

MINUTES

REGULAR MEETING

Stephanie Rawlings-Blake, President
Sheila Dixon, Mayor
Joan M. Pratt, Comptroller and Secretary
George A. Nilson, City Solicitor
Donald Huskey, Deputy City Solicitor
David E. Scott, Director of Public Works
Ben Meli, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller, and Clerk

MINUTES

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THE DEPARTMENT OF FINANCE

WILL PRESENT THE

PROPOSED ORDINANCE OF ESTIMATES FOR FY 2010

AND

AN ORDINANCE TO LEVY AND COLLECT A TAX

AND

REQUEST AUTHORIZATION TO ADVERTISE

THE ORDINANCE OF ESTIMATES

President: "Moving to the non-routine agenda, first is the Department of Finance presentation of the Proposed Ordinance of Estimates FY 2010. Good morning."

Mr. Andrew Kleine, City Budget Director: "Good morning, Madam President, Madam Mayor, Madam Comptroller, members of the Board of Estimates. I am here today to present the Board with the Proposed Fiscal 2010 Ordinance of Estimates and Changes to the

MINUTES

Ordinance Of Estimates - cont'd

Preliminary Plan, and the Proposed Ordinance to Levy and Collect a Tax. The Proposed fiscal FY 2010 Ordinance of Estimates totals \$2,825,000,000.00 for all funds. A decrease of \$112,000,000.00 or 3.8% from the Fiscal 2009 adopted budget. The total includes \$2,291,000,000.00 for operating expenses, an increase of \$96,600,000.00 or 4.4% above the fiscal 2009 adopted budget, \$534,000,000.00 for capital expenses, a decrease of \$208,800,000.00 or 28% from the fiscal 2009 adopted budget. For the General Fund, the proposed Ordinance includes a total of \$1,347,000,000.00, an increase of \$1,900,000.00 or 0.1% above the fiscal 2009 level. Of this amount, \$1,343,000,000.00 is for operating expenses, an increase of \$6,400,000.00 or 0.5% above the fiscal 2009 level, and \$4,200,000.00 Paygo Capital, a decrease of \$4,400,000.00 from fiscal 2009. The key changes from the preliminary plan are as follows, a net reduction of \$615,000.00 in the General Fund. The revised number reflects final State budget action and further reductions to various local revenue sources."

President: "Can you say that number again?"

MINUTES

Ordinance Of Estimates - cont'd

Mr. Kleine: "Yes, \$615,000.00."

President: "Okay."

Mr. Kleine: "A net reduction of \$17,200,000.00 in the Motor Vehicle Revenue Fund, reflecting State budget action. To absorb the funding reduction, the City is forced to borrow an additional \$15,000,000.00 to replace lost capital funds, abolish additional vacant positions, and reduce a street cleaning contract. The proposed Ordinance reflects Federal Stimulus Funds totaling \$69,300,000.00 for operating expenses and \$61,300,000.00 for capital expenses. These are current estimates of available funds. Additional funds will be requested as supplemental appropriations. These dollars will flow through the Federal and State funds. The proposed ordinance to levy and collect a tax keeps the City's Real Property Tax Rate at \$2.268 per \$100.00 of assessed value and the Personal Property Tax Rate at \$5.67 per \$100.00 of assessed value. I ask the Board to approve these two Ordinances for consideration by the City Council and I will be happy to answer any questions at this time."

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Ordinance Of Estimates - cont'd

President: "Madam Mayor, do you have any comments?"

Mayor: "Yes. Mr. Kleine, can you just talk about in this, because I know with the State reduction of \$17,200,000.00 in the Motor Vehicle Fund, but then there was also some other grants, Health Department, which brings our total to about \$27,000,000.00."

Mr. Kleine: "Right. We received reductions in grants for local health operations. There was about a \$3,000,000.00 reduction that was general funds. Also, a reduction in the State Library Resource Center of \$1,000,000.00, that was in the State fund. In Motor Vehicle, there was a reduction. The State took \$22,000,000.00 from our local distribution of Highway User Revenues to help balance the State budget. That was offset, partially by the enactment of the speed camera legislation, so we end up with a net reduction there of \$17,200,000.00. Also, in the General Fund the State reduced our security interest filing fee grant by \$500,000.00."

Mayor: "Can you just talk briefly about the 1+1 and what impact that could potentially have as a result of this budget?"

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Ordinance Of Estimates - cont'd

Mr. Kleine: "Sure. We estimate that if 1+1 is not approved, we would have to add back approximately \$7,000,000.00 to the Solid Waste budget and that equates to 150 additional abolished positions across the City or potentially facility closures etcetera. So, obviously, that is a very significant piece of our budget plan."

Mayor: "Thanks."

President: "Are there any other questions?"

City Solicitor: "If there are no other questions or discussion. I would MOVE the approval of the Ordinances and moving them forward for consideration by the City Council and their advertisement consistent with the Charter."

Comptroller: "Second."

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Ordinance Of Estimates - cont'd

President: "All those in favor, say AYE; all those opposed NAY.
Motion carries."

Deputy Comptroller: "Excuse me, you abstain."

President: "I am sorry. Please note that Council President
ABSTAINS. Thank you."

Mayor: "It comes to you on Monday."

President: "Sorry about that."

Mayor: "The Budget comes before the City Council now."

President: "Thank you."

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MINUTES1. Department of Finance - Six-Year Capital Improvement Program**ACTION REQUESTED OF B/E:**

The Board is requested to adopt the Six-Year Capital Improvement Program for Fiscal Year 2010 through 2015.

BACKGROUND/EXPLANATION:

The Department of Finance completed its review of the Six-Year Capital Improvement Program for Fiscal Years 2010 through 2015 and recommends adoption.

As required by the City Charter, the first year of this program represents the Capital Budget for Fiscal Year 2010 and will be included in Part B of the proposed Ordinance of Estimates.

The Six-Year Capital Improvement Program is summarized as follows:

<i>(Dollars in Millions)</i>								
Source	Fiscal 2010	Fiscal 2011	Fiscal 2012	Fiscal 2013	Fiscal 2014	Fiscal 2015	Total	Annual Average
GO Bonds	65.000	60.000	58.500	57.500	57.500	57.000	355.500	59.250
General Fund	4.187	5.000	5.000	5.000	5.000	5.000	29.187	4.865
Motor Vehicle	-	15.000	15.145	45.775	45.145	45.375	166.440	27.740
Revenue Loans	129.997	128.216	90.451	117.881	184.473	127.262	778.280	129.713
Federal	77.823	83.979	37.253	55.103	12.179	18.000	284.337	47.390
State	80.753	301.540	9.600	209.600	10.650	49.600	661.743	110.291
Utility	14.750	15.250	11.750	11.750	11.750	11.750	77.000	12.833
Other	161.470	146.044	64.650	65.362	432.627	73.513	943.666	157.278
Total	533.980	755.029	292.349	567.971	759.324	387.500	3,296.153	549.359

2. Board of Finance - Six Year Capital Improvement Program

The Board is requested to **NOTE** receipt of the report from the Board of Finance endorsing the FY 2010 Capital Budget for \$533,980,000.00 and the Six-Year Capital Improvement Program 2010 through 2015 totaling \$3,296,153,000.00 as amended by the Department of Finance.

MINUTESDepartment of Finance - cont'd

UPON MOTION duly made and seconded, the Board adopted the Six-Year Capital Improvement Program for Fiscal Year 2010 through 2015. The Board also **NOTED** receipt of the report from the Board of Finance endorsing the FY 2010 Capital Budget for \$533,980,000.00 and the Six-Year Capital Improvement Program 2010 through 2015 totaling \$3,296,153,000.00 as amended by the Department of Finance. The President **ABSTAINED**.

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

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

8 Brothers Company	\$ 909,000.00
A.W.A. Mechanical, Inc.	\$ 6,288,000.00
CitiRoof Corporation	\$ 8,000,000.00
Concrete Protection & Restoration, Inc.	\$ 8,000,000.00
Douglas Electric & Lighting, Inc.	\$ 8,000,000.00
Durex Coverings, Inc.	\$ 8,000,000.00
Great Lakes Dredge & Dock Company, LLC	\$500,000,000.00
J.A.K. Construction Co., Inc.	\$ 7,839,000.00
M&M Welding Fabricators, Inc.	\$ 8,000,000.00
Michels Corporation	\$ 8,000,000.00
Morita General Contracting Company	\$ 306,000.00
NLP Enterprises, Inc.	\$ 8,000,000.00
New City Construction, LLC	\$ 1,530,000.00
Precision Concrete Construction Co., Inc.	\$ 8,000,000.00
Robinson Pipe Cleaning Company	\$ 38,313,000.00
Santos Construction, Co., Inc.	\$ 3,384,000.00
Schummer, Inc.	\$ 8,000,000.00
Severn Construction Services, LLC	\$ 25,000,000.00
T&D Plumbing and Heating Co., Inc.	\$ 5,049,000.00
Teco, Inc.	1,080,000.00
W. Walsh Company, Inc.	\$ 12,771,000.00
Wire Solutions, Inc.	\$ 1,500,000.00
X-Treme Painting & General Contracting, LLC	\$ 270,000.00

MINUTESBoards and Commissions - cont'd2. Prequalification of Architects and Engineers

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

CFM Project Consulting Group, Inc.	Engineer
Langan Engineering and Environmental Services, Inc.	Engineer
Moody & Nolan	Architect Engineer
Moffatt & Nichol	Engineer
Samms Engineering	Engineer

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

MINUTES

Mayor's Office of International - Expenditure of Funds
and Immigrant Affairs

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment to Peter Halstad Catering.

AMOUNT OF MONEY AND SOURCE:

\$3,125.00 - 1001-000000-0000-000000-270091

BACKGROUND/EXPLANATION:

The payment is for catering services from Peter Halstad Catering on May 12, 2009 for the Baltimore-Kawasaki Sister City Committee Classic Music Gala. The vendor is requesting a deposit of \$1,562.50 on May 1, 2009 and the balance of \$1,562.50 on May 12, 2009.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTIONS.

UPON MOTION duly made and seconded, the Board approved and authorized payment to Peter Halstad Catering.

MINUTES

Department of Public Works/ - Developer's Agreement No. 1132
Bureau of General Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of developer's agreement no. 1132 with 125 West Saratoga, LLC, developer.

AMOUNT OF MONEY AND SOURCE:

\$24,120.00

BACKGROUND/EXPLANATION:

The developer would like to abandon the existing water service and install new water service, curbs and gutters to its proposed construction located in the vicinity of 125 West Saratoga Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$24,120.00 has been issued to 125 West Saratoga, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of developer's agreement no. 1132 with 125 West Saratoga, LLC, developer.

MINUTES1. Department of Law - Claim Settlement

The Board is requested to approve the settlement of the following claim. The settlement has been reviewed and approved by the Settlement Committee of the Law Department.

Independent Distributors vs. M&CCB \$ 167,000.00
Inc.

Account: 1001-000000-1750-175501-603070

ACKNOWLEDGEMENT

City Solicitor: "Before actually making the Motion I would just like to comment very briefly on a small item on Page 7, it is item 1. It is a \$167,000.00 item. At a time when Mr. Gallagher has received attention for -- as in the last week uncovering a problem and then dealing with it. This is an item that Mr. Gallagher -- the world would not have noticed this or known about it,--uncovered this item, uncovered a situation, caused some folks to sort of stop and pause and the end result that you see played out to conclusion in this item was that the City was \$3,500,000.00 better off as a result of Mr. Gallagher's attentiveness. Then, since that time, the vigilance and attention to this matter of Steve Shattuck, Matthew Nayden and

MINUTES

Kathryn Sullivan of the Law Department allowed the City to come out of transaction \$3,500,000.000.00 to the better as it should have. They should be commended for their work on this small matter. I would MOVE approval of the routine agenda."

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2. Department of Audits - Audit Report and Related
Audit Digest

The Board is requested to **NOTE** receipt of the following Audit Report and Related Audit Digest.

Mentoring Children of Incarcerated Parents Grant Program
Number 90CV0215 Awarded to the Mayor's Office for
Children, Youth and Families (Baltimore Rising, Inc.)
from the U.S. Department of Health and Human Services
for the Period from July 30, 2004 - December 31, 2007

UPON MOTION duly made and seconded, the Board deferred this item for one week.

MINUTESBureau of General Services - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as 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. 1837-39 Edmondson Avenue	Hyun Young OH	Retain awning with signage 33 ½ ' x 1 ½ ' , two cornice signs 9' x 2' , two stack vents
Annual Charge: \$404.50		
2. 701 S. Eden Street	701 South Eden Street, LLC	Outdoor seating 20' x 4'
Annual Charge: \$337.50		
3. 2932 O'Donnell Street	Provident Bank of Maryland	Awning with signage 16'9" x 2'1" , two fluorescent tubes
Annual Charge: \$175.90		
4. 615 President Street	Harbor East Parcel B Retail, LLC	Four awnings with signage 14' x 1'6"
Annual Charge: \$422.00		

MINUTESBureau of General Services - cont'd

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. The Mayor **ABSTAINED** on item no. four.

MINUTES

Bureau of the Budget - Agreement
and Management Research

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with the South Baltimore Learning Center. The period of the agreement is effective upon Board approval through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 60,000.00 - 1001-592-005-00-701

BACKGROUND/EXPLANATION:

The South Baltimore Learning Center provides GED classes at various off-site locations. This agreement provides for the general operating support of these classes and to supplement one part-time advisor position.

This grant will satisfy the 25% local match required under the State grant awarded to the South Baltimore Learning Center.

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 South Baltimore Learning Center.

MINUTES

Department of Planning - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with Baltimore Green Space: A Land Trust for Community-Managed Open Space, Inc. The period of the agreement is effective upon Board approval through December 31, 2009.

AMOUNT OF MONEY AND SOURCE:

\$ 24,500.00 - 4000-408709-1870-536100-601009

BACKGROUND/EXPLANATION:

This agreement completes the requirements of the DNR Coastal Communities Grant provided to the City and approved by the Board on January 21, 2009.

Baltimore Green Space will develop selection guidelines and disposition policies for transferring appropriate community managed open space and gardens to the Baltimore Land Trust for long-term protection and support.

The Department of Planning, Office of Sustainability, will direct the Baltimore Green Space project to complete the scope of work outlined in the contract. The scope of work completes the requirements set forth in the DNR Coastal Communities Grant received by the City. Baltimore Green Space will coordinate with City agencies including the Department of Housing and Community Development, the Department of Planning, and others to create a clear process by which Community managed open spaces will be identified and selected for preservation.

Disposition policies will be developed to transfer the appropriate properties to the Baltimore Land Trust for protection and support.

MINUTES

Department of Planning - 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 agreement with Baltimore Green Space: A Land Trust for Community-Managed Open Space, Inc.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved the

transfers of funds

listed on the following pages:

1345 - 1349

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>Baltimore Development Corporation</u>		
1. \$ 29,761.60	9911-903859-9600	9910-905852-9601
M&CC	Constr. Res.	M&CC - Econ. Dev.
	BDC Econ. Dev.	Incentive
1,763.07	9910-904115-9600	9910-905825-9603
M&CC	Constr. Res.	M&CC - West Side
	West Side Init.	Downtown
1,881.52	9910-903354-9600	9910-904354-9601
M&CC	Constr. Res.	M&CC - W. Balto.
	W. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
570.00	9910-902483-9600	9910-903483-9601
M&CC	Constr. Res.	M&CC - S. Balto.
	S. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
8,420.66	9910-905575-9600	9910-906575-9601
M&CC	Constr. Res.	M&CC - E. Balto.
	E. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
8,156.40	9910-904982-9600	9910-902879-9601
M&CC	Constr. Res.	M&CC - Coml.
	Coml. Revit. Prog.	Revitalization
9,125.00	9910-904115-9600	9910-905825-9603
19 th EDF	Constr. Res.	19 th EDF - West
	West Side Init.	Side Downtown
1,200.00	9910-903354-9600	9910-904354-9601
20 th EDF	Constr. Res.	20 th EDF - W. Balto.
	W. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
1,314.00	9910-905575-9600	9910-906575-9601
20 th EDF	Constr. Res.	20 th EDF - E. Balto.
	E. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
3,972.04	9910-902873-9600	9910-903873-9601
20 th EDF	Constr. Res.	20 th EDF - Browns-
	Brownsfield	field Incentive
	Incentive Fund	Fund

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC</u> - cont'd		
3,000.00	9910-904115-9600	9910-905825-9601
21 st EDF	Constr. Res.	21 st EDF - West
	West Side Init.	Side Downtown
3,039.89	9910-903354-9600	9910-904354-9601
21 st EDF	Constr. Res.	21 st EDF - W. Balto.
	W. Balto. Ind.	Ind. & Coml. Dev.
	& Coml. Dev.	
1,500.00	9910-903354-9600	9910-903483-9601
21 st EDF	Constr. Res.	21 st EDF - S. Balto.
	S. Balto. Ind. &	Ind. & Coml. Dev.
	Ind. & Coml. Dev.	
10,000.00	9910-903354-9600	9910-902879-9601
21 st EDF	Constr. Res.	21 st EDF - Coml.
	Coml. Revit. Prog.	Revitalization
10,000.00	9910-905575-9600	9910-902879-9601
21 st EDF	Constr. Res.	21 st EDF - Coml.
	E. Balto. Ind. &	Revitalization
	Coml. Dev.	
6,872.50	9910-905575-9600	9910-906575-9601
21 st EDF	Constr. Res.	21 st EDF - S. Balto.
	E. Balto. Ind. &	Ind. & Coml. Dev.
	Coml. Dev.	
9,660.05	9910-904982-9600	9910-905852-9601
<u>21st EDF</u>	Contr. Res.	21 st EDF - Econ.
\$110,236.73	Coml. Revit. Prog.	Incentive

This transfer will provide funds to reimburse Baltimore Development Corporation for eligible capital expenses for the month ending November 30, 2008.

- | | | | |
|----|----------------------|------------------|--------------------|
| 2. | \$ 39,800.00 | 9910-904115-9600 | 9910-905825-9603 |
| | 21 st EDF | Constr. Res. | West Side Downtown |
| | | West Side Init. | |

This transfer will provide funds to reimburse the BDC for eligible capital expenses incurred by Hillis-Carnes Engineering Associates, Inc. in connection with the demolition of 200-220 W. Lexington Street, 202-218 Park

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>BDC - cont'd</u>		
<p style="padding-left: 40px;">Avenue, and 203 Clay Street within the Westside Initiative redevelopment project for the month ending November 30, 2008.</p>		
<u>Bureau of Water and Wastewater</u>		
3. \$305,000.00	9960-909312-9558	
Revenue Bonds	Constr. Res.	
	Montbello FTP	
	Filter Renovation	
195,000.00	" "	
Counties		
\$500,000.00		
\$316,856.08	-----	9960-905622-9557
		Engineering
183,143.92	-----	9960-905622-9557
\$500,000.00		Administration

The funds are required to cover the cost of the Study of Montebello Filtration Plant 1 Improvements.

Department of Transportation

4. \$ 109,041.79	9950-509-605	9950-508-605-3
MVR	Constr. Res.	Design & Studies
	Little Italy	Little Italy
	Streetscape	Streetscape

This transfer will provide funds to cover costs associated with the design work for sidewalk and lighting improvements, new curbs, and upgrade to the pedestrian ramp and alley aprons in the Little Italy area.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation - cont'd</u>		
5. \$ 56,119.61 MVR	9950-903506-9509 Constr. Res. Constructability Review	9950-902506-9508 Inspection - Constructability Review

This transfer will fund costs associated with the Project "Constructability Reviews" for the services that have been requested of Johnson, Mirmiran & Thompson, Inc. for On-Call Project 1012, Task No. 16 to assist the Department with on-site management of the various roadway resurfacing projects.

6. \$ 42,585.44 MVR	9950-902509-9508 Constr. Res. Neighborhood St. Reconstruction	9950-902550-9508 Design & Studies Neighborhood St. Reconstruction
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This transfer will fund the costs associated with On-Call Project No. 1006, Task No. 23 with Johnson, Mirmiran & Thompson, Inc. for the preparation of plans and specifications for the Orchard Street connection to Pennsylvania Avenue.

Department of Housing and Community Development

7. \$1,000,000.00 M&CC	9910-902985-9587- 900000-700000 Housing Dev.	
\$ 500,000.00	-----	9910-904098-9588- 900000-700000 Asset Management
500,000.00	-----	9910-904082-9588 900000-700000 Property Management
<u>\$1,000,000.00</u>		

MINUTES**TRANSFERS OF FUNDS**Department of Housing and Community Development - cont'd

This transfer will provide additional funding to support Baltimore Housing's Land Resources and Asset Management offices and property management activities for FY 2009.

MINUTES

PERSONNEL MATTERS

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UPON MOTION duly made and seconded,
the Board approved all of the Personnel matters
listed on the following pages:

1351 - 1352

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.

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

MINUTES**PERSONNEL**Department of Finance

	<u>Hourly Rate</u>	<u>Amount</u>
1. SHIRLEY M. COOSENBERY	\$21.84	\$26,208.00

Account: 1001-000000-1500-166800-601009

Ms. Coosenberry, retiree, will be responsible for coordinating, collecting and reviewing staff assignments and reviewing customer correspondence including e-mail and preparing daily summary for review by the Chief of the Bureau of Treasury Management. Ms. Coosenberry will also coordinate typing projects, maintain databases, receive, record and distribute all City Council ordinances and resolutions signed by the Mayor, and assist with requests/information concerning the operation of the Bureau of Treasury Management. The contract is in conformity with AM 212-1 Part 1. The period of the agreement is May 14, 2009 through May 13, 2010.

Office of the President

2. DARREN Q. ABNEY	\$31.47	\$60,000.00
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Account: 1001-000000-1000-104800-601009

Mr. Abney, retiree, will serve as a Special Assistant to the City Council President. His duties will include, but will not be limited to: providing for the safety and well being of the President of City Council, escorting the City Council President to meetings and public events, instituting security procedures for the Office of the City Council President, supervising the maintenance of vehicles assigned to the City Council President, processing reports required by the Bureau of General Services and any other agency requesting information regarding vehicles assigned to the City Council

MINUTES**PERSONNEL****Department of Finance - cont'd**

President, and advising the City Council President on public safety issues. The period of the agreement is effective upon Board approval for one year.

THE BOARD IS REQUESTED TO APPROVE A WAIVER OF THE SALARY CAP AND THE NUMBER OF HOURS A RETIREE MAY WORK AS STIPULATED IN AM 212-1 OF THE ADMINISTRATIVE MANUAL.

MINUTES

Office of the Comptroller - Extension of Services
Department of Communication
Services, Municipal
Telephone Exchange

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an extension of the services with The Battles Group through December 31, 2009 or until the project is completed, whichever occurs last. The Board is also requested to authorize continued payment through Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

No additional funds are requested at this time.

BACKGROUND/EXPLANATION:

The Battles Group was authorized by the Board of Estimates on January 9, 2008 to perform a study of existing telecommunication services provided to the City and a needs assessment of agencies and departments of the City. The Battles Group was also tasked with preparing an RFP to meet the needs of the City that would provide the City access to new technology that would better meet the needs of the City.

The study and needs assessment have been completed. These tasks took longer than anticipated because of the many locations of City agencies and the different types of technology that are being used throughout the City. The Battles Group has presented its findings and recommendations to the City agencies and work has commenced on the RFP. The RFP and award process need to be completed. It is anticipated that this process should be completed by the end of the year.

MINUTES

Municipal Telephone Exchange - cont'd

MBE/WBE PARTICIPATION:

The Battles Group agreed to comply with Article 5, Subtitle 28 of the Baltimore City Code.

MWBOO SET GOALS OF 3% MBE AND 2% WBE.

(FILE NO. 56549)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the extension of services with the Battles Group through December 31, 2009 or until the project is completed, whichever occurs last. The Board also authorized the continued payment through Expenditure Authorization.

MINUTES**EXTRA WORK ORDERS AND TRANSFERS OF FUNDS**

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

1356 - 1358

All of the EWOs have been reviewed and approved
by the Department of Audits, CORC, and MWBOO,
unless otherwise indicated.

The Transfers of Funds were approved
subject to receipt of favorable reports
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

5. EWO #032, \$ 84,758.63 - TR 06012R, New East Baltimore
 Community Phase 1A/1B

 \$13,665,417.99 \$ 3,004,592.29 Monumental Paving & - -
 Excavating Inc.

6. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$141,350.08	9950-000000-9528	9950-904166-9527
MVR	Constr. Res. East Baltimore Development	Contingencies East Baltimore Development

This transfer will clear the account deficit and fund change orders no. 31 & 32 relating to Contract No. TR 06012R, New East Baltimore Community Phase 1A/1B with Monumental Paving & Excavating Inc.

7. EWO #024, \$209,086.00 - TR 03324, Rehabilitation of Eutaw Street from Lombard Street to Fayette Street

 \$ 2,307,670.25 \$ 1,500,179.66 R&F Construction, - -
 Ltd.

8. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$229,994.60	9950-906139-9528	9950-902524-9506
MVR	Constr. Res. Pennsylvania Ave.	Extra Work Order Rehab. of Eutaw St. from Lombard St. to Fayette St.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation

This transfer will fund the expenses associated with Extra Work Order No. 24 under contract TR 03324 with R&F Construction, Ltd for the reconstruction of the Pratt/Howard Street intersection. The reconstruction of the intersection needed to be completed before the opening of the new Hilton Hotel.

MINUTES

Bureau of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 15 to AS Architects, Inc. Project 997 AS-Courthouse East Elevator Upgrade.

AMOUNT OF MONEY AND SOURCE:

\$105,451.97 - 9916-902410-9197-000000-703032

BACKGROUND/EXPLANATION:

The elevators in the Courthouse East building located at 111 North Calvert Street are in poor operating condition. The elevators need to be upgraded to meet current code, reduce repairs and replacement cost, and operate more efficiently.

MWBOO FOUND VENDOR IN COMPLIANCE.

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

THE TRANSFER OF FUNDS WAS APPROVED BY THE BOARD ON APRIL 08, 2009.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to AS Architects, Inc. Project 997 AS-Courthouse East Elevator Upgrade.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with Glenn R. Miller, D.C., tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 104, 106 and 108, at the Business Center @ Park Circle, consisting of approximately 2,323 square feet. The period of the agreement is April 1, 2009 through March 31, 2012, with one three-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$30,199.00	\$2,516.58
2	\$31,406.96	\$2,617.25
3	\$32,663.24	\$2,721.94

The lessee will have the option to renew for one additional three-year term. The annual rent will be increased annually by an amount equal to 4% of the annual rent each year of the renewal term beginning with the anniversary date of the lease.

BACKGROUND/EXPLANATION:

The tenant, Dr. Miller, has a chiropractic business with a mission of providing patients with quality healthcare. Dr. Miller has been a tenant at the building for the past six years and is expanding his space from 1,425 sq. feet to 2,323 sq. ft. He will continue to provide treatment for back pain, neck pain etc. The company has been in business since 1991.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build out of the premises.

All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the base rent.

MINUTES

BDC - cont'd

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

(FILE NO. 56019)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Glenn R. Miller, D.C., tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 104, 106 and 108, at the Business Center @ Park Circle.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with B&B Lighting Supply, Inc. tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites A110 and A108, at the Business Center @ Park Circle, consisting of approximately 4,512 square feet. The period of the agreement is March 1, 2009 through February 29, 2012.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$21,804.24	\$1,817.02
2	\$22,676.40	\$1,889.70
3	\$23,583.45	\$1,965.28

The lessee will have the option to renew for one additional three-year term. The annual rent will be increased annually by an amount equal to 4% of the annual rent each year of the renewal term beginning with the anniversary date of the lease.

BACKGROUND/EXPLANATION:

The tenant is a distributor of lamps, ballast's and electrical supplies to commercial businesses. The company has been a long term tenant at the building since 2000.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build out of the premises.

All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the base rent.

MINUTES

BDC - cont'd

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

The lease agreement is submitted late because of delays in obtaining the required signatures.

(FILE NO. 55717)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with B&B Lighting Supply, Inc. tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites A110 and A108, at the Business Center @ Park Circle.

MINUTES

Baltimore Development Corporation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with Tuskegee Enterprises, LLC tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suite 302, at the Business Center @ Park Circle, consisting of approximately 754 square feet. The period of the agreement is March 1, 2009 through February 28, 2010.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$10,816.04	\$901.34

The lessee will have the option to renew for one additional one-year term. The annual rent will be increased annually by an amount equal to 4% of the annual rent each year of the renewal term beginning with the anniversary date of the lease.

BACKGROUND/EXPLANATION:

The tenant is a mortgage banking and financial services company and has been a tenant in the building since 2007.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build out of the premises.

All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the base rent.

MINUTES

BDC - cont'd

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

(FILE NO. 56445)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Tuskegee Enterprises, LLC tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suite 302, at the Business Center @ Park Circle. The Comptroller **ABSTAINED**.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a lease agreement with the Maryland Center for Arts and Technology, Inc. (MCAT) tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 301, 303A B&C, 304 A-D and 305A B&C, at the Business Center @ Park Circle, consisting of approximately 2,246 square feet. The period of the agreement is April 1, 2009 through March 31, 2011.

AMOUNT OF MONEY AND SOURCE:

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$37,813.20	\$3,151.10
2	\$39,325.72	\$3,277.14

The lessee will have the option to renew for one additional two-year term. The annual rent will be increased annually by an amount equal to 4% of the annual rent each year of the renewal term beginning with the anniversary date of the lease.

BACKGROUND/EXPLANATION:

The MCAT was established in 1998 as a result of a two-year study initiated by the Hoffberger Foundation to address the skills gap between the employer's needs and the residents of Baltimore City. The organization offers customized financial and healthcare training classes for many client's including CVS, M&T Bank, Johns Hopkins Health Systems, Mercy Medical Center, the Baltimore City Employment Office and others. The MCAT has been a tenant in the building since 2007 and is expanding into an additional 724 sq. ft. The MCAT will use the additional space as a business, school/training and counseling office.

The space is leased on an "As Is" basis and does not require the landlord to make any modifications. The tenant will be responsible for any additional improvements or build out of the premises.

MINUTES

BDC - cont'd

All other landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the base rent.

In addition, the tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

(FILE NO. 56443)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Maryland Center for Arts and Technology, Inc., tenant, for the rental of a portion of the property known as 2901 Druid Hill Park Drive, Suites 301, 303A B&C, 304 A-D and 305A B&C, at the Business Center @ Park Circle consisting of approximately 2,246 square feet.

MINUTESHealth Department - Agreements and Amendments to Agreements**ACTION REQUESTED OF B/E:**

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

	<u>Rate of Pay</u>	<u>Amount</u>
1. ALLELIGN SISAY, LCSW-C	\$115.00 per	\$ 8,510.00
	PASRR evaluation	

Ms. Sisay will perform on-site Pre-Admission Screening and Resident Reviews (PASRR) evaluations for Montgomery County residents. She will evaluate clients referred for nursing home placement; evaluate clients in nursing homes; and submit a written PASRR evaluation report to the Department's Adult Evaluation and Review Services (AERS) Program, describing the treatment plan for each (AERS) client/patient. The period of the agreement is July 1, 2009 through June 30, 2010.

2. JERARD SELDIN, Ed.D	\$185.00 per	\$ 8,000.00
	evaluation	
	\$ 50.00 per	
	eval. review	

Dr. Seldin will perform psychological Pre-Admission Screening and Resident Reviews (PASRR) evaluations for the Adult Evaluation and Review Services (AERS) Program. The Department's AERS program is designated by the Department of Health and Mental Hygiene to perform the PASRRs as required by Federal law.

Dr. Seldin will provide a comprehensive review and complete the PASRR certification on each evaluation conducted by the

MINUTESHealth Department - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
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AERS multi-disciplinary team. He will document the results of the review and recommendations in the case records. At the request of the AERS team, Dr. Seldin will provide an on-site psychiatric evaluation of nursing home residents. The period of the agreement is July 1, 2009 through June 30, 2010.

Account: 4000-425510-3110-306700-603018

3.	EDWARD L. ANSEL, Ph.D	\$200.00 per evaluation \$ 50.00 per eval. review	\$20,000.00
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Mr. Ansel will perform psychological Pre-Admission Screening and Resident Reviews (PASRR) for Baltimore City residents. He will evaluate clients referred for nursing home placement and clients in nursing homes; and review psychological reports for patients in nursing homes, according to the Department of Health and Mental Hygiene Developmental Disabilities protocol. The period of the agreement is July 1, 2009 through June 30, 2010.

Account: 4000-425510-3110-306701-603018

4.	ST. PAUL PLACE SPECIALISTS, INC.		\$14,000.00
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Account: 1001-0000003030-271300-603051

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.

MINUTESHealth Department - cont'd

The Medical Director will assist in the selection of personnel who are competent to perform test procedures; record and report tests results promptly, accurately, and proficiently; and assure compliance with the applicable regulations. The period of the agreement is July 1, 2008 through June 30, 2009.

The agreement is late because more time was required than anticipated to develop an acceptable agreement.

5. **UNIVERSITY OF MARYLAND MEDICAL CENTER (U of M) - PATIENT RESOURCE CENTER** **\$20,000.00**

Account: 5000-530309-3040-278903-60351

The U of M, Patient Resource Center will provide Tobacco Use Prevention and Cessation services (School Component) through tobacco education programs in licensed public and non-public preschools in Baltimore City. The organization will ensure that 400 children, three to four years of age, participate in the programs in the targeted preschools. Prevention and education messages will be provided for teachers, care providers, parents and guardians on the issues of secondhand smoke and its effect on children in the home. The period of the agreement is July 1, 2008 through June 30, 2009.

The agreement is late because the FY09 grant award was received late in the funding period and the Department requested proposals through a Request for Proposal process, which is a lengthy process.

6. **ROMAN CATHOLIC ARCHBISHOP OF BALTIMORE, THE ARCHDIOCESE OF BALTIMORE, DIVISION OF CATHOLIC SCHOOLS** **\$25,000.00**

Account: 5000-530309-3040-278900-603051

MINUTESHealth Department - cont'd

The organization will provide Tobacco Use Prevention and Cessation services (school component) to reduce illnesses related to tobacco use. In addition, the service will help to reduce cigarette use among school staff and K-12 students; prevent the initiation of tobacco use among young people; and eliminate exposure to second-hand tobacco smoke in the home. The period of the agreement is July 1, 2008 through June 30, 2009.

The agreement is late because the FY09 grant award was received late in the funding period and the Department requested proposals through a Request for Proposal process, which is a lengthy process.

AMENDMENTS TO AGREEMENTS

7. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 6,046.00**

Account: 4000-424509-3040-278131-603051

On February 11 2009, the Board approved the original agreement, in the amount of \$30,606.00, with the JHU to provide HIV psychological services for the Ryan White Part B Program. Due to the closing of the Health Education and Resource Organization the State redirected funds to other AIDS service organizations. This amendment to agreement will allow the JHU to provide additional HIV psychological services. All other terms and conditions of the agreement remain unchanged.

8. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 3,788.00**

Account: 4000-000000-3040-Z13630-600000

On January 14, 2009, the Board approved the original agreement, in the amount of \$49,625.00, with the JHU to

MINUTESHealth Department - cont'd

provide services for the HIV Women's Health Program at the Women's Initiatives Center for Addiction in Pregnancy at the JHU Bayview Campus, under the Ryan White Part B Program. Due to the closing of the Health Education and Resource Organization the State redirected funds to other AIDS service organizations. This amendment to agreement will allow the JHU to provide additional HIV services to women. All other terms and conditions of the agreement remain unchanged.

9. **SOCIAL SOLUTIONS GLOBAL, INC.** **\$ 77,650.00**

Account: 4000-427708-3040-276900-605008

On July 16, 2008, the Board approved the Efforts-Towards-Outcomes (ETO) Software Limited Enterprise License Transfer agreement, in the amount of \$33,795.00, with Social Solutions Global, Inc. This agreement was transferred to the Department because Associated Black Charities, Inc. (ABC) was no longer able to provide administrative agency services for the Ryan White Program. Social Solutions Global, Inc. met the programmatic requirements of Health Resources and Services Administration (HRSA) by providing a web-based performance management system that is accessible for data entry and retrievable for reporting purposes. Under the terms of this amendment to agreement Social Solutions Global, Inc. will provide additional custom modifications and product enhancement to the ETO software. All other terms and conditions of the agreement remain unchanged.

10. **MAYOR'S OFFICE OF EMPLOYMENT** **\$ 48,000.00**
DEVELOPMENT (MOED)

Account: 6000-626209-3160-308699-603051

MINUTESHealth Department - cont'd

On July 2, 2008, the Board approved the original inter-agency agreement, in the amount of \$124,380.00, with MOED to continue to employ two Youth Career Specialists for the Operation Safe Kids Program. This amendment to the agreement will allow MOED to provide an Employment Training and Internship Program for participants of the Operation Safe Kids Program. All other terms and conditions of the agreement remain unchanged.

CASE MONITOR AGREEMENTS

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

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

The Case Monitors will be responsible for establishing a plan of personal care for each eligible recipient assigned to him/her in Baltimore City. They will review and/or revise the plan at least once every 90 days, or more if necessary, and supervise the personal care monitors. The Case Monitor will make home visits as often as the Department's nurse supervisor determines to be necessary, but not less than every 90 days and maintain clinical records.

MINUTESHealth Department - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
11. M. HELENE ROEHM, R.N.	\$ 45.00 per case, per month	\$59,400.00
12. INNOVATIVE CARE MANAGE- MENT GROUP, INC.	\$ 45.00 per case per month	\$81,000.00
13. MILDA PRIMROSE LEWIS, INC.	\$ 45.00 per case per month	\$94,500.00

Account: 426200-3110-538001-603018

APPROVED FOR FUNDS BY FINANCE**AUDITS REVIEWED (EXCEPT ITEM NO. 10) AND HAD NO OBJECTION.**

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

MINUTES

Health Department - Grant Award Agreement and
One-Month Advance of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a HIV Emergency Relief Project FY 2009 Title A grant award and approve and authorize execution of a grant award agreement with the Department of Health and Human Services, Health Resources and Services Administration (HRSA). The period of the grant award agreement is March 1, 2009 through February 28, 2010. The Board is also requested to approve a one month advance of funds for March 2009 to Associated Black Charities, Inc. (ABC) and the Gay Family Foundation, Ltd. (GFF).

AMOUNT OF MONEY AND SOURCE:Grant Award

\$7,422,124.00 - 4000-427709-3040-278100-404001
4000-427709-3040-278100-603051

Grant AwardOne Month Advance

\$6,308,806.00 - ABC	\$1,577,202.00 - ABC 4000-427709-3040-278103-603051
\$ 148,442.00 - ABC	\$ 37,110.00 - ABC 4000-427709-3040-278102-603051
\$ 74,221.00 - GFF	\$ 18,555.00 - GFF 4000-427709-3040-278107-603051

BACKGROUND/EXPLANATION:

The Department has received a HIV Emergency Relief Project FY 2009 Title A grant award. Under the terms of the grant award agreement, the funds will be used to support various organizations that provide essential HIV health care and other

MINUTESHealth Department - cont'd

support services to those who lack or are only partially covered by health insurance. Covered services will include physician visits, case management, assistance in obtaining medications, home-based and hospice care, substance abuse services, mental health, and other related services.

The one month advance of funds will allow the Department to provide for continuity of services provided by the ABC and the GFF, while the scope of services and budgets for contracts are being reviewed and approved.

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the HIV Emergency Relief Project FY 2009 Title A grant award and approved and authorized execution of the grant award agreement with the Department of Health and Human Services, Health Resources and Services Administration. The Board also approved the one-month advance of funds for March 2009 to Associated Black Charities, Inc. and the Gay Family Foundation, Ltd. The Comptroller **ABSTAINED**.

MINUTES

Department of Finance,
Office of Risk Management

- Renewal of FY 2010 Automobile
Physical Damage Coverage Policy

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the FY 2010 automobile physical damage coverage policy with the Fireman's Fund for the Baltimore City Health Department's mobile clinics. The period of the coverage is effective April 15, 2009.

AMOUNT OF MONEY AND SOURCE:

\$2,169.00 - 1001-000000-3000-262201-603014 - T.I.K.E. Mobile
 Clinic
3,115.00 - 4244-424405-3040-275800-603014 - U.J.I.M.A. and
 STD Mobile Clinics
\$5,284.00

BACKGROUND/EXPLANATION:

This policy provides automobile physical damage coverage for a 1998 Star Motor Home, valued at \$107,334.00 that is used as the T.I.K.E. Mobile Clinic; a 1998 Chevy Motor Home, valued at \$147,175.00 that is used as the U.J.I.M.A. Mobile Clinic; and a 2004 Ford Aonoline Van, valued at \$14,580.00 that is used as the STD Mobile Testing Clinic.

This automobile physical damage policy for FY 2010 provides coverage for damage resulting from fire, lightning, theft, and collision with another vehicle. The coverage is being provided by the incumbent carrier, Fireman's Fund, at no increase in the amount of the premium.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Dept. of Finance/Off. of Risk Mgmt. - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the renewal of the FY 2010 automobile physical damage coverage policy with the Fireman's Fund for the Baltimore City Health Department's mobile clinics.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>				
1.	Kenneth A. Parker and Kimberly K. Parker	1941 Perlman Place	F/S	\$ 50,000.00
	Funds are available in account no. 9910-908087-9588-900000-704040, Miscellaneous Project.			
2.	An Ground Rents, LLC	2228 Etting St.	G/R \$36.00	\$ 330.00
	Funds will be transferred prior to settlement into account no. 9910-905788-9588-900000-704040, Baker/Division Project.			
3.	Carolyn Class	4906 Denmore Ave.	G/R \$75.00	\$ 625.00
	Funds will be transferred prior to settlement into account no. 9910-903187-9588-900000-704040, Park Heights Site.			
4.	Patrick R. Conroy and Helen H. Conroy	2204 E. Eager St.	G/R \$60.00	\$ 500.00
	Funds will be transferred prior to settlement into account no. 9910-907420-9588-900000-704040, Tax Increment Financing, EBDI PH IIA Project.			

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

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>				
5.	William Braverman Delores Fishbein & Roselyn Stavisky, Trustees under the Residuary Trust under the Will of Samuel Braverman	913 N. Duncan St.	G/R \$36.00	\$ 240.00

Funds will be transferred prior to settlement into Account: 9910-907420-9588-900000-704040, EDBI Project.

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

Department of Housing and Community Development - Quick-Takes

6.	North Carolina Mutual Life Insurance Company	942 W. Lexington St.	G/R \$18.55	\$ 124.00
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Funds will be transferred prior to quick-take into account no. 9910-901780-9588-900000-704044, Poppleton Project.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Quick-Take</u> - cont'd				
7.	Caratel Realty, Inc.	818 E. Preston St.	Sub/ G/R \$90.00	\$ 600.00
Funds will be transferred prior to quick-take into account no. 9910-904714-9588-900000-704040, Preston Street RFP Project.				
8.	Michelle A. Wade	1607 N. Gay St.	F/S	\$ 26,000.00
Funds are available in account no. 9910-904488-9588-900000-704040, American Brewery Project.				
9.	Juanita Lewis	808 E. Preston St.	F/S	\$ 20,000.00
Funds are available in account no. 9910-904714-9588-900000-704040, Preston Street RFP Project.				
10.	Samuel Wesley, Jr.	806 E. Preston St.	L/H	\$ 20,000.00
Funds are available in account no. 9910-904714-9588-900000-704040, Preston Street RFP Project.				
11.	Jack Millard	2200 E. Eager St.	L/H	\$ 15,200.00
12.	Fannie Mae Mitchell	2202 E. Eager St.	L/H	\$ 15,040.00
Funds are available in account no. 9910-907420-9588-900000-704040, EBDI Project Phase II.				

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

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Quick-Take</u> - cont'd				
13.	Mole & Associates, Inc.	2101 E. Eager St.	L/H	\$ 7,200.00
14.	Lennox Montrose	2114 Ashland Ave.	L/H	\$ 21,900.00
15.	Katherine E. Meehan	2107 E. Eager St.	L/H	\$ 7,800.00
16.	Joe and Reabie Jordan	957 N. Chester St.	L/H	\$ 7,770.00
17.	Clara C. Schertle	2109 E. Eager St.	L/H	\$ 7,740.00
18.	Alvin I. Jeffers and Herbert P. Jeffers	923 N. Maderia St.	L/H	\$ 25,786.00
19.	Terry Knox	919 N. Duncan St.	L/H	\$ 25,760.00
20.	Terry Knox	952 N. Duncan St.	L/H	\$ 21,360.00

Funds are available in account no. 9910-907420-9588-900000-704040, EBDI Project Phase II.

DHCD - Rescission and Re-approval of Option

21.	Samuel B. Walman	3412 Dupont Ave.	G/R	\$ 700.00
			\$84.00	

On January 14, 2009, the Board approved an option to purchase the ground rent interest in 3412 Dupont Avenue for the amount of \$560.00 from Mr. Samuel Walman. However, the purchase amount on the Board letter was incorrect. Therefore, it is requested that the Board rescind its

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Rescission and Re-approval of Option - cont'd</u>			

previous approval and approve the purchase of the ground rent interest in 3412 Dupont Ave. for the correct amount of \$700.00.

Funds will be transferred prior to settlement into account no. 9910-903187-9588-900000-704040, Park Heights site.

UPON MOTION duly made and seconded, the Board approved the options, condemnations/quick-takes, and the rescission and re-approval of an option.

MINUTES

Baltimore Development Corporation (BDC) - Relocation Payment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a relocation payment to Changes Enterprises, Ltd.

AMOUNT OF MONEY AND SOURCE:

\$171,825.00 - 9910-902879-9601

BACKGROUND/EXPLANATION:

The BDC is purchasing 501-503 Oldtown Mall and 420-424 Oldtown Mall, to be included in the Disposition Lot 25B land assembly in accordance with the Oldtown Urban Renewal Plan. As a result, it is necessary to relocate the commercial occupant. The total amount required to move Changes Enterprises, Ltd. is \$171,825.00.

This relocation is essential to the land assembly needed for the Oldtown Mall Redevelopment project. This project will include a full-service grocery store, additional retail, and some residential.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

BDC - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 116,719.84 20 th EDF	9910-600-575 Constr. Res. E. Balto. Ind. Coml. Dev.	9910-902879-9601 20 th EDF Coml. Revitalization
55,105.16 21 st EDF	9910-600-575 Constr. Res. E. Balto. Ind. Coml. Dev.	9910-902879-9601 21 st EDF Coml. Revitalization
<u>\$ 171,825.00</u>		

This transfer will provide funds for the relocation of Changes Enterprises, Ltd., commercial occupant of 501-503 Oldtown Mall and 420-424 Oldtown Mall, which is necessary because the City is acquiring this property as part of the land assembly needed for the redevelopment of Oldtown Mall.

(FILE NO. 57116)

UPON MOTION duly made and seconded, the Board approved and authorized the relocation payment to Changes Enterprises, Ltd. 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, as required by the provisions of the City Charter.

MINUTESDHCD - cont'd

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. American Dream Downpayment Initiative (HOME)
4. Housing Opportunity for People with AIDS (HOPWA)
5. Emergency Shelter Grant Program (ESG)

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

AUDITS REVIEWED AND HAD NO OBJECTION.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$67,130.00	9938-901457-9475	9938-909802-9474
Other	Reserve - Critical Areas Mitigation	Active - Bon Secours Foundation Clean & Green Program

This transfer will provide funds to cover costs associated with the agreement with the Bon Secours of Maryland Foundation, Inc. and the DHCD's Clean and Green Program.

MINUTES

DHCD - cont'd

3. **BON SECOURS OF MARYLAND** **\$176,023.00**
FOUNDATION, INC.

Account:	9905-188-009-00-326	\$ 49,023.00
	9910-588-077-00-326	\$127,000.00

This agreement provided services to carry out vacant lot maintenance activities in designated areas of Operation Reach Southwest, Park Heights, Gay Street Corridor, Hollins Market, and Greenmount West. The period of the agreement was January 1, 2008 through December 31, 2008.

The agreement is late because budgetary revisions, contract negotiations, and administrative issues required more time than anticipated.

FOR THE FY 2009, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$11,400.00, AS FOLLOWS:

MBE: \$3,078.00
WBE: \$1,140.00

AUDITS REVIEWED AND HAD NO OBJECTION.

4. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$114,280.00	9910-587-994	
28 th CDB FY'08	Special Capital	
	Projects Reserve	

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
257.00 28 th CDB FY'05	9910-587-994 Special Capital Projects Reserve	
12,008.00 28 th CDB FY'08	9910-587-991 Public Housing Redevelopment	
455.00 <u>26th CDB FY'05</u> \$127,000.00	9910-587-991 Public Housing Redevelopment	
\$126,288.00 28 th CDB FY'08	-----	9910-588-077 Bon Secours Contract 33002
712.00 <u>26th CDB FY'05</u> \$127,000.00	-----	9910-588-077 Bon Secours Contract 33002

This transfer will provide 26th and 28th Community Development Bond funds for a contract to reimburse Bon Secours of Maryland Foundation, Inc. for vacant lot maintenance in designated areas of Operation Reach Out Southwest.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the aforementioned agreements. The transfers of funds were approved subject to the receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Housing and - Grant Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a grant agreement with the Park Heights Community Health Alliance, Inc. (PHCHA). The period of the agreement is November 1, 2008 through October 31, 2010.

AMOUNT OF MONEY AND SOURCE:

\$72,900.00 - 9910-588-904-03

BACKGROUND/EXPLANATION:

On October 31, 2007, the Board approved a contract with the PHCHA in the amount of \$109,350.00 for one year with options to renew the contract. The PHCHA agreed to provide human and supportive services, mental and physical health services to eliminate pervasive health and safety problems, and assist residents of the Park Heights Community with access to health care opportunities.

This two-year agreement in the amount of \$72,900.00 will allow the PHCHA to continue to perform the following scope of services:

- recruit 500 new patients to receive health examinations, screenings, follow-up and/or referral;
- coordinate follow-up care for 576 patients under a previous contract for whom initial service was provided in year one, including scheduling follow-up appointments, coordinating transportation, referral to mental health and/or other services, etc.

MINUTES

DHCD - cont'd

- refer 300 under or uninsured men for mental health services;
- refer clients to other providers for additional services, as needed;
- provide client follow-up; and

through the PEACE Project for high-risk youths the PHCHA will:

- recruit youths at high risk for committing, witnessing, and/or being victims of violence;
- coordinate weekly activities/sessions for at-risk youths (including local field trips);
- facilitate risk reduction workshops;
- coordinate mentoring activities;
- coordinate requests for performances;
- recruit, screen and coordinate volunteers; and
- coordinate referral(s) to tutorial services.

The agreement is late because of a lack of clarity about the process to renew the contract.

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 grant agreement with the Park Heights Community Health Alliance, Inc. The President

ABSTAINED.

MINUTES

Department of Housing and - Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Head Start Program agreement with Morgan State University (MSU). The period of the agreement is July 1, 2008 through June 30, 2009.

AMOUNT OF MONEY AND SOURCE:

\$1,643,755.00 - 4863-605-923-99-351

BACKGROUND/EXPLANATION:

The MSU will provide Head Start services to 224 children and their families in Baltimore City. The agreement will provide funding for the operation of MSU Head Start program for fiscal year ending June 30, 2009.

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

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 27% MBE AND 10% WBE.**

The provider requested and was granted a waiver of the balance of the MBE/WBE goals. Of the total amount \$1,643,755.00, \$1,405,255.00 are for items that are proprietary and non-segmentable.

MBE: Eric's Catering, LLC \$178,214.40 10.84%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

DHCD - 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 Head Start Program agreement with Morgan State University.

MINUTES

Department of Housing and - Lease Agreement
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease agreement with the Associated Catholic Charities, Inc. d/b/a Villa Maria Continuum (Villa Maria) for property located at 1511 Ashburton Street (Block 2408 Lot 066), in the Greater Coppin Heights/Rosemont Community. The period of the agreement is November 1, 2007 through June 30, 2009, with an option to renew for one year.

AMOUNT OF MONEY AND SOURCE:

\$1,500.00 per month

The rent for the renewal term will be negotiated and mutually agreed on by the City and Villa Maria.

The State of Maryland will receive 80% of the rent based on its capital investment in the Property.

BACKGROUND/EXPLANATION:

The City will lease 1511 Ashburton Street, (property) to Villa Maria. The site contains a one story 20,725 square feet building that sits on a 4.97 acre lot formerly known as the Dr. Lillie M. Jackson Elementary School.

The project will be financed with private funds. Villa Maria will be responsible for 100% of all utility bills, 100% of tenant improvements, and 50% of the total grounds maintenance costs of the property and adjacent Rosemont Elementary/Middle School.

MINUTES

DHCD - cont'd

Villa Maria will be responsible for the first \$5,000.00 of general repairs and maintenance per lease term. The City will pay for repairs and maintenance above \$5,000.00 per lease term. Villa Maria will be responsible for keeping the sidewalks clear of ice, snow and debris, and plowing snow on the parking lot. Private investment of \$14,000.00 is budgeted to renovate the walls within the school building, replace four doors, repair outdoor fencing and complete other miscellaneous repairs.

Villa Maria's mission is "to provide a full continuum of behavioral health and special education services through caring, compassionate relationships that honor the worth and dignity of each individual and family." Villa Maria will operate a non-public school for children in grades K-6 with learning, physical and emotional disabilities. Enrollment is limited to 70 students. Children from Baltimore City will be given priority for placement. Currently, 36 students are enrolled in the program, and all except one student are Baltimore City residents. Students referred to the school require more intensive services than those currently available through the public school system. Academic instruction and behavioral treatment are highly structured and individualized.

New jobs created are estimated at 18.5 full-time equivalent (FTE) jobs, which include onsite clinical therapists, counselors and psychiatrists.

Villa Maria is approved by the Maryland State Department of Education Nonpublic Office to operate a Special Education school. Associated Catholic Charities is in good standing with the Maryland Department of Assessment and Taxation.

MINUTES

DHCD - cont'd

On February 27, 2007, the Baltimore City Public School System Board of Commissioners voted to close the Property beginning in the summer 2007 due to low enrollment (13% utilization) and poor building conditions. On December 5, 2008, Maryland's Interagency Committee on School Construction recommended that Maryland's Board of Public Works (BPW) approve the Lease and BPW approved the Lease on January 7, 2009. The Space Utilization Committee approved the Lease at its meeting on March 10, 2009.

(FILE NO. 57026)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with the Associated Catholic Charities, Inc. d/b/a Villa Maria Continuum for property located at 1511 Ashburton Street in the Greater Coppin Heights/Rosemont Community.

MINUTES

Department of Housing and
Community Development (DHCD)

- Amendment No. 1 to
Interdepartmental Memorandum
of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 1 to interdepartmental memorandum of understanding with the Department of Planning.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Pursuant to guidance from the U.S. Department of Housing and Urban Development (HUD), on June 18, 2008, the Board approved the memorandum of understanding to utilize Community Development Block Grant funds (CDBG-34) to support the Department of Planning. The memorandum of understanding was in the amount of \$1,163,523.00. The CDBG funds were provided to supplement staff costs.

This amendment no. 2 will allow the Department of Planning to amend the Scope of Services and Schedule of Completion to better reflect CDBG activities the Department of Planning staff carry out. All other terms and conditions of the agreement will remain unchanged.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment no. 1 to interdepartmental memorandum of understanding with the Department of Planning.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program loan to B&D Phase III, LLC, an entity affiliated with the Druid Heights Community Development Corporation. The Board is also requested to approve the subordination and intercreditor agreement and authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents necessary to effectuate this transaction subject to review for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:**Sources**

Private First Loan	\$4,446,201.00
HOME Funds	1,985,000.00
Equity Funds	140,000.00
TOTAL	<u>\$6,571,201.00</u>

Uses

Acquisition	\$ 50,000.00
Construction	5,592,901.00
Professional Fees	281,100.00
Financing Fees	218,066.00
Soft Costs	279,134.00
Project Contingency	150,000.00
TOTAL	<u>\$6,571,201.00</u>

Account: 9910-901997-900000-700000

MINUTES

DHCD - cont'd

BACKGROUND/EXPLANATION:

The HOME Loan will be used to assist with the new construction of 31 for-sale homeownership units within the Druid Heights community.

The Druid Heights Community Development Corporation (DHCDC) is a Maryland non-profit community development corporation. The DHCDC has developed several projects in the Druid Heights community of Baltimore in an effort to revitalize the area. The long-term vision in Druid Heights seeks to eliminate blight by creating new affordable housing in the community.

The first phase of the Baker Street homeownership project will create 31 new homeownership units affordable to first-time buyers (the Phase IA Project). All 31 units of the Phase IA Project will be financed in part by the HOME Loan and sold to low-and moderate-income households earning up to 80% of the Area Median Income (AMI). The projected sales prices of the units, after subsidies, will range from \$139,000.00 to \$169,000.00. This will allow members of the community who are making as little as 48% and as much as 80% of the AMI to become homeowners.

The new property addresses of the Phase I Project are as follows:

591, 593, 589, 587, 585, 584, 582, 580, 578, 576, 574, 572, 570, 568, 566, 564, 562 and 560 Baker Street;
2302, 2304, 2306, 2308, 2323, 2321, 2319, 2317, 2309, 2311, 2313, and 2315 Division Street 21217, and
2248 Brunt Street.

MINUTES

DHCD - cont'd

PARTICIPATING PARTIES AND TERMS:

A. First Lender:

The first lender will be State Farm Mutual Automobile Insurance Company, through its Community Development Investment Committee (the First Lender).

B. Borrower/General Contractor/Manufacturer:

B&D Phase III, LLC (the Borrower) is the borrower and the developer;

C.L. Miles Contracting Company Inc. and New York Midrise Construction Inc. are the prime construction contractors and Design Collective, Inc. is the project Architect.

The equity partner is Allied Baltimore, LLC, which consists of Mr. Bruce Klein and Mr. Rusty Zukerman.

C. First Lien:

To finance construction of the Project, the first lender will provide a revolving construction loan facility in an aggregate principal amount of approximately \$4,446,201.00 (the "First Loan") to finance construction. The First Loan will be secured by a deed of trust on the properties owned by the borrower and is expected to have a construction period of no greater than 18 months. Interest will accrue at 3%. The borrower will have five years to draw upon the loan. The lien of the first loan will be released as each unit is sold.

D. Second Lien:

The HOME Loan will be secured by a second-lien deed of trust (the borrower's HOME lien) on the properties that make up the Phase IA Project and will accrue interest at a rate of 0% per annum on sums advanced. The HOME Loan will be non-recourse debt.

MINUTES

DHCD - cont'd

As the units making up the Phase IA Project are sold to buyers eligible under the terms of the HOME program (the HOME Qualified Buyer), each HOME Qualified Buyer will assume 1/31st of the obligations of the HOME Loan (the Buyer's HOME Financing) and the borrower's obligations under the HOME Loan will be released by an equal amount. At the same time, the borrower's HOME Lien will be released with respect to such purchased unit.

The Buyer's HOME Financing will be evidenced by a promissory note and structured as a secured deferred loan. The HOME Qualified Buyer will execute and record a regulatory agreement continuing certain affordability and other restrictions required by the HOME program. The term of the Buyer's HOME Financing will be 20 years commencing from the date of purchase (the Period of Affordability) and will have an interest rate of 0% per annum. If the HOME Qualified Buyer complies with all applicable terms and covenants of the Buyer's HOME Financing through the Period of Affordability, the HOME Loan will be forgiven in its entirety. In the event a conveyance or a refinancing occurs during the Period of Affordability, the HOME Qualified Buyer is required to repay the Department out of net proceeds an amount equal to the amount of the Buyer's HOME Financing less 5% of the original balance for each year the HOME Qualified Buyer has lived in the Unit. Upon any other event of default, the HOME Qualified Buyer may be required to repay all or a portion of the Buyer's HOME Financing.

The Department will be entitled to a 50% share of any and all excess sales proceeds after the developer (i) earns no more than 20% of the total development cost in profit and overhead based on a cost certification, and (ii) is reimbursed for documented predevelopment overhead on the project for such items, in such amounts and for such periods as are approved by the Department, and (iii) the equity partner is reimbursed for initial investment and earns no more than 20% of its investment in profit.

MBE/WBE PARTICIPATION:

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

MINUTES

DHCD - cont'd

The Department of Finance has reviewed and recommends approval by the Board of Estimates.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,985,000.00	9910-902985-9587-	9910-901997-
2009 HOME	900000-700000	9610-900000-
Federal Funds	HOME Reserve	700000
Funds	Reserve Funds	Baker/Division

This transfer will provide a HOME Investment Partnership loan in the amount not to exceed \$1,985,000.00 for the new construction of 31 for-sale homeownership units within the Druid Heights community.

(FILE NO. 56524)

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnerships Program loan to B&D Phase III, LLC, an entity affiliated with the Druid Heights Community Development Corporation. The Board also approved the subordination and inter-creditor agreement and authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents necessary to effectuate this transaction subject to review for form and legal sufficiency by the Law Department. 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

MINUTES

Charter.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Amount</u>
<u>Health Department</u>		
1. Madeleine Shea	2009 National Indoor Env. Health & Technologies Conf. & The Lead & Healthy Homes Grantee Conference Orlando, FL April 28 - 30, 2009 (Reg. Fee \$315.00)	\$874.53
<u>Mayor's Office of Information Technology</u>		
2. Lisa Allen	Association of Government Contact Center Employees Minneapolis, MN May 13 - 15, 2009 (Reg. Fee \$125.00)	\$966.20

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

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

1405 - 1406

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

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

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

- | | | | |
|----|--|------------|--------------|
| 1. | B500000997, High Intensity Prismatic Reflective Sheeting | 3M Company | \$ 78,796.80 |
|----|--|------------|--------------|

MWBOO GRANTED A WAIVER.

- | | | | |
|----|-------------------------------------|-----------------------|--------------|
| 2. | B50000860, Industrial Work Uniforms | G + K Uniform Service | \$400,000.00 |
|----|-------------------------------------|-----------------------|--------------|

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|----------------------------------|--------------|
| 3. | B50000961, Extended Cab 4WD Pickup Truck | Apple Ford Lincoln Mercury, Inc. | \$ 22,900.00 |
|----|--|----------------------------------|--------------|

MWBOO GRANTED A WAIVER.Bureau of Water and Wastewater

- | | | | |
|----|---|--------------------------------------|--------------|
| 4. | ER 4010, Lower Stony Run Stream Restoration | Environmental Quality Resources, LLC | \$916,444.66 |
|----|---|--------------------------------------|--------------|

DBE PARTICIPATION:

Machado Construction Company	\$ 60,249.75	6.57%
Load Runner Trucking	26,485.27	2.89%
Jewel Enterprises	25,000.00	2.73%
J.J. Adams Fuel Oil Company	22,200.00	2.42%
Island Builder Services, Inc.	19,820.40	2.16%
H.A. Winchester Enterprises, Inc.	19,550.00	2.13%
Native Terrain	16,570.00	1.80%
Onsite Photography	10,950.00	1.81%
Aultec, Inc.	7,918.02	.86%
Shannon Baum Signs, Inc.	928.56	.10%
	<u>\$ 209,672.00</u>	<u>22.88%</u>

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
5. \$ 361,000.00 State - Other	9958-526-642 Const. Res Federal Hill Slope Stabilization	
590,070.00 State - Other	9958-526-905 Const. Res. Gwynns Falls Flood Center	
258,649.00 MVR Funds	9958-526-997 Lower Stoney Run Stream Restoration	
<u>\$1,209,719.00</u>		
\$ 91,650.00	----- 9958-902648-9525-2	Extra Work
91,650.00	----- 9958-902648-9525-3	Engineering
54,987.34	----- 9958-902648-9525-5	Inspection
916,444.66	----- 9958-902648-9525-6	Construction
54,987.00	----- 9958-902648-9525-9	Administration
<u>\$1,209,719.00</u>		

This transfer will provide funds for the award of ER 4010, Lower Stony Run Stream Restoration.

MINUTES

Bureau of Purchases - Correction to Expiration Date

ACTION REQUESTED OF B/E:

The Board is requested to correct the expiration date for Solicitation No. B50000874, Baltimore City Weatherization Assistance Program - HVAC 2009 that was awarded to Coldspring Co., Inc. The correct expiration date is January 13, 2012.

AMOUNT OF MONEY AND SOURCE:

No additional funds are needed.

BACKGROUND/EXPLANATION:

On January 14, 2009, the Board approved a formal award to Coldspring Co., Inc. for a two year period. The award would expire on January 13, 2011. However, the solicitation was for a three year contract. Authority is requested to issue a Purchase Order to expire on the corrected date of January 13, 2012.

UPON MOTION duly made and seconded, the Board approved the correction to the expiration date for Solicitation No. B50000874, Baltimore City Weatherization Assistance Program - HVAC 2009 that was awarded to Coldspring Co., Inc. The President **ABSTAINED**.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of amendment no. 2 to an agreement for Project No. 1058, On-Call Construction Management Services for the Conduit Division, with EA Engineering, Science and Technology, Inc. This amendment to agreement is effective upon Board approval for two years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - (the account number will be determined for each task as it is assigned)

BACKGROUND/EXPLANATION:

On March 26, 2008, the Board approved the original agreement, in the amount of \$200,000.00, for Project No. 1058, On-Call Construction Management Services for the Conduit Division, with EA Engineering, Science and Technology, Inc. to provide conduit services. On February 25, 2009, the Board approved amendment no. 1 to the agreement to extend the contract for one additional year and increase the upset limit by \$100,000.00.

This amendment no. 2 to the agreement will extend the period of the agreement and increase the upset limit by \$300,000.00 to allow the consultant to fully complete conduit work and repairs on various manholes between President Street and Martin Luther King Boulevard at Lombard Street. This amendment no. 2 will make the total contract award \$600,000.00.

MBE/WBE PARTICIPATION:

EA Engineering, Science and Technology, Inc. will continue to adhere to the established goals of 21.26% for MBE and 7.00% for WBE.

MINUTES

Department of Transportation - cont'd

MBE: Findling Inc.	12.82%
Sidhu Associates, Inc.	<u>8.44%</u>
	21.26%

WBE: J K Datta Consultants, Inc.	7.00%
--	-------

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of amendment no. 2 to an agreement for Project No. 1058, On-Call Construction Management Services for the Conduit Division, with EA Engineering, Science and Technology, Inc. The Comptroller **ABSTAINED**.

MINUTES

Department of Transportation - Amendment to 2005 Wharfage License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an amendment to the 2005 wharfage license agreement with the Harbor Boating, Inc. and the Living Classrooms Foundation.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 (Up to) - 9950-911312-9527
(FY'09 only)

BACKGROUND/EXPLANATION:

Under this amendment to the 2005 license agreement, The Harbor Boating, Inc. and the Living Classrooms Foundation will provide a direct, commuter-oriented, point-to-point water taxi service on selected routes between Maritime Park in Fells Point and Tide Point and between Canton Waterfront Park and Tide Point.

Harbor Boating, Inc. will provide all vessels for the service, subject to a payment from the City for start-up expenses in an amount not to exceed \$225,000.00.

The service for the Maritime Park Route will commence on April 15, 2009 and the Canton Water Waterfront Park route will commence in July 2009. All service will operate Monday through Friday, on a year-round basis, from 7:00 a.m. to 7:00 p.m. The operator will be authorized to suspend service during any period during which, in operator's sole and reasonable discretion, (inclusive of the presence of ice or snow on walking surfaces), dock, operational or weather conditions, make the suspension of service advisable. The operator will give immediate notice to the Department of Transportation or his designee upon suspension and resumption of service for greater than one hour.

MINUTES

Department of Transportation - cont'd

The annual operating cost of each route is not to exceed \$159,555.24, subject to pro rata reductions for portions of any month during which service can not operate due to inclement weather or U.S. Coast Guard operating envelope restrictions.

APPROVED FOR FUNDS BY FINANCE

(FILE NO. 55511)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the amendment to the 2005 wharfage license agreement with the Harbor Boating, Inc. and the Living Classrooms Foundation. The President **ABSTAINED**.

MINUTES

Bureau of Water and Wastewater - 2009 Sewer Surcharge Adjustment

ACTION REQUESTED OF B/E:

The Board is requested to CONCUR with the 2009 sewer surcharge adjustment for the S. Coraluzza Company.

AMOUNT OF MONEY AND SOURCE:

No refund is necessary.

BACKGROUND/EXPLANATION:

Article 25 of the Baltimore City Code (2000 ed., as amended) grants the City the authority to assess industries a sewer surcharge for industrial waste. Industries are billed in advance each January covering the period of January 1 through December 31 of each billing year.

The S. Coraluzza Company was originally assessed \$19,625.54 for Calendar Year 2009. However, in a letter dated March 5, 2009, the company requested that the surcharge be reconsidered because the analytical data from October 14, 15, and 16, 2008 was not representative of the company's typical discharge.

The Bureau agreed that reconsideration was warranted and decided that the analytical data from October 14, 15, and 16, 2008 be assessed separately from the rest of the analytical data. This resulted in assessments of \$675.76 and \$5,602.11, respectively, for a total revised assessment of \$6,277.87 and represents a reduction of \$13,347.67. As the S. Coraluzza Company has paid the revised amount, a refund would not be necessary.

UPON MOTION duly made and seconded, the Board CONCURRED with the 2009 sewer surcharge adjustment for the S. Coraluzza Company.

MINUTES

Bureau of Water and Wastewater - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement with ALMAC Enterprises (ALMAC).

AMOUNT OF MONEY AND SOURCE:

\$ 2,940.00	-	2071-000000-5520-397926-603020
1,260.00	-	2071-000000-5520-398012-603020
1,050.00	-	2071-000000-5520-398140-603020
2,625.00	-	2070-000000-5500-397001-603020
2,625.00	-	2070-000000-5500-397101-603020
<u>\$10,500.00</u>		

BACKGROUND/EXPLANATION:

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 168 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Electrical Maintenance Technician Apprenticeship Program.

ALMAC has an extensive background in Electrical Maintenance Training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Water and Wastewater Treatment Plant.

MINUTES

BW&WW - cont'd

This request is for the first year instruction of the class of trainees hired as Electrical Maintenance Technician Apprentices. The training will take place on-site using existing equipment and materials.

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 ALMAC Enterprises.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
1. CHANNING BETE COMPANY, INC.	\$ 13,955.57	Only Bid
Solicitation No. B50001036 - Safety City Books - Department of Transportation - Req. No. R518680		
2. GENERAL TRAFFIC EQUIPMENT CORPORATION	\$ 18,000.00	Only Bid
Solicitation No. B50001029 - Rigid Mast Arm Mount - Department of Transportation - Req. No. R519704		
3. MCLAUGHLIN ELECTRIC COMPANY	\$ 6,865.00	Low Bid
Solicitation No. 07000 - Transformer - Baltimore Convention Center - Req. No. R520835		
4. TELVENT MINER & MINER, INC.	\$ 5,558.40	Sole Source
Solicitation No. 08000 - ArcFM Update Conduits Software - Department of Transportation - Req. No. R521832		
The vendor is the sole source provider of this proprietary software.		
5. PRECISE CHEMICAL & EQUIPMENT LTD.	\$ 12,659.54	Low Bid
Solicitation No. B50001039 - Carpet Extractor - Baltimore Convention Center - Req. No. R520825		
6. FEDERATED WHOLESALE, INC.	\$ 5,323.60	Low Bid
Solicitation No. 07000 - Clothing, Footwear and Kits - Health Department - Req. No. R518984		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Purchases</u>		
7. BLOND LIGHT FIXTURE	\$ 5,002.00	Low Bid
Solicitation No. B50001041 - Lamps - Department of Transportation - Req. No. R520543		
8. PLATO LEARNING	\$ 15,396.84	Sole Source
Solicitation No. 08000 - PLATO Software Service Support - Mayor's Office of Employment Development - Req. No. R520121		
The vendor is the sole source provider of this proprietary software.		
9. LITES AND LAMPS, INC.	\$ 11,220.00	Only Bid
Solicitation No. B50001044 - Sign Lamps - Department of Transportation - Req. No. R520202		
10. COMMUNITY LAW IN ACTION, INC.	\$ 10,000.00	Low Bid
Solicitation No. 07000 - Flavored Tobacco Survey - Health Department - Req. No. R520030		
11. KENTRON HEALTH CARE, INC.	\$ 14,790.00	Low Bid
Solicitation No. 07000 - Cold Packs - Health Department - Req. No. R518513		
12. PESCO, LLC	\$ 13,080.00	
SHERWOOD LOGAN & ASSOC.	\$ 10,000.00	
	\$ 23,080.00	Low Bid
Solicitation No. 07000 - Prelube Pumps - Department of Public Works - Req. No. R522200		

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- | | | |
|--|--------------|---------|
| 13. MODERN MEDICAL PRODUCTS | \$102,098.00 | Renewal |
| Solicitation No. B50000399 - Furnishing and Delivering Incontinent Products & Dressings for CARE Program - Commission on Aging and Retirement Education - Req. No. R503420 | | |

On April 16, 2008, the Board approved the initial award in the amount of \$90,522.00 for one year. The Board is requested to approve a renewal in the amount of \$102,098.00 for the period of May 01, 2009 through April 30, 2010.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|-----------|
| 14. CUMMINS POWER SYSTEMS | \$ 0.00 | Extension |
| Solicitation No. 06000 - O.E.M. Heavy Truck Parts and Services for Cummins Engines - Department of Public Works, Bureau of General Services, Fleet Management Division - Req. No. R145322 | | |

On May 31, 2006, the Board approved the initial award in the amount of \$100,000.00. A second renewal was approved on June 11, 2008 and the contract will end on May 30, 2009. The contract was awarded on a selected source basis. However, because of changes in the marketplace, additional vendors may be able to bid on this requirements contract. An extension of this contract is requested for the period of May 31, 2009 through July 31, 2009 to ensure the continuity of available parts and services while the requirement is bid. No additional funding is needed.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. BALTIMORE MACK TRUCK

E&M MACHINERY	\$ 0.00	Extension
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Solicitation No. 06000 - O.E.M. Heavy Truck Parts and Services for Mack Truck - Department of Public Works, Bureau of General Services, Fleet Management Division - Req. Nos. Various

On July 12, 2006, the Board approved the initial awards to Baltimore Mack Truck in the amount of \$50,000.00 and E&M Machinery in the amount of \$20,000.00. Contract renewals were approved for both vendors on May 23, 2007, and a second renewal was approved on May 07, 2008 extending the contract until May 29, 2009. The contract was awarded on a selected source basis. However, because of changes in the marketplace, additional vendors may be able to bid on this requirements contract. An extension for these contracts is requested for the period of May 30, 2009 through July 31, 2009 to ensure the continuity of available parts and services while the requirement is bid. No additional funding is needed.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

16. P&J CONTRACTING

COMPANY, INC.	N/A	Extension
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Solicitation No. B50000651 - Uplands Housing Demolition and Recycling of Selected Materials - Department of Housing and Community Development - Req. No. R509334

On October 8, 2008, the Board approved the initial award in the amount of \$3,977,450.00. Subsequent actions have been approved. Authority is requested to extend the term of the contract for 16 days to expire on May 31, 2009 to allow for project delays caused by inclement weather.

17. GovCONNECTION, INC. \$12,594.00 Increase

Solicitation No. B50000923 - Cisco & Other Computer Parts - Office of the State's Attorney - Req. No. R519417		
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On February 25, 2009, the Board approved the initial award for a one-time purchase in the amount of \$31,375.62. The State's Attorney's Office has requested to purchase additional Cisco equipment under B50000923. The cost of the additional equipment is \$12,594.00, making the total amount \$43,969.62.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

18. JOHN WARE & SONS	\$200,000.00	Increase
AROUND TOWN REPAIRS	200,000.00	" "
AND RESTORATIONS		
CJS CONSTRUCTION	<u>200,000.00</u>	" "
	<u>\$600,000.00</u>	

Solicitation No. B50000099 - Lead Abatement at Low-Income Residences - Agencies Various - Req. Nos. Various

On November 7, 2007, the Board approved the initial award, in the amount of \$300,000.00 for one year, with renewal options. Subsequent actions have been approved. Due to increased usage, it is anticipated that additional expenditures of \$600,000.00 will be required, making the total amount \$1,200,000.00.

On May 30, 2007, it was determined that no goals would be set because of insufficient certified MBE/WBE contractors.

19. BALTIMORE CITY PUBLIC		
SCHOOL SYSTEM	N/A	Renewal
Solicitation No. N/A - Copy Center Services for the Baltimore City Public School System - Department of Finance - Req. N/A		

On December 12, 2007, the Board approved the initial agreement with the Baltimore City Public School System. The agreement contained two 1-year renewal options at the sole discretion of the City. This is the final renewal option for the period July 1, 2009 through June 30, 2010.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of General Services

20. <u>BFPE INTERNATIONAL</u>	\$ 22,981.00	Low Bid
IC505 - Replacement of Fire Alarm System at the Kipp Ujima Academy (formerly Malcolm X Elementary School) located at 2810 Shirley Avenue		

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions. The President **ABSTAINED** item No. 3. The Mayor **ABSTAINED** on item No. 16.

MINUTES

Baltimore Community Relations - Consultation Agreement
Commission (BCRC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a consultation agreement with the Office of Administrative Hearings. The period of the agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$ 20,000.00 - 1001-000000-1560-171501-601009
(\$225.00 per hour)

BACKGROUND/EXPLANATION:

The BCRC's former Hearing Examiner has retired. The BCRC is in need of a Hearing Examiner to conduct hearings and make recommendations to aid the BCRC in rendering decisions in appeals and public hearings.

The Office of Administrative Hearings will assign Administrative Law Judges on an as needed basis, at the direction of the BCRC, to aid in rendering decisions in fault procedures and public hearings pending before the BCRC.

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 consultation agreement with the Office of Administrative Hearings.

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

The Board is requested to approve and authorize execution of a lease agreement with Edmondson Village, LLC, Inc., lessor, for the rental of approximately 2,537 square feet of space located at 4400 Edmondson Avenue, Suite 4538 a/k/a Edmondson Village Shopping Center. The period of the agreement is November 1, 2008 through October 31, 2011, with an option to renew for one additional 2 year term.

AMOUNT OF MONEY AND SOURCE:

	<u>Annual Rent</u>	<u>Monthly Rent</u>
Year 1	\$38,055.00	\$ 3,171.25
Year 2	\$39,196.65	\$ 3,266.38
Year 3	\$40,363.67	\$ 3,363.63

BACKGROUND/EXPLANATION:

The lessee will use the premises for administrative offices, servicing clients, workshops, training and other similar activities consistent with the Women, Infants and Children's Program by the Baltimore City Health Department.

The lessor will be responsible for structural repairs of the building, real estate taxes, fire insurance and security of shopping center, landscaping, and snow removal. The lessor will do improvements for the tenant not to exceed \$20,000.00. Any remaining costs for improvements will be the responsibility of the tenant.

The lessee will be responsible for utilities, janitorial services, trash removal, maintenance and repairs of lease premises, security of leased premises, liability insurance under the City's self-insured program, telephone and computer services and proportionate share of operating expenses for the common areas shopping center.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved this lease at its meeting on March 10, 2009.

(FILE NO. 57023)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Edmondson Village, LLC, Inc., for the rental of approximately 2,537 square feet of space located at 4400 Edmondson Avenue, Suite 4538 a/k/a Edmondson Village Shopping Center.

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

The Board is requested to approve and authorize execution of a lease agreement with Potts and Callahan, Inc., lessee, for the rental of a portion of the property known as a rectangular parcel of land 100' x 220' abutting property owned by Potts and Callahan, Inc., said parcel being a portion of Lot 8 in City Block 3642D situated about 100' NE of the 2700 block of Falls Road. The period of the agreement is May 1, 2009 through April 30, 2010. The lease contains an option to renew for three additional one year periods.

AMOUNT OF MONEY AND SOURCE:

\$6,375.70 - Annual rent

\$6,566.98 - Annual rent (first year renewal)

\$6,763.93 - Annual rent (second year renewal)

\$6,966.85 - Annual rent (third year renewal)

The rent will be paid in advance on the 1st day of each calendar year.

BACKGROUND/EXPLANATION:

The lessee will use the premises as a storage area for its vehicles and equipment and accepts the premises in "as is" condition. The lessee will be responsible for insurance, taxes, improvements, necessary license and/or permits, snow removal, and utilities. The lessee is not permitted to keep gasoline or other flammable ignitables or explosives on the premises.

The Space Utilization Committee approved the lease agreement at its meeting on April 14, 2009.

(FILE NO. 52928)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the lease agreement with Potts and

MINUTESSpace Utilization Committee - cont'd

Callahan, Inc., lessee, for the rental of a portion of the property known abutting property owned by Potts and Callahan, Inc., said parcel being a portion of Lot 8 in City Block 3642D situated about 100' NE of the 2700 block of Falls Road.

MINUTES

Department of Real Estate - Transfer of Building Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve a transfer of building jurisdiction for the Hilton Recreation Center at 3100 Phelps Lane from the "Unassigned" property inventory to the Department of Recreation and Parks.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Department of Recreation and Parks will be taking over the management of all the former Police Athletic League Recreation Centers at the beginning of the new fiscal year. The Department of Recreation and Parks plans to make capital improvements in the Hilton Recreation Center and its surrounding grounds (8.45 acres). The Department of Recreation and Parks is requesting that this "unassigned" City owned property be transferred to its property inventory.

The Space Utilization Committee approved this transaction of building jurisdiction at its meeting on April 14, 2009.

(FILE NO. 56665)

UPON MOTION duly made and seconded, the Board approved and authorized execution of the transfer of building jurisdiction for the Hilton Recreation Center at 3100 Phelps Lane from the "Unassigned" property inventory to the Department of Recreation and Parks.

MINUTES

Bureau of Solid Waste - Correction of Board Letter

ACTION REQUESTED OF B/E:

The Board is requested to approve a correction to the Board letter for an agreement with KCI Technologies, Inc., for Project 1054, Millennium Landfill Site Management Services. The Board is also requested to approve an expenditure authorization request for the agreement.

AMOUNT OF MONEY AND SOURCE:

\$2,807,677.96 - 9948-904047-9517-900020-702064

BACKGROUND/EXPLANATION:

On September 3, 2008, the Board approved the Board letter submitted for the agreement with KCI Technologies, Inc. Inadvertently, the Board letter requested approval of an On-Call Engineering Agreement instead of a Standard Agreement. The submitted agreement was a Standard Agreement. The necessary expenditure authorization to encumber the funds was omitted. Approval of this request will reflect the correct type of agreement and will encumber funds for the agreement.

MBE/WBE PARTICIPATION:

MBE: KCE Engineering, Inc.	\$195,084.56	6.8%
Findling, Inc.	735,490.00	26.2%
Leo Matanguihan, Architects	10,000.00	.3%
	<u>\$940,574.56</u>	<u>33.3%</u>
WBE: Constellation Design Group, Inc.	\$181,608.99	6.4%
Eileen Rehrmann & Associates, Inc.	21,578.42	.8%
	<u>\$203,181.47</u>	<u>7.2%</u>

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESBureau of Solid Waste - cont'd

UPON MOTION duly made and seconded, the Board approved the correction to the Board letter for an agreement with KCI Technologies, Inc., for Project 1054, Millennium Landfill Site Management Services. The Board also approved an expenditure authorization request for the agreement.

MINUTES**PROPOSALS AND SPECIFICATIONS**

Department of Transportation - TR 09023, Resurfacing JOC II.
BIDS TO BE RECV'D: 05/20/2009
BIDS TO BE OPENED: 05/20/2009

President: " As there is no more business before the Board, the Board of Estimates meeting will recess until the bid opening at twelve o'clock noon."

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of the bids scheduled to be received and opened today, the Clerk announced that the following bureaus had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Bureau of Purchases

-B50000905, Bio-Diesel & E85
Ethanol Fuel
BIDS TO BE RECV'D: 04/29/2009
BIDS TO BE OPENED: 04/29/2009

Department of Transportation

-TR 02057, Pre Stressed Concrete
Girder Bridge No. BC6513 on
Nicodemus Road Over Liberty
Reservoir
BIDS TO BE RECV'D: 05/06/2009
BIDS TO BE OPENED: 05/06/2009

MINUTES

Bureau of Water and Wastewater - WC 1160, Montebello Plant 2-
Finished Water Reservoir Cover

Clark Construction Group, LLC
Kinsley Construction, Inc.
Ulliman Schutte Construction LLC
Facchina Construction Co., Inc.
Fru-Con Construction Corp.
Cianbro Corporation
Archer Western Contractors, Ltd.
Pizzagalli Construction Company
Allan A. Myers, LP
The Whiting-Turner Contracting Co.

Bureau of Purchases - B50000985, Decorative Street
Light Fixtures and Poles

Hadco Lighting
DH Baltimore LLC

Bureau of Purchases - B50001012, Omaha Model 132-84
Hi-Side Body Install on a 1998
Chevrolet C-Series Chassis

Triad Truck Equipment, Inc.
Intercon Truck of Baltimore

Bureau of Purchases - B50001045, EMT/Fire-Fighter
Consultant & Recruit Testing

CPS Human Resource Services
I/O Solutions, Inc.*
Fire & Police Selection Inc.
Ergometrics & Applied Personnel Research, Inc.

UPON FURTHER MOTION, the Board found the bid of I/O Solutions, Inc. **IRREGULAR** because of the company's failure to proffer the bid guarantee in the form mandated by the City Charter.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 29, 2009.

JOAN M. PRATT
Secretary