23. **SANDRA GOLDTHORPE** \$33.65 **\$70,000.00**

Account: 1001-000000-1150-120900-601009

Ms. Goldthorpe will work as a Contract Services Specialist II (Assistant State's Attorney). She will be responsible for reviewing and possible redaction of video footage, management of evidentiary requests made by trial attorneys and compliance with rules pertaining to discovery and providing guidance to the Law Clerks who are reviewing, analyzing, and tagging video footage from body worn cameras issued to Baltimore City Police Department Officers. She will also communicate with trial attorneys and vendors on matters related to the redaction of footage, provide follow-up on requests for and receipt of other evidentiary matters and materials related to case preparation. The period of the agreement is effective upon Board approval for one year.

Department of General Services

24. Reclassify the following Position:

From: Fiscal Technician  
 Job Code: 34421  
 Grade: 088 (\$41,326.00 - \$50,069.00)  
 Position No.: 1981-35627

To: Contract Administrator II  
 Job Code: 72412  
 Grade: 089 (\$43,026.00 - \$52,239.00)

Costs: \$4,996.00 - 1001-000000-1981-194700-601001

**MINUTES****PERSONNEL**Law Department

25. **LAURA A. GIANTRIS** \$63.75 **\$63,750.00**

Account: 2036-000000-1752-175200-601009

Ms. Giantris will work as a Contract Services Specialist II (Special Chief Solicitor). She will be responsible for assisting in handling questions received from the Mayor's Office and will provide legal advice and counsel to City agency clients and senior attorneys. The period of the agreement is November 30, 2015 through November 29, 2016.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Stephanie Rawlings-Blake Andrew Smullian	Climate Summit for Local Leaders Paris, France Dec. 4 - 6, 2015	U.S. Conf. of Mayors	\$ 0.00

The Mayor is the President of the U.S. Conference of Mayors and will lead the U.S. Conference of Mayors delegation to Paris to participate in the U.N. Framework Convention on Climate Change's 21<sup>st</sup> Conference of Parties. She will ensure recognition of the work of U.S. Conference of Mayors Climate Center and Mayors Climate Agreement and lend American support to the global agreement. In addition, she will participate in the Climate Summit for Local Leaders, as well as a Day of Action at Le Bourget, where the U.N. will be having its conference.

Mr. Smullian, Deputy Mayor of Government Relations will accompany the Mayor.

The airfare and hotel accommodations were secured by the U.S. Conference of Mayors. The City will not incur any cost for this travel.

The Board of Estimates' approval is required, in accordance with AM-240-3, because the City representatives' absence will involve weekend days.

2. Nicholas Blendy Stacey Jefferson	MACo Annual Winter Conference - MD Association of Counties Ocean City, MD Dec. 9- 11, 2015 (Reg. Fee \$245.00 ea.)	General Funds	\$1,303.24
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The hotel accommodation in the amount of \$258.00 and the registration fees in the amount of \$245.00 for each attendee were prepaid on a City issued credit card assigned to Ms. Kathe Hammond.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Mayor's Office - cont'd</u>			
Mr. Blendy and Ms. Jefferson will drive their own personal vehicle. Therefore, each attendee will be disbursed \$148.62.			
<u>Mayor's Office of Human Services</u>			
3. Yusuf P. Arikan	3 <sup>rd</sup> Annual WIPFLi Winter Training Conference Orlando, FL Nov. 30, - Dec. 6, 2015 (Reg. Fee \$1,375.00)	Federal	\$2,475.90

The conference ends on December 4, 2015. The attendee will extend his stay an additional two days after the conference at his own expense.

Baltimore City Health Department

4. Charles Patrick Chaulk	Grantee Meeting Overview & the 2015 National HIV Prevention Conference Atlanta, GA Dec. 2 - 9, 2015 (Reg. Fee \$325.00)	Federal	\$2,464.76
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The transportation and registration fee were prepaid using a City-issued credit card assigned to Whitney Tantleff. The disbursement is \$1,583.80.

The Board, UPON MOTION duly made and seconded, approved the travel requests. The Mayor **ABSTAINED** on item nos. 1 and 2.

## MINUTES

President: "Just want to wish everybody a happy Thanksgiving holiday and be sure that you be safe, alright. Okay, there being no more business before the Board, the meeting will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

## MINUTES

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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

Department of Transportation - TR 12308, Saint Paul Place  
and Preston Gardens in  
Baltimore City

Allied Contractors, Inc.  
P. Flanigan & Sons, Inc.  
Civil Construction, LLC  
Monumental Paving & Excavating, Inc.

Department of Transportation - TR 12310, Reconnecting West  
Baltimore/Fulton Avenue  
Bridge Over US 40

P. Flanigan & Sons, Inc.  
Manuel Luis Construction Co., Inc.  
Civil Construction, LLC



## MINUTES

Bureau of Purchases - B50004275, Video Cameras for  
Police Transport Vans

Point Blank Enterprises  
TeleCommunication System, Inc.,  
Digital Ally  
Millenium Products  
Sirchie Products  
Watchguard Video

Bureau of Purchases - B50004358, Provide Consulting  
Services Related to a South  
Baltimore Community Benefits  
District Feasibility Study

Valbridge Property Advisors/  
Lipman Frizzell & Mitchell LLC  
Turnberry Consulting  
Vantagepoint Associates, Inc.

Bureau of Purchases - B50004369, Mechanical Sweeper  
Trucks

Maryland Industrial Trucks  
Valley Supply & Equipment Company, Inc.\*  
Atlantic Machinery, Inc.

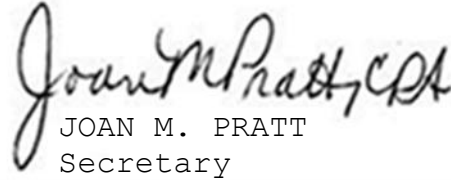
\*Upon Motion duly made and seconded, the Board referred the bid of Valley Supply & Equipment Company, Inc. to the Law Department for further review and recommendation.

The Law Department recommended that the bid of Valley Supply & Equipment Co. Inc. be referred to the Bureau of Purchases SUBJECT to Valley Supply & Equipment Co., Inc. resubmitting its bid security in the proper form and SUBJECT to a decision by the Board to allow Valley Supply & Equipment Company, Inc. to cure such irregularity.

MINUTES

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, December 9, 2015.



JOAN M. PRATT  
Secretary