

**MINUTES****REGULAR MEETING**

Honorable Brandon M. Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works  
Andre M. Davis, City Solicitor  
Dana P. Moore, Deputy City Solicitor  
Matthew W. Garbark, Deputy of Public Works  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The June 19, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated June 17, 2019, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

## MINUTES

City Solicitor: "I move approval of the routine agenda items  
Mr. President."

Comptroller: "I Second."

President: "All those in favor say Aye. All opposed say Nay.

The motion carries. The routine agenda items have been adopted."

**MINUTES**

Space Utilization Committee/Mayor's - Second Amendment  
Office of Human Services to Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Sublease Agreement with The United Way of Central Maryland, Inc. for the rental of 1800 Washington Boulevard consisting of approximately 600 sq. ft. The Second Amendment to Sublease Agreement will extend the lease term through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual</u>	<u>Month</u>
\$10,818.24	\$901.52

Account: 4000-486320-1772-452200-603013

**BACKGROUND/EXPLANATION:**

The subleased premises will be used as offices by Baltimore City's Head Start Program under the Mayor's Office of Human Services.

On February 15, 2017, the Board approved the Sublease Agreement between the City, Subtenant and The United Way of Central Maryland, Inc., Sublandlord. The First Amendment approved by the Board on May 30, 2018 extended the sublease for an additional year from June 30, 2018 through June 30, 2019.

**MINUTES**

Space Utilization Committee/Mayor's - cont'd  
Office of Human Services

The Second Amendment will extend the lease through June 2020.

The Space Utilization Committee approved the Second Amendment to Sublease Agreement on May 21, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Second Amendment to Sublease Agreement with The United Way of Central Maryland, Inc., for the rental of 1800 Washington Boulevard consisting of approximately 600 sq. ft. The Second Amendment to Sublease Agreement will extend the lease term through June 30, 2020.

**MINUTES**

Space Utilization Committee/ - Lease Agreement  
Department of Recreation & Parks

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of a Lease Agreement by and between the City, acting through the Department of Recreation and Parks (Landlord) and the Cylburn Arboretum Association (Tenant) for the rental of the property known as the Carriage House located on the grounds of the Cylburn Arboretum at 4915 Greenspring Avenue. The period of the Lease Agreement is effective upon Board approval for 25 years.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Annual fixed rent of \$1.00 per annum, payable in advance.

**BACKGROUND/EXPLANATION:**

The term of the Lease Agreement is for 25 years, commencing upon the date of the Board's approval, and terminating on such date that is 25 years from the approval date so long as the lease has not been terminated by the City as a result of an event of default by the Cylburn Arboretum Association. The Lease Agreement will be automatically renewed at the expiration date for an additional 25 year period, unless terminated sooner by either party.

The Cylburn Arboretum Association will be the occupant and tenant of the Carriage House on the Arboretum property. The Cylburn Arboretum Association is a nonprofit organization whose mission is to provide support and stewardship of Baltimore City's Cylburn Arboretum as a place of beauty, tranquility, culture, and learning open to all persons.

## MINUTES

Space Utilization Committee/ - cont'd  
Department of Recreation & Parks

The Cylburn Arboretum Association will provide educational programs, including environmental, ecological, and nature-based learning experiences, for all persons of all ages and backgrounds.

The Cylburn Arboretum Association will bear all costs relating to the renovation, improvement, use, operation, repair, and maintenance of the Carriage House during the term of the Lease Agreement.

The Space Utilization Committee approved the Lease Agreement on May 21, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Lease Agreement by and between the City, acting through the Department of Recreation and Parks and the Cylburn Arboretum Association for the rental of the property known as the Carriage House located on the grounds of the Cylburn Arboretum at 4915 Greenspring Avenue.

**MINUTES**

Department of Real Estate - Ratification and Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the continued use of space and approve and authorize an expenditure of funds to allow the Health Department to continue to pay rent and equipment costs by Expenditure Authorization, for the property located at 26 N. Fulton Avenue. The expenditure of funds is for the period January 1, 2019 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

<u>Six Months Rental</u>	<u>Monthly Installments</u>
\$2,770.44	\$461.74 (lease)
1,200.00	200.00 (use of two phone lines)
177.78	29.63 (shared copier and paper)
<b><u>\$4,148.22</u></b>	<b><u>\$691.37</u></b>

Account: 4000-423219-3080-294100-603013

**BACKGROUND/EXPLANATION:**

The Lease Agreement by and between Unity Properties, Inc. Landlord, and the Mayor and City Council of Baltimore/Department of Health's Women, Infant and Children's Program (WIC), Tenant, for the property located at 26 N. Fulton Avenue expired December 31, 2018.

The Landlord and Tenant had negotiated a First Amendment to Lease Agreement to remain at the site. During the process of obtaining approval from the Health Department, the document was misplaced. The Health Department has not been able to make rental payments without Board approval. Therefore, until a new Lease Agreement can be prepared and processed, the Health Department needs to make payments to the Landlord. It is expected that the negotiations will be concluded on or before June 30, 2019.

**MINUTES**

Department of Real Estate - cont'd

It is requested that the Board approve payments for the above site and related equipment from January 1, 2019 through June 30, 2019.

This request is late because the proposed First Amendment to the Lease Agreement was misplaced.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board is requested to ratify the continued use of space and approve and authorize an expenditure of funds to allow the Health Department to continue to pay rent and equipment costs by Expenditure Authorization, for the property located at 26 N. Fulton Avenue for the period of January 1, 2019 through June 30, 2019.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Option</u>			
1. Lee N. Barnstein and Joyce Barnstein	3329 Woodland Ave.	G/R \$60.00	\$ 550.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete Project.

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

Department of Law - Payment of Settlements

2. Bryan Panter (Previous Owner)	712 Mura Street	L/H	\$18,033.00
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On August 15, 2018, the Board approved the acquisition of the leasehold interest in 712 Mura Street for the amount of \$15,667.00 by condemnation. The City filed the condemnation action on October 24, 2018 to acquire the leasehold interest in the real property located at 712 Mura Street, Baltimore, Maryland. The Board approved \$15,667.00 to acquire the subject property's leasehold interest based upon the higher of two independent appraisal reports. However, Mr. Panter provided a report appraising the property at \$55,000.00. The parties participated in mediation and agreed to a settlement for the amount of \$33,700.00. Therefore, the Board is requested to approve an additional \$18,033.00 (\$33,700.00 less the previous approval amount of \$15,667.00) in settlement of this case.

Funds are available in account no. 9910-908636-9588-900000-704040, FY17 CORE Demolition Project Area

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

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlements - cont'd</u>			
3. MidStar 23 Investments LLC (Previous Owner)	1336 Mosher Street	F/S	\$19,000.00

On February 07, 2018, the Board approved the acquisition of the leasehold interest in 1336 Mosher Street for the amount of \$28,000.00 by condemnation. The City filed a condemnation action on June 13, 2018 to acquire the leasehold interest in the real property located at 1336 Mosher Street, Baltimore, Maryland. The Board previously approved \$28,000.00 to acquire the subject property's leasehold interest based upon the higher of two independent appraisal reports. MidStar 23 Investments, LLC provided a report appraising the property at \$81,000.00. The parties participated in mediation and agreed to a settlement amount of \$47,000.00. Therefore, the Board is requested to approve an additional \$19,000.00 (\$47,000.00 less the previous approval amount of \$28,000.00) in settlement of the case.

Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demolition Project Area.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlements - cont'd</u>			
4. Druid Hill Associates Limited Partnership (Previous Owner)	1303 Myrtle Avenue	F/S	\$65,000.00

On September 13, 2017, the Board approved the acquisition of the fee simple interest in 1303 Myrtle Avenue for the amount of \$27,000.00 by condemnation. The City filed a condemnation action on May 15, 2018 to acquire the Fee Simple interest in the real property located at 1303 Myrtle Avenue, Baltimore, Maryland. The Board previously approved \$27,000.00 to acquire the subject property's Fee Simple interest based upon the higher of two independent appraisal reports. The City then reappraised the property (including the interior--the first was exterior only) at \$80,000.00. The Defendant provided a report appraising the property at \$105,000.00. The parties participated in a Pre-Trial Conference and agreed to a settlement amount of \$92,000.00. Therefore, the Board is requested to approve an additional \$65,000.00 (\$92,000.00 less the previous approval amount of \$27,000.00) in settlement of the case.

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project Area.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing option, and payment of settlements.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement for Project No. 1183, Traffic Signals and I.T.S. and Traffic Engineering On-Call Consulting Services with McCormick Taylor, Inc. The Amendment No. 3 to Agreement extends the period of the agreement for one year through July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Increase in upset limit

**BACKGROUND/EXPLANATION:**

On July 2, 2014 the Board approved the original agreement in the amount of \$1,000,000.00, for a period of three years. McCormick Taylor, Inc. assisted the Traffic Division with various activities such as Intelligence Transportation Systems, traffic signals, detector engineering services, field surveys, design for traffic signals, detectors closed circuit television traffic monitoring, variable message signs, and field condition inspection.

On July 19, 2017 the Board approved Amendment No. 1 to allow for a one-year time extension and an increase to the upset limit by \$100,000.00, to complete assigned tasks.

On March 14, 2018 the Board approved Amendment No. 2 to allow for a one-year time extension and an increase of \$500,000.00 to complete assigned tasks.

The Department is now requesting an additional one-year time extension and an increase to the upset limit to maintain uninterrupted workflow, progress of contracts, support services, and meet deadlines.

**MINUTES**

Department of Transportation - cont'd

This approval will result in an expiration date of July 1, 2020 and the increase in the upset limit will make the upset limit \$2,600,000.00.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE TO THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement for Project No. 1183, Traffic Signals and I.T.S. and Traffic Engineering On-Call Consulting Services with McCormick Taylor, Inc.

**MINUTES**

Department of Transportation - Amendment No. 3 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) for Project No. 1183, Traffic Signals and I.T.S. and Traffic Engineering On-Call Consulting Services with STV, Inc. The Amendment No. 3 will extend the period of the agreement through June 10, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Increase in upset limit

**BACKGROUND/EXPLANATION:**

On June 11, 2014, the Board approved the original agreement in the amount of \$1,000,000.00 for the period of three years.

STV, Inc. assisted the Traffic Division with various activities such as Intelligence Transportation Systems, traffic signals, detector engineering services, field surveys, design for traffic signals, detectors closed circuit television traffic monitoring, variable message signs, and field condition inspection.

On July 19, 2017, the Board approved Amendment No. 1 to allow a one-year time extension to complete assigned tasks.

On March 14, 2018 the Board approved Amendment No. 2 to allow for a one-year time extension and an increase in the upset limit of \$500,000.00 to continue the ongoing various phases of design work to maintain the scheduled assigned tasks are fully completed.

This Amendment No. 3 will extend the period and increase the upset limit to maintain uninterrupted workflow, progress of contracts, support services and to meet deadlines.

**MINUTES**

Department of Transportation - cont'd

This approval will result in an expiration date of June 10, 2020 and make the upset limit \$2,500,000.00.

**AUDITS NOTED THE TIME EXTENSION AND INCREASE TO THE UPSET LIMIT AND WILL REVIEW TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board is requested to approve execution of Amendment No. 3 to Agreement for Project No. 1183, Traffic Signals and I.T.S. and Traffic Engineering On-Call Consulting Services with STV, Inc.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 to STV, Inc. under Project 1257, On-Call Conduit Infrastructure Design Services. The Task Assignment is approximately 10 months.

**AMOUNT OF MONEY AND SOURCE:**

\$269,718.18 - 2024-000000-5480-395700-603026

**BACKGROUND/EXPLANATION:**

This task provides technical staff support for the engineering staff within the Department's Conduit Division. The scope includes, but is not limited to right-of-way permitting review, recording plans, cataloging conduit records, preparing JOC documents, field representation, and inspection for routine and emergency projects. Deliverables will include the completion of right-of-way permit review with an estimate of over 150 permits reviewed within an average month.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

**MWBOO APPROVED THE EAR ON APRIL 23, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to STV, Inc. under Project 1257, On-Call Conduit Infrastructure Design Services.

**MINUTES**

Department of Transportation - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 008 to Wallace, Montgomery & Associates under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The Task Assignment is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$199,998.72 - 6000-617219-2303-596000-603026

**BACKGROUND/EXPLANATION:**

This task will provide for engineering and design services in connection with an analysis to establish a framework for the Department. The analysis will measure transportation equity while developing strategies for providing access for all users, particularly the disadvantaged population who need transportation options to high growth job centers.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

The Consultant has exceeded the MBE goal at 40% and the WBE goal at 15%.

**MWBOO APPROVED THE EAR ON APRIL 18, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 008 to Wallace, Montgomery & Associates under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with AREP Candler, LLC. The period of the MOU is effective upon Board approval for ten years, renewable at the request of either the organization or the City for an additional ten years, unless terminated earlier in accordance with the MOU.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of this MOU establishes the framework for the organization to install three way finding signs at the locations in the sidewalk on Market Place and E. Pratt Street as shown on the submitted Exhibit A, at its sole cost and subsequently for the organization to perform ongoing maintenance of all aspects of the Project during the term of the agreement.

**MBE/WBE/DBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with AREP Candler, LLC.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Traffic Mitigation Agreement with Bell Foundry, LLC. (Developer). The agreement will be effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$10,651.83 - 9950-907074-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for The Bell Foundry Apartments at 215 East Federal Street, (Ward 12, Section 10, Block 0446, Lot: 004), constructing an apartment building with fifty-four (54) units. The Developer agrees to make a one-time contribution in the amount of \$10,651.83 to fund the City's multimodal improvements in the Development's vicinity to the extent practicable.

In the event that the Developer does not apply for building permits for the Development with two years of Board approval, this Traffic Mitigation Agreement will terminate and will no longer be in force or effect and no longer binding on either party.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Bell Foundry, LLC.

**MINUTES**

Department of Transportation - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Jonnie McFadden for expenses incurred during the month of January 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$80.04 - 1001-000000-5011-382800-603002 - mileage

**BACKGROUND/EXPLANATION:**

Mr. McFadden failed to submit his statements in a timely manner.

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

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Jonnie McFadden for expenses incurred during the month of January 2019.

**MINUTES**

Department of Transportation/DOT - Task Assignment  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 010 to Rummel, Klepper & Kahl, LLP, under Project No. 1191, On-Call Construction Project Management Services. The period of this task is approximately two years.

**AMOUNT OF MONEY AND SOURCE:**

\$498,375.00 - 9950-915055-9512-900010-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for engineering design services to prepare contract documents for safety and geometric improvements to the following intersections: W. Saratoga Street at Eutaw Street, York Road at Woodbourne Avenue, Walther Avenue at Moravia Road and Reisterstown Road at Cold Spring Lane. Improvements are anticipated to include, roadway geometric enhancements, pedestrian safety upgrades (possible bumpouts), lighting, traffic signal replacement, minor drainage improvements, permitting and public outreach.

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 of the Federal Regulations, Parts 26 (49CFR26) and the 25.00% DBE goal established in the original agreement.

The Consultant has achieved 33.00% of the DBE goal at this time and there remains enough capacity to meet the goal.

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

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
1. \$398,700.00	9950-911077-9513	
FED	Constr. Reserve	
	Traffic Signal	
	Reconstruction	
99,675.00	" "	
State Rev.		
<b><u>\$498,375.00</u></b>	-----	9950-915055-9512-3
		Design
		Geometric Safety &
		Signal Improvement

This transfer will fund the costs associated with Task No. 10 on Project No. 1191, On-Call Construction Project Management Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010 to Rummel, Klepper & Kahl, LLP, under Project No. 1191, On-Call Construction Project Management Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation/DOT - Task Assignment  
Engineering & Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 020 to Rummel, Klepper & Kahl, LLP, under Project No. 1217, On-Call Construction Project Management Services. The period of this task is approximately 48 months.

**AMOUNT OF MONEY AND SOURCE:**

\$1,141,326.76 - 9950-901882-9508-900010-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for Construction Phase Services related to the Replacement of the Three Bridges over MD 295, Waterview Avenue Bridge, Annapolis Road Bridge, and Maisel Street Pedestrian Bridge, Corridor-Wide Guide Sign Replacement - Bush Street to City County Line, TR 12311R.

The scope of services includes, but is not limited to re-advertisement and re-bid, meetings, submittals, preparation of Redline revisions, design during construction, and construction phase maintenance of traffic support and oversight.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals established in the original agreement. The Consultant has achieved 24.00% of the MBE goals and 14% of the WBE goals. However, the Consultant has the capacity to meet the remaining MBE goal.

**THE EAR WAS APPROVED BY MWBOO ON APRIL 11, 2019.**

**MINUTES**

Department of Transportation - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 020 to Rummel, Klepper & Kahl, LLP, under Project No. 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Transportation/DOT - Task Assignment  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 024 to A. Morton Thomas and Associates, Inc., under Project No. 1217, On-Call Construction Project Management Services. The period of this task is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 59,560.00 - 9950-905023-9508-900010-705032  
59,560.00 - 9960-904597-9557-900000-705032  
59,554.75 - 9956-918616-9551-900000-705032  
**\$178,674.75**

**BACKGROUND/EXPLANATION:**

This authorization provides for a Construction Inspector position for inspection services on the Central Avenue Streetscape to comply with the Federal State Highway Administration and Local Highway Administration standards and any other projects, as needed and requested.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals established in the original agreement. The Consultant has achieved 21.00% of the MBE goals and 11% of the WBE goals at this time and has enough capacity to meet the remaining MBE goals.

**MINUTES**

Department of Transportation/DOT - cont'd  
Engineering & Construction

**THE EAR WAS APPROVED BY MWBOO ON MARCH 26, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 024 to A. Morton Thomas and Associates, Inc., under Project No. 1217, On-Call Construction Project Management Services.

**MINUTES**

Department of Housing and - First Amendment to Land  
Community Development      Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of the First Amendment to Land Disposition Agreement (LDA) with ReBuild Metro-Baltimore, LLC (formerly TRF Development Partners-Baltimore, LLC). The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute additional documents subject to approval for form and legal sufficiency, as may be necessary, provided such documents do not materially alter the relationship of the parties or the principal elements of the project.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - Purchase Money Mortgage

The City will convey all of its right, title, and interest in 1101 through 1125 Proctor Street; 1108 through 1128 Proctor Street; 700 E. Chase Street; 704 through 718 E. Chase Street; and 1107 through 1111 Greenmount Avenue to Greenmount LIHTC, LLC for \$300,000.00, which will be paid by a purchase money mortgage at the time of settlement.

**BACKGROUND/EXPLANATION:**

The City entered into a Land Disposition Agreement dated August 19, 2015 with TRF Development Partners-Baltimore, LLC (the precursor to ReBuild Metro - Baltimore, LLC), for the sale of 711 and 713 E. Biddle Street; 1101 through 1125 Proctor Street; 1108 through 1128 Proctor Street; 700 E. Chase Street; 704 through 718 E. Chase Street; and 1107 through 1111 Greenmount Avenue.

## MINUTES

Department of Housing and - cont'd  
Community Development

The authority to sell these properties is within Article 28, §8 of the Baltimore City Code and the Johnston Square Urban Renewal Plan. It was the Developer's original plan to use 9% Low Income Housing Tax Credits, but was not awarded such after multiple competitive attempts. The solution to move forward is to use 4% credits with a purchase money mortgage from the City to cover the gap in funding. The properties 711 and 713 E. Biddle Street are being removed from the LDA because they will be dedicated to the widening of Proctor Street and will therefore remain in title to the Mayor and City Council. They are still part of the project. The Developer will still be required to reimburse the City \$25,000.00 for street and alley closing costs.

The First Amendment to Land Disposition Agreement authorizes the following modifications:

1. assignment of the LDA to the ReBuild Metro - Baltimore, LLC subsidiary Greenmount LIHTC, LLC, which was specifically formed for this project;
2. acceptance of the terms and conditions of the LDA on behalf of Greenmount LIHTC, LLC;
3. demonstration of the City's approval of the assignment of the LDA to Greenmount LIHTC, LLC;
4. removal of the properties known as 711 and 713 E. Biddle Street from the properties to be conveyed to the Developer;
5. provision for a purchase money mortgage for the entire purchase price of \$300,000.00;

**MINUTES**

Department of Housing and - cont'd  
Community Development

6. supplying an address where notice will be sent to Greenmount LIHTC, LLC; and
7. authorize the Commissioner of the Department of Housing and Community Development to execute additional documents as may be necessary, provided such documents do not materially alter the relationship of the parties or the principal elements of the project. The Developer has agreed to continue to comply, with all MBE/WBE requirements.

**MBE/WBE PARTICIPATION:**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Land Disposition Agreement with ReBuild Metro-Baltimore, LLC, formerly TRF Development Partners-Baltimore, LLC. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute additional documents subject to approval for form and legal sufficiency, as may be necessary, provided such documents do not materially alter the relationship of the parties or the principal elements of the project.

**MINUTES**

Department of Housing and - HOME Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Home Investment Partnership Loan (HOME Loan) in an amount not to exceed \$2,000,000.00 to Greenmount LIHTC, LLC, a joint venture consisting of affiliates of Rebuild Metro, Inc. and MBID of Delaware, LLC.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to approve any loan amount variations associated with the CDA financing because the transaction pricing will not be fixed subsequent to Board approval.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

<u>Sources</u>		<u>Uses</u>	
CDA Project Loan (defined herein)	\$ 1,614,000.00	Construction Costs	\$10,227,165.00
CDA Rental Housing Works	2,500,000.00	Construction Fees	1,746,889.00
CDA National Trust Fund	1,441,416.00	Financing Fees	1,458,435.00
HOME Loan	2,000,000.00	Acquisition Costs	450,000.00
Project C.O.R.E.*	1,200,000.00	Syndication Costs	56,968.00
Weinberg Grant	1,500,000.00	Developer's Fees	1,832,546.00
Syndication Proceeds	5,598,412.00	Guarantees/Reserves	<u>478,681.00</u>
City Take Back Note	300,000.00		
Deferred Fee	<u>96,856.00</u>		
	<b>\$16,250,684.00</b>		<b>\$16,250,684.00</b>

**MINUTES**

Department of Housing and - cont'd  
Community Development

Account: 9910-912335-9610

\*Creating Opportunities for Renewal and Enterprises

**BACKGROUND/EXPLANATION:**

Founded in 2007 by The Reinvestment Fund, ReBuild Metro, Inc. (formally known as TRF Development Partners, LLC) ("ReBuild Metro") is a non-profit, real estate development company which focus is on the creation of affordable housing and urban development in Baltimore City. ReBuild Metro brings together individual investors, banks, government officials, private foundations, and faith-based and community organizations to invest in properties that transform communities.

The Greenmount/Chase Multifamily Apartments is a proposed 60-unit family residential development (the "Development") in the Johnston Square neighborhood of Baltimore City and will be owned by Greenmount LIHTC, LLC (the "Borrower"), whose members consist of Rebuild Metro and MBID of Delaware, LLC (or affiliates thereof) ("MBID"). A substantial portion of the site will be conveyed to the Borrower by the City pursuant to a Land Disposition Agreement with the Department of Housing and Community Development that was executed in 2015, and is being amended concurrently with the making of the HOME Loan (together with any amendments or modifications, the "Land Disposition Agreement"). The Development will be built on an approximately 0.80 acre site that is currently four parcels: 700, 702, and 704 E. Chase Street and 1107 Greenmount Avenue. After closing on the financing, 700, 702, and 704 E. Chase Street will be cleared and consolidated into one parcel, on which will be constructed a four-story, elevator-serviced building with 56 units that will front Chase Street. A smaller four-unit, town-over flat building will be constructed at 1107 Greenmount Avenue.

## MINUTES

Department of Housing and - cont'd  
Community Development

All 60 units in the Development are expected to be affordable units with an approximate mix as follows: 24 one-bedroom units, 27 two-bedroom units, and 9 three-bedroom units. Sixteen units in the Development are expected to be affordable to households earning 60% or less of the Area Median Income, adjusted for family size ("AMI"); 29 units in the Development are expected to be affordable to households earning 50% or less AMI; and the remaining 15 units will be targeted to extremely low-income households earning 30% or less AMI. Of the units, 9 one-bedroom units will be supported by Section 811 Project Rental Assistance from the State of Maryland's Department of Housing and Community Development and 19 units will be supported by Project Based Vouchers from the Housing Authority of Baltimore City.

The Development will include a host of amenities, including a community room, management and social services offices, mail and package rooms, common laundry, and a fitness room. The building will also incorporate a series of energy efficient components, specifically:

- Units will be equipped with energy star HVAC systems,
- Energy Star Windows,
- Energy Efficient lighting and plumbing fixtures, and
- Compliance with National Green Building Standards 2015

The HOME Loan will be used solely to finance a portion of the hard construction costs of the Development.

An appraisal was prepared on November 2, 2018, by Chaney and Associates. The appraisal found the "as is" market value to be \$780,000.00 and the as is complete insurable value at restricted

**MINUTES**

Department of Housing and - cont'd  
Community Development

rents assuming stabilized occupancy, as of the current date, to be \$7,400,000.00. The appraised value is below the total cost of the project. This is common in transactions involving Low-Income Housing Tax Credits (LIHTC) and affordable housing. The LIHTC provides equity, which provides a source of funds through the syndication of a federal tax credit rather than through the value of the property itself. Without the benefits of the LIHTC financing, projects with restricted rents could not be financed.

The Department is comfortable recommending the HOME Loan under these circumstances.

**PARTICIPATING PARTIES:****A. DEVELOPER**

The Borrower (Greenmount LIHTC, LLC), which consists of a joint venture between ReBuild Metro, Inc. and MBID of Delaware, LLC or their affiliates, will own the property. Ingerman Construction Management, LLC and ReBuild Metro will jointly guarantee construction completion.

**B. GENERAL CONTRACTOR/ARCHITECT**

Ingerman Construction Management, LLC, will act as the general contractor and post a 100% payment and performance bond. Haley Donovan, LLC, will provide architectural services.

**C. PARTICIPATING LENDERS**

The primary source of funding will be tax-exempt financing by the Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Department of Housing and Community Development, a principal department of the State of Maryland, as described below.

**MINUTES**

Department of Housing and - cont'd  
Community Development

The terms and conditions of these funding sources are based on preliminary loan commitments and negotiations. Due to timing constraints imposed by the transaction, the transaction pricing will be fixed subsequent to Board approval. For example, the projected interest rate or loan amounts may change. All terms described herein are based on the best information at this stage in financing negotiations. As such, it is requested the Board grant delegated authority to authorize the Commissioner of the Department of Housing and Community Development to approve any loan amount variations associated with the CDA financing.

**CDA PROJECT LOAN - 1<sup>st</sup> Lien position**

CDA expects to make a loan to the Borrower in an approximate amount of \$8,300,000.00 (the "CDA Project Loan") pursuant to the Freddie Mac "TEL" program. The CDA Project Loan will be secured by a first lien on the real estate. The CDA Project Loan is expected to have an interest rate of approximately 234 basis points over the interest rate on 10-year United States Treasury securities, which is currently estimated at 5.00%, during a 24-month construction period. Upon completion of construction, the CDA Project Loan will convert to a first-lien permanent loan (the "CDA Permanent Loan") in an approximate principal amount of \$1,614,000.00. The CDA Permanent Loan will have a term of 15 years and an interest rate of approximately 6.49%.

The CDA Project Loan will be financing by the proceeds of a loan in an amount of \$8,300,000.00 (the "Funding Loan") from Citibank, NA. (in its capacity as the Funding Lender, the "Funding Lender"). The Funding Loan will be secured by an assignment of the documents securing the LDA Project Loan, also referred to as the "City Take Back Loan" referenced below, as additional security.

**MINUTES**

Department of Housing and - cont'd  
Community Development

**CDA LOANS - shared 2<sup>nd</sup> lien position**

The CDA will make two loans that will have a shared second-lien position. One loan will be from its Rental Housing Works Program in an amount up to \$2,500,000.00 (the "RHW Loan") to fund permitted development costs and the second loan will be from its National Housing Trust Fund Program in the principal amount of up to \$1,441,416.00 (the "HTF Loan"). The RHW Loan and the HTF Loan each will have a permanent loan period of 40 years following a construction period of up to 24 months, which shall include up to three months for cost certification. No regular interest will be charged on either of the RHW Loan or the HTF Loan but upon conversion to the permanent loan period, principal and contingent interest will be due and payable on both loans in accordance with the CDA program requirements and applicable loan documents.

**BALTIMORE CITY HOME LOAN - 3<sup>rd</sup> lien position**

The HOME Loan will be in the approximate amount of \$2,000,000.00 and will have the same construction loan period as the RHW Loan. Following construction completion, the HOME Loan will have a permanent loan period (the "HOME Permanent Loan Period") of forty years. No regular interest will be charged on the HOME Loan, but during the HOME Permanent Loan Period, the City will receive a portion of the funds available to pay principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents. The outstanding principal balance and any deferred and accrued interest is due and payable on the last day of the HOME Permanent Loan Period. The HOME Loan will be long-term, subordinate debt.

MINUTES

Department of Housing and - cont'd  
Community Development

**BALTIMORE CITY SELLER TAKE-BACK LOAN - 4<sup>th</sup> lien position**

The City will receive a "take back" note from the Borrower in the amount of \$300,000.00 (the "City Take-Back Loan") under the Land Disposition Agreement. The City Take-Back Loan will be secured by a fourth-lien mortgage on the property and will not mature prior to the HOME Loan. No regular interest will be charged on the City Take-Back Loan, but after construction completion, the City will receive a portion of the funds available to pay principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents.

**OTHER FINANCING**

The project will benefit from two additional subordinate loans: (i) A loan made by ReBuild Metro from Project C.O.R.E. funds in the approximate amount of \$1,200,000.00; and (ii) a loan made by ReBuild Metro in the approximate amount of \$1,500,000.00. These subordinate loans will be secured by liens on the property subordinate to the HOME Loan and the City Take-Back Loan and will be repaid from available cash flow separate from the funds to be used to repay the HOME Loan and the City Take-Back Loan.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,000,000.00	9910-923006-9609	9910-912335-9610
Federal Home	Home (Reserve)	Metro Greenmount Chase Apartments

This transfer will provide Federal HOME funds to Greenmount LIHTC, LLC to support a portion of the hard construction and new construction costs of Rebuild Metro Greenmount Chase Apartments.

## MINUTES

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved the Home Investment Partnership Loan (HOME Loan) in an amount not to exceed \$2,000,000.00 to Greenmount LIHTC, LLC, a joint venture consisting of affiliates of Rebuild Metro, Inc. and MBID of Delaware, LLC.

The Board also authorized the Commissioner of the Department of Housing and Community Development to approve any loan amount variations associated with the CDA financing because the transaction pricing will not be fixed subsequent to Board approval.

The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to approval for form and legal sufficiency by the Department of Law.

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

**MINUTES**

Department of Housing and - Transfer of Building Jurisdiction  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Building Jurisdiction for the property known as 1000 N. Montford Ave., a/k/a 2333 E. Chase St. (Block 1572, Lot 036) from the inventory of the Baltimore City Public Schools to the inventory of the Department of Housing and Community Development.

**BACKGROUND/EXPLANATION:**

The Baltimore City Public Schools (BCPS) no longer has an educational use for the site of the former Raynor Brown Elementary School. The BCPS previously surplused the property to the City and wishes to transfer the building jurisdiction to the Department of Housing and Community Development.

The Space Utilization Committee approved this transfer of jurisdiction on May 22, 2019.

UPON MOTION duly made and seconded, the Board approved the Transfer of Building Jurisdiction for the property known as 1000 N. Montford Ave., a/k/a 2333 E. Chase St. (Block 1572, Lot 036) from the inventory of the Baltimore City Public Schools to the inventory of the Department of Housing and Community Development.

**MINUTES**

Department of Housing and - Community Development Block  
Community Development      Grant-44 Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Community Development Block Grant-44 Agreement (Agreement) with Park Heights Renaissance, Inc. (PHR). The period of the Agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$35,200.00 - 2089-208919-5930-682162-603051  
55,450.00 - 2089-208919-5930-682191-603051  
**\$90,650.00**

**BACKGROUND/EXPLANATION:**

This Agreement will provide funds to subsidize the PHR's operating expenses. The PHR will administer the final set of rehabilitation deferred loans to low-and moderate income owner-occupied households and provide individual housing counseling services and various housing workshops.

**MBE/WBE PARTICIPATION:**

**FOR FY 2019, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$32,890.36.**

**MBE GOAL: \$8,880.39**

**WBE GOAL: \$3,289.03**

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to

**MINUTES**

Department of Housing and - cont'd  
Community Development

file a Federal FY 2018 Annual Action Plan for the Following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2018 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant-44 Agreement with Park Heights Renaissance, Inc.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve

the Transfers of Funds

listed on the following pages:

2939 - 2940

In accordance with Charter provisions

reports have been requested from the

Planning Commission, the Director

of Finance having reported

favorably thereon.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development (DHCD)</u>		
1. <b>\$200,000.00</b> 2 <sup>nd</sup> Community & Economic Dev. Bonds	9910-926002-9608 Downtown Street- scape Improvements (Reserve)	9910-914015-9607 Pratt Street Phase II
This transfer will provide funds for the Pratt Street Phase II including streetscape and right-of-way improvements. In conjunction with the Department of Transportation and the City Planning Department, the improvements include streetscape and right-of-way improvements for Baltimore Street, Redwood Street, Pratt Street, Light Street, and Grant Street.		
2. <b>\$ 59,213.25</b> CDBG 43 Economic Dev.	9998-910985-9587 Housing Develop- ment (Reserve)	9998-907414-9593 East Baltimore Development Initiative 108
This transfer will provide appropriation authority for issuance costs and interest costs for the refinancing of the East Baltimore Development Initiative HUD 108 Loan.		
3. <b>\$ 50,000.00</b> 2 <sup>nd</sup> Community & Economic Dev. Bonds	9910-926013-9587 Acquisition - Tax Sale (Reserve)	9910-907653-9588 Acquisition - Tax Sale

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd			
<p>This transfer will provide appropriations approved in the FY 2019 Ordinance of Estimates to support the projects and programs of the Department of Housing and Community Development and in particular to acquire vacant property on blocks and in neighborhoods through the tax sale process.</p>			
4.	<b>\$ 50,000.00</b>	9910-912014-9587	9910-907079-9588
	2 <sup>nd</sup> Community &	Ground Rent	Ground Rent
	Economic Dev.	Acquisition	Acquisition
	Bonds		

This transfer will provide appropriations approved in the FY 2019 Ordinance of Estimates to support the Ground Rent Acquisition projects and programs of the Department Housing and Community Development.

**MINUTES**

Department of Recreation and Parks - Donation Agreement and  
Performance and Payment  
Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Donation Agreement between the Department of Recreation and Parks (Department), Telesis Baltimore Corporation, Donor, and C.L. McCoy Framing Company, Contractor. The Board is further requested to approve and authorize execution of the Performance Bond and Payment Bond with the Contractor. The period of the Donation Agreement is effective upon Board approval until the Contractor has completed all work.

**AMOUNT OF MONEY AND SOURCE:**

N/A - The estimated value of the construction is \$199,056.00.

**BACKGROUND/EXPLANATION:**

The Donor would like to record its donation of funding the construction of a new park space at Greenmount Recreation Center.

The new Greenmount Recreation Center Park will incorporate property of the Department known as Block 3824/Lots 017-026, 052, 052A and property of the Department of Housing and Community Development known as Block 3284/Lot 027.

The Donor has agreed to fundraise and donate the entire cost of the construction project, whether it be more or less than the total estimated cost stated. The Donor has agreed to pay the full cost of the project to the Contractor, who was selected and hired by the Donor and accepted by the City. No City funds will be expended.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Donation Agreement between the Department of Recreation and Parks, Telesis Baltimore Corporation, Donor, and C.L. McCoy Framing Company, Contractor. The Board further approved and authorized execution of the Performance Bond with the Contractor.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 013 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call Design Services. The period of the Task Assignment is approximately 18 months.

**AMOUNT OF MONEY AND SOURCE:**

\$282,839.16 - 9938-911114-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include design services for the Chick Webb and Madison Square Recreation Centers and City Springs Park.

**MBE/WBE PARTICIPATION:**

Including this task, the Contractor has achieved the following percentages:

**MBE:** 7.92%

**WBE:** 13.13%

**THE EAR WAS APPROVED BY MWBOO ON MARCH 11, 2019.**

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

MINUTES

Department of Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
\$185,000.00	9938-904119-9475	
2 <sup>nd</sup> Parks & Public	Park Building	
Facilities	Renovations (Reserve)	
\$100,000.00	9938-910114-9475	
2 <sup>nd</sup> Parks & Public	Chick Webb/Madison	
<u>Facilities</u>	Square Recreation	
	Center (Reserve)	
<b>\$285,000.00</b>	-----	9938-911114-9474
		Chick Webb/Madison
		Square Recreation
		Center (Active)

This transfer will fund the costs associated with Task No. 013 on Project 1233, On-Call Design Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 013 to Mahan Rykiel Associates, Inc. under Project 1233, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

The Board is requested to approve the

Extra Work Orders

as listed on the following pages:

2946 - 2948

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

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 Public Works

1. EWO #003, \$28,997.50 - WC 1286, Guilford Avenue and Vicinity  
Water Main Replacements  
\$8,779,238.95    \$1,538,516.50    Monumental Paving    -    74%  
& Excavating, Inc.

The Office of Engineering & Construction would like to make this request due to unforeseen field conditions not anticipated in the plans and specifications for the above referenced project.

This change order covers the replacement of the water main on the 100 block of E. 26 Street that was removed for the rebuilding of the retaining wall adjacent to the CSX Railroad Tracks.

The scope of the construction project includes abandonment and/or removal of existing water mains and installation of various size new ductile iron pipe, valves, fittings, and appurtenances, replacement of existing water services, replacement of small (residential) meter settings and meter vaults, temporary by-pass, sidewalk restoration, curb & gutter, and roadway paving, as required. The Certificate of Completion will not be completed until a scheduled time after final payment and final completion has been given by the Department.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 10% MBE and 2% WBE assigned to the original agreement.

**THE EAR WAS APPROVED BY MWBOO ON APRIL 29, 2019.**

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 Public Works - cont'd

2.	EWO #001, \$0.00 - WC 1305, Ashburton Filtration Plant Standby Generator			
	\$2,482,560.00 -	JLN Construction Services, LLC	93	70%

The Office of Engineering & Construction requests a time extension of 93 calendar days for delays related to the investigative field outage. The switchgear modification and electrical equipment for this project had to be custom made and were long lead items. Prior to procurement of this equipment, the Contractor needed to do a field investigation to determine exact dimensions. These were needed for Submittal 30 (Low Voltage Switchgear Modifications), as the engineer could not review the basic information in Submittal 30 without exact dimensions. This field investigation required half the bus outages, and therefore had to be coordinated with the Plant. Coordination to schedule these outages took longer than expected and had an impact on the project schedule.

Submittal 30 started impacting the longest path in Schedule Update 4.1 (Data Date December 1, 2017). At this point, the project is one-day behind schedule due to this field investigation delay. Submittal 30 continues to be the driving factor on the longest path through Schedule (Data Date June 1, 2018). The total delay due to the field investigation

**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 Public Works - cont'd

outage can be calculated by comparing the project completion dates before and after the delay Update 4.1 versus Update 10.1. As per the Project Controls Review Report dated July 25, 2018, the total delay due to the field investigation outage was 93 calendar days. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Department.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 9% WBE assigned to the original agreement.

**THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 11, 2018.**

**MINUTES**

Department of Finance/ - Metered Water and Fire  
Department of Public Works Rate for Baltimore County

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the new metered water and fire service rates for Baltimore County, as proposed by Baltimore County by letter dated May 29, 2019 to the Director of the Department of Public Works. The rates will be effective to all Baltimore County water bills issued on or after July 1, 2019.

**AMOUNT OF MONEY AND SOURCE:**

4% increase over current rates for Baltimore County residents that became effective on July 1, 2018.

**BACKGROUND/EXPLANATION:**

The rates are submitted in accordance with the terms of the Metropolitan District Act of 1972. Under this Act, the City is obligated to provide water to Baltimore County at cost.

Revenues from these proposed rates will be used to fund Baltimore County's share of expenditures in the Baltimore City Water Utility Operation. If revenues from billings to County customers exceed the cost, the City remits the excess to the County. If there is a shortfall, the County must pay the difference.

## MINUTES

President: "The first item on the non-routine agenda can be found on page 47 Department of Public Works, Metered Water and Fire Rates for Baltimore County. Will -- will the parties please come forward. Thank you, before you start I just want to say I asked this item to be put on non-routine because I have a few questions that I wanted to have clarity on. Sir, please proceed."

Matthew Garbark, Deputy Director of Public Works: "Good morning Mr. President, Mad -- Mr. Mayor, Madam Comptroller members of the Board of Estimates my name is Matthew Garbark. I am the Deputy Director of the Department of Finance. Ah -- I'm happy to answer any questions that you may have Mr. President."

Mr. Chow: "Department of Public Works."

Mr. Henry Raymond, Director of Finance: "Not yet."

Mr. Garbark: "What did I say?"

Comptroller: "Department of Public Works."

Mr. Garbark: "What did I say?"

Mayor: "Finance."

Mr. Garbark: "Public Works. A thankless job."

## MINUTES

President: "I think Mr. Garbark, I think the Director is saying you haven't started yet. Thank you Mr. Garback at the City Council Budget hearing for DPW on June the 5<sup>th</sup>, we learned that the County's rates are based on agreement that the City and DPW has ah -- reach -- reached with the County in 1972 and then for 1974 for sewers rates. Ah -- we asked questions around why this rate has not been renegotiated. That's quite a long time. I was not born in 1972 um -- my Dad was just graduating from high school around that time, and what I think the citizens want to hear about is why we still ah -- negotiating on things that we know are severely outdated especially with the County being such a large customer for us and being -- being one of the largest customers. But also we often hear from our citizenry of how they feel, there's a difference between what we charge the County and what -- what our residents are getting and we understand that we have a new Mayor and a new County executive who are taking this issue head-on and fighting and thinking about things regionally and we appreciate

## MINUTES

all the things that they're doing. But we also just want to get more clarification about the difference between the rates. So with this 4 percent increase for them, explain to me how that would compare to Baltimore City the average bill.

Mayor: "Well -- well before you answer um -- Mr. President I want you to know that no other Mayor has looked at this issue. First thing I did was called the County Exec got all his folk in a room to talk about looking at that agreement."

President: "-- Yep --".

Mayor: To see what needs to be ah -- adjusted if it needs to be adjusted or if nothing need to be adjusted than that's you know what we will do. But this has everything to do with Baltimore County and what they charge their citizens according to the agreement that was in 1972.

President: "Yep -- Mr. Mayor, So, Mr. Mayor --"

Mayor: "Yes this is something let me finish."

President: "-- Mr. Mayor --."

Mayor: "This is something that is dealing with their budget and I don't think we as the City should question Baltimore County."

President: "But that's not what we're doing here Mr. Mayor."

## MINUTES

Mayor: "-- with their rates."

President: "We're not."

Mayor: "But that what it seems like Mr. President."

President: "No that's not the question."

Mayor: "You can finish asking the question."

President: "No the question Mr. Mayor that was asked and would be greatly appreciate if you will allow him to answer it. The question that was asked is two things. One, we asked this question again, at the Budget hearing for a answer of why we're still negotiating. In addition we asked that why the Finance Department isn't included in -- in the negotiations? We didn't receive an answer so this is why we're asking a question again."

Mayor: "I understand that Mr. President."

President: "If -- if we had received the answer we wouldn't be asking this question."

Mayor: "I understand that Mr. President but, Director Chow --."

## MINUTES

President: "Excuse me, Mr. Mayor you haven't been recognized you -- you haven't been recognized Mr. Mayor. Secondly, what -- what we're asking today is listen we're not here -- I'm not here to talk about what the County charges their citizens. That's not my concern. We know and as I said in my initial comments we know that you and the County Executive are handling this issue direct and head on, but what I want DPW to say to me today is how does this compare with us? Does this rate that we're giving the County is this going to make their average household water bill more or less than what we are charged in the City. That's it."

Mr. Garbark: "Okay, Thank You Mr. President um -- so you did ask that question in the budget hearing we do have that tabulated and listed out on all the stuff we're getting back to you on um --. That does require that the billing system be back up and running which is not up yet. Ah -- we will do that analysis as soon as -- as it's up um -- but bear in mind the County is billed quarterly. We are billed monthly in the City. Um --. They are also only billed for the water that they use whereas, we also have the Sewage,

## MINUTES

Stormwater and an Infrastructure ah -- rate so the 1972 agreement."

President: "So let me stop you there for a second. Add it all together."

Mr. Garbark: "Umm--hmm."

President: "And this is not -- we weren't always --."

Mr. Garbark: "Umm-hmm --."

President: "billed monthly we will billed quarterly too."

Mr. Garbark: "Correct."

President: "So add it all together let's just say I live in the 6500 block of Belair Road."

Mr. Garbark: "Umm--hmm."

President: "And I own a house and then I also have one in the 6900 block of Belair Road and the bills are the same you add in everything sewer, water everything what is the difference? Which one is, what's the rates? What's the difference?"

Mr. Garbark: "Obviously the rate would depend on what you use but

President: "It's the same usage."

Mr. Garbark: "Right -- Right okay so the County puts their sewer and other fees in their property tax."

## MINUTES

President: "Umm-hmm."

Mr.Garbark: "So the water bill in the City is different than what is being seen in the County. At the end of the year, the County makes up whatever, the difference is between what was paid to the City with the water bills and whatever else they owe for their portion of the water. So there is actually funding that is sent from the County to the City. We call that the end of year true up. So they pay for what they use that the 1972 agreement. We pay for what we use. They bill it into their um -- property tax whereas we only charge the actual cost for the um -- water rates."

President: "Ma'am."

Kim Morton, Chief of Staff Mayor's Office: "Good morning um --- Board members, Kim Morton Chief of staff for the Mayor. I've been in DPW and City Hall so it's very complicated but let me try to bring it down to at least where I understand it. We bill Baltimore County for water. The citizens in the county pay their water bills to the City. At the end of the year according to the agreement, the County has to pay a certain percentage of the maintenance and utility and operating costs for the system. Where

## MINUTES

they get that money from we don't know. So if this 4 percent is how they make up the difference between what we collect, because they get they get charged like we get charged. If between what we collect from the County residents and what they owe that's how they get, it. They've never told us what that formula is. I don't know if they've told anybody what the formula is but that makes up the difference between what we collect from the County, from the residents and what they owe us. We don't really care where they get it from as long as they you know pay up. Now, the sewer charges are there separate and I think that's kind of where it gets, -- well the whole thing is confusing, but that gets really confusing when you try to tie in with ours and their bills generally. It's very hard because they're not apples to apples. I can't -- we can't give you a true answer without knowing how they came -- I don't know how they came up with 4 percent. None of us do and they're not inclined to tell us. Ah -- as the Mayor has spoken we met three weeks ago to start looking at all of these agreements. The 72 the 74 everything because nobody hasn't looked at it and it needs to be done. But, what's your asking I -- I think, I understand the

## MINUTES

spirit of what you're asking for I just don't know that we can give you an answer that will really satisfy you because they're pieces of it that we're just not going get. Whether we don't have access to, I can't say they won't give it to us but I know we don't have it now."

President: "Thank you and thank you Madam Chief. I think what you guys again, like I said is doing is something that should have been done a long time ago and I appreciate them. I expect that a lot of those answers will come out then. So thank you, thank you very much um -- I will entertain a motion."

City Solicitor: "Mr. President I move approval of the item on the non-routine agenda."

Comptroller: "I second."

President: "All those in favor say Aye. All opposed say Nay. The motion carries."

\* \* \* \* \*

**MINUTES**

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) with Hazen & Sawyer PC under SC 941, Wastewater Engineering Services for Sewer Collection System Improvements in the Jones Falls Sewershed (SC 941). The Amendment No. 2 will extend the period of the agreement through November 27, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department and Hazen & Sawyer, PC will continue to negotiate post award services for SC 941. Bids on SC 941 were received on September 13, 2018.

This time extension will provide time for Hazen & Sawyer, PC to complete the bid evaluation, including a recommendation for award. It will also allow for completion of negotiation and award associated with the new post award services contract that Hazen & Sawyer, PC and the Department will enter into to provide services during the construction period.

Through the end of January 2019 slightly over \$80,000.00 remains in the budget of \$977,818.20. This remaining amount will be adequate to provide remaining engineering services associated with this important project as it transitions into construction.

**MBE/WBE PARTICIPATION:**

Hazen & Sawyer, PC will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

Hazen & Sawyer, PC will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE:** 27%

**WBE:** 9%

**THE EAR WAS APPROVED BY MWBOO ON MARCH 07, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Hazen & Sawyer PC under SC 941, Wastewater Engineering Services for Sewer Collection System Improvements in the Jones Falls Sewershed.

**MINUTES**

Department of Public Works - Amendment No. 1 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Alpha Corporation under Project No. 1501, On-Call Project and Construction Management Assistance Services. Amendment No. 1 will extend the period through November 18, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Services provided may include, but are not limited to, assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment. They will also be in attendance at process meetings, prepare record drawings, review contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information (RFI) reviews and responses, and construction contract administrative support.

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENTS.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Alpha Corporation under Project No. 1501, On-Call Project and Construction Management Assistance Services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 010, to Alpha Corporation, under Project No. 1501 (SC 877, SC 882, WC 1311R, WC 1261, WC 1276) On-Call Project and Construction Management Assistance. The period of this task is 0 months.

**AMOUNT OF MONEY AND SOURCE:**

(\$ 13,657.56) - 9956-904564-9551-900010-706063  
 ( 13,657.56) - 9956-905565-9551-900020-703032  
 ( 13,657.55) - 9960-909614-9557-900020-706063  
 ( 13,657.55) - 9960-905136-9557-900020-706063  
( 166,105.99) - 9960-905668-9557-900020-705032  
**(\$220,736.21)**

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction was in need of construction management assistance for SC 877, Enhanced Nutrient Removal Process at Back River Waste Water Treatment Plant, SC 882, Enhanced Nutrient Removal Project 2 Activated Plant No. 4, WC 1311R-AMI/R, Urgent Need Pavement and Sidewalk Restoration, Various Locations, and WC 1262, East Baltimore Midway Neighborhood Vicinity Water Main Replacement under Task No. 001 of this contract. In addition, the Office of Engineering and Construction was also in need of inspection services for WC 1276, Water Main Replacement Georgetown Road/Winans Way/Wells Street Vicinity, under Task No. 003 of this contract. The funds were not utilized entirely and the Department is requesting a credit for the unused portion.

**MINUTES**

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

Under the terms of the scope of the original agreement, the Consultant would assist the Construction Management Section with monitoring and inspection, prepare daily reports, maintain project records and documentation, review contractor's applications for payment, attend progress meetings, prepare record drawings, review contract claims and supports, estimate and schedule project engineering and constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support.

The original contract will expire on November 18, 2019.

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals assigned to the original agreement. Currently, this On-Call Consultant has ongoing Task Nos. 4, 5, and 7 which includes MBE/WBE participation. However, the work is not yet complete and has not been completely invoiced. The Consultant anticipates meeting the goals upon completion. The current goals are 23.71% MBE and 2.57% for WBE.

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 26, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010, to Alpha Corporation, under Project No. 1501 On-Call Project and Construction Management Assistance.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 003, to Straughan Environmental, Inc., under Project No. 12375, On-Call Stormwater Management Study and Engineering Design Services. The period of this task is 0 months.

**AMOUNT OF MONEY AND SOURCE:**

(\$177,141.75) - 9958-907451-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is requesting a credit on Task No. 001, which has expired, in favor of a new task to continue the work on ER 4107. On December 27, 2012, the Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore (City). The City prepared and submitted the Baltimore City MS4 and Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP) as required by the MS4 Permit.

The WIP is a plan for achieving the 20% restoration requirement set out in the permit, in addition to attaining applicable Waste Load Allocations (WLAs) for each established or approved TMDL for each receiving water body. Straughan Environmental, Inc. provides pond/retention basin and wetland design, biddable documents and inspection services of three storm water ponds for ER 4107-Environmental Restoration Project. The project is listed in the WIP, and has a deadline and stipulated penalties associated with this project.

## MINUTES

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

Under the terms of the scope of the original agreement, the Consultant would conduct watershed assessment for urban Best Management Practice (BMP) and Ecologically Sustainable Development (ESD), provide cost/benefit analysis of potential alternative technologies and facility construction, operation and maintenance, conduct hydrologic and hydraulic studies utilizing computer models including, but not limited to XP-SWMM (Visual Hydro), HEC-RAS, HSPF, TR-20. The Consultant would also prepare reports, detailed cost estimates, and contractual documents as required by the City, including processing all permits required for the construction and operation of the facility, rights-of-way, easements, and related items necessary for procurement of construction. In addition, the Consultant will provide project management, post award services and contract administration services, review shop drawings and evaluate potential change orders during construction, provide geotechnical services for utility investigations, soil study, unsuitable material removal and disposal, provide structural design for culvert rehabilitation, retaining wall, slope stabilization, outfall stabilization, urban BMP, and ESD. The Consultant will provide construction management services including, but not limited to construction inspection, review and response to Requests for Information, review and tracking of shop drawings, submittals and change orders, review of substitutions and technical consultations project.

The scope of the construction project includes providing storm-water management Study and engineering design services. The original contract will expire on July 13, 2021.

**MINUTES**

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

**MBE/WBE PARTICIPATION:**

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 27% MBE and 10% WBE goals assigned to the original agreement. Currently, this On-Call Agreement is in compliance with the current goals of 36% MBE and 10% WBE.

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 5, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003, to Straughan Environmental, Inc., under Project No. 12375, On-Call Stormwater Management Study and Engineering Design Services.

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

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended for prequalification:

Access Rigging, LLC.	\$ 1,500,000.00
Asplundh Tree Expert, LLC.	\$6,688,080,000.00
E. Pikounis Construction Co., Inc.	\$ 28,210,000.00
Malstrom Electric, Inc.	\$ 1,500,000.00
Marine Technologies, Inc.	\$ 8,000,000.00
SAK Construction, LLC.	\$ 488,380,000.00
Strum Contracting Co., Inc.	\$ 1,500,000.00
T & D Plumbing and Heating Company, Inc.	\$ 8,000.000.00

2. Prequalification of Architects and Engineers

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

Fehr & Peers-DC LLC.	Engineer
Min Engineering, Inc.	Engineer
Schrader Group Architecture, LLC.	Architect
	Engineer
System Preservation Services, LLC	Construction Management

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 Human Services - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with Ms. Deborah Sharpe. The period of the Consultant Agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 1001-000000-1772-512700-603051

**BACKGROUND/EXPLANATION:**

Ms. Sharpe will act as a Consultant for the City Head Start Program. Ms. Sharpe will perform classroom observations, provide technical assistance, make evaluations and develop performance assessments, and develop training modules according to Head Start Program needs.

**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 a Consultant Agreement with Ms. Deborah Sharpe.

**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Pew Charitable Trusts. The period of the Grant Agreement is effective upon Board approval through February 15, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$48,253.00 - 6000-609819-1875-187400-404001

**BACKGROUND/EXPLANATION:**

The Health Impact Project grant is granted through the Pew Charitable Trusts and is intended to support cities doing groundbreaking, community-facing work at the intersection of climate change and public health. This grant will support the implementation of the Baltimore City Disaster Preparedness and Planning Project and will help improve and expand the existing Baltimore Resiliency Hub Initiative, laying the groundwork for the future of the program.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Grant Agreement with the Pew Charitable Trusts.

**MINUTES**

Department of General Services - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with The University of Maryland Foundation, Inc. (Foundation). The Agreement is effective upon Board approval through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$32,000.00 Annually - 1001-000000-1981-194700-603026

**BACKGROUND/EXPLANATION:**

The Foundation runs a fellowship program to provide graduate education and training to Returned Peace Corps Volunteers who are committed to careers in public service.

The Department's Business Process Improvement Office is managing a multi-year project to take the agency paperless, assess, prioritizes and build workflows to automate previously paper-based or repetitive tasks. The Department will engage one of the Foundation's Shriver Peaceworker Fellows to assist on this project. The Department will continue the City's relationship with the Foundation in order to both accelerate the work on this project and to support pathways into public service for Returned Peace Corps Volunteers committed to careers in this sector.

Under this Agreement the Fellow will work 20 hours per week, Monday through Friday for two years during a period coinciding with their graduate school matriculation.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with The University of Maryland Foundation, Inc.

**MINUTES**

Baltimore Public Markets - Declaration and Confirmation  
Corporation \_\_\_\_\_ of Approval Authority \_\_\_\_\_

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Declaration and Confirmation of Approval Authority, which confirms that the Director of Finance is the City Official with authority to grant all consents and approvals on behalf of the City as may be required under the Baltimore Public Markets Corporation (BPMC) lease, as amended, for the various public markets.

**BACKGROUND/EXPLANATION:**

The Mayor and City Council and the BPMC are parties to a Lease Agreement dated March 1, 1995, as amended October 20, 1999, April 25, 2001, and November 9, 2016 (collectively the "BPMC Lease"). The BPMC Lease provides a number of instances as to which a City official or agency has the authority to grant such consents or approvals on behalf of the City. The BPMC Lease does not specify in many instances as to which City official or agency has the authority to grant such consents. In order to provide for the efficient management of the public markets, the parties wish by this instrument to confirm that the Director of Finance has the authority on behalf of the City to grant such consents or approvals.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Declaration and Confirmation of Approval Authority, which confirms that the Director of Finance is the City Official with authority to grant all consents and approvals on behalf of the City as may be required under the Baltimore Public Markets Corporation lease, as amended, for the various Public Markets.

**MINUTES**

Health Department - Agreement and Ratification of  
Third Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement and to ratify a Third Amendment to Agreement.

**AGREEMENT**

1. **THE BAR ASSOCIATION OF BALTIMORE CITY** **\$ 74,408.00**

Account: 4000-433519-3024-761412-603051

The Bar Association of Baltimore City will provide free legal assistance in general civil matters to Baltimore City residents 60 years of age and older. In addition to legal representation services, the program will also provide outreach and education services regarding matters typically of concern and interest to seniors. The period of the agreement is October 1, 2018 through September 30, 2019.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER.**

**RATIFICATION OF THIRD AMENDMENT TO AGREEMENT**

2. **INTERNEER, INC.** **\$ 39,410.00**

Account: 1001-000000-3001-262200-605008

On June 15, 2016, the Board approved the original agreement in the amount of \$61,250.00 for the period June 1, 2016 through May 31, 2019. On May 3, 2017, the Board approved the

**MINUTES**Health Department - cont'd

First Amendment to Agreement which increased the original agreement by \$13,125.00 to provide additional services, making the total amount \$74,375.00.

On December 20, 2017, the Board approved the Second Amendment to Agreement in the amount of \$43,750.00, increasing the total contract amount to \$118,125.00. This Third Amendment to Agreement increased the agreement by \$39,410.00 which allowed Interneer, Inc. to provide additional services, making the total contract amount \$157,535.00.

This Third Amendment to Agreement will allow the Department to reimburse Interneer, Inc. for additional services it has provided.

**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 and ratified the Third Amendment to Agreement.

**MINUTES**

Department of Human Resources - Revised MAPS Performance  
Management Program Policy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Revised Managerial and Professional Society (MAPS) Performance Management Program Policy, AM-228-1 (Policy). The policy becomes effective July 1, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees was initially approved by the Board on April 15, 2015. Following receipt of extensive feedback from Agency Heads and HR Practitioners, the Department formed a project team, comprised of human resources representatives from 8 operational City agencies to review all aspects of the current policy and make recommendations for improvement.

The features of the new policy include:

- Streamlined AM-228-1 Policy
- New! MAPS Employee Performance Management Form
- Branded Communications Strategy
- Updated Performance Management Lifecycle
- Enhanced Managerial and staff resources

The Performance Management Program Policy modifications are recommended to improve the MAPS employee performance across Baltimore City. The project team is working on a robust program,

**MINUTES**

Department of Human Resources - cont'd

which will provide Citywide access to coaching and evaluation tools, managerial guides, in-person and webinar training sessions, as well as, forms, resources and FAQ documents.

The current policy, performance management forms, and resources will sunset on June 30, 2019. With the Board's approval, the program enhancements will be implemented on July 1, 2019 (FY '20). The project team will begin a soft rollout with Agency Leaders and HR Practitioners in June 2019 and formal training sessions with MAPS employees in August 2019.

## MINUTES

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***Performance Management Policy for Managerial  
and Professional Society of Baltimore Covered  
Employees***

The City of Baltimore (the City) is committed to building and maintaining a high performing and an accountable workforce by providing a continuous, year-round process where your managers and employees work together to plan, track, and review the employee's career goals, work objectives, and contributions.

**I. PURPOSE**

The purpose of the Performance Management Program (PMP) policy is to improve organizational effectiveness through individual, division, and agency accountability. PMP documents establish individual performance goals that are aligned to each employee's job responsibilities. The PMP also supports the City's goals by requiring ongoing, supervisory coaching, counseling, and feedback to each employee, encouraging professional development and the recognition of each employee's contributions toward achieving organizational goals.

When properly executed, the PMP process meets the following City objectives:

1. Aligns the individual employee's responsibilities and performance objectives to division and agency strategic goals;
2. Ensures the use of an objective and quantifiable system for evaluating employee performance and recognizing employee accomplishments;
3. Provides an objective basis for supervisors to address an employee's performance deficiencies;
4. Improves the City's overall performance through assessment, coaching, counseling, and training;
5. Recognizes different levels of performance; and
6. Serves as a workforce and succession planning tool for all job actions.

**II. SCOPE**

This policy applies to all eligible Managerial and Professional Society of Baltimore (MAPS) employees, both Civil Services and Non-Civil Service employees.

All Performance Management (PM) reviews are confidential, unless they are required for production during grievances; appeals to the Civil Service Commission or Labor Commissioner; or for external litigation.

**III. DEFINITIONS**

**Job Competencies** – Competencies are a set of defined knowledge, skills, abilities, and other requirements that are needed for an employee to perform successfully.

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***Performance Management Policy for Managerial  
and Professional Society of Baltimore Covered  
Employees***

**Eligible Employee** – All *regular employees* of the City of Baltimore in both Civil Service and Non Civil Service MAPS represented and non-represented covered classifications.

**Performance Objectives** – Measurable and evidence-based outcomes that the employee is expected to achieve (e.g., SMART goals - Specific, Measurable, Attainable, Realistic, and Timed).

**Professional Development** – Training that builds skills, expands knowledge, or enhances competencies.

#### IV. RESPONSIBILITIES

The PMP is a collaborative effort involving multiple stakeholders with specific responsibilities at critical stages of the process including, but not limited to, the following:

##### A. Employee Responsibilities

Employees must develop their own PM performance objectives and professional development plan, in collaboration with their managers. Employee also must complete a self-evaluation for use during the mid-year and year-end review.

##### B. Manager Responsibilities

Managers are required to approve final performance objectives based on the employee's position description and Agency goals and in consultation with employees.

Managers are required to meet periodically throughout the year to provide continuous feedback, along with the completion of mid-year and year-end reviews of their employees.

##### C. Agency Human Resources (HR) Practitioner Responsibilities

The Agency HR office is responsible for retaining a completed evaluation in the employee's personnel file and must input all information into the City's system of record.

##### D. Agency Responsibilities

Agencies are responsible for ensuring compliance with this policy. Agencies must keep the annual performance review and any supporting documentation as a permanent part of the employee's official personnel record.

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***Performance Management Policy for Managerial  
and Professional Society of Baltimore Covered  
Employees***

**V. PERFORMANCE MANAGEMENT PROGRAM MEASUREMENT PERIOD**

The PMP measurement period runs concurrent with the City's fiscal year and must be completed timely to ensure an effective administration. Eligible employees must receive a formal evaluation and ratings from their managers in the PM review. This PM review must occur once every year according to the schedule attached as communicated by the Department of Human Resources (DHR) Office of Shared Services.

**VI. PERFORMANCE MANAGEMENT PROGRAM ELIGIBILITY**

Each eligible employee must receive performance objectives annually, except for employees who fall into one of the categories below:

**A. Newly Hired Employees:** Newly hired employees must receive the manager's performance objectives within 45 days of their initial date of service and receive a PM review at least 15 days **before** the end of the employee's probationary period. After successfully completing the probationary period, the employee will receive new performance objectives for the performance management period.

**B. Material Change in Job Duties:** An employee who is reclassified, promoted, demoted, or transferred during the performance management cycle must receive updated performance objectives within 45 days of a permanent material change in performance objectives.

**C. Recently Appointed Supervision:** Whenever an employee changes supervisors, the employee's former supervisor should evaluate the employee's performance in relation to the employee's goals. Each goal should be rated individually, and no overall rating is required. If the change in supervisors is the result of the employee's former supervisor terminating employment with the City, the next level manager is responsible for evaluating the employee's performance within 7 days. These ratings shall cover the period from the beginning of the year until the effective date of the change in supervisors.

**D. Reinstated employees:** An employee reinstated to the same position, in the same agency, will use the previous performance objectives. An employee reinstated to a different position must create new goals and objectives utilizing their new position description.

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*a*      **Performance Management Policy for Managerial**  
*m*      **and Professional Society of Baltimore Covered**  
          **Employees**

**VII. PERFORMANCE PLANNING**

Annual performance guidance is set forth by using an employee's position description, performance objectives, job competencies, and professional development goals for the specific performance management period. Performance objectives must be created by the employee in collaboration with their direct manager. Performance measures are documented on the City's official PM forms.

Employees may not initiate a grievance or appeal at any stage of the employee performance planning process.

**A. Administration**

Performance PM reviews for all employees are due according to the schedule that is communicated by DHR's Office of Shared Services. Performance PM reviews must be signed by the employee, the direct manager, and by the next level manager. A copy should be sent to the Agency Human Resources office and retained in the employee's official personnel file.

**B. Development and Training**

Training is an essential part of the performance management process. Managers are also required to ensure employees complete at least one professional development goal or training activity within the performance year. This may include courses offered in the Department of Human Resources Learning and Development Catalog.

**VIII. PERFORMANCE MONITORING**

Performance monitoring is an ongoing process that assists managers and employees in achieving performance objectives by identifying and addressing performance deficiencies when they occur. Performance monitoring consists of continuous coaching and counseling, a mid-year PM review and may include performance improvement plans.

**A. Performance Objectives**

An employee's manager must work with the employee to identify the performance objectives against which the employee's performance is evaluated every year. This must be done annually for current employees, as well as upon appointment to a new position, or the assignment of substantially different duties to an employee. These goals must be provided to the employee in writing.

## MINUTES

AM-228-1

*a*      **Performance Management Policy for Managerial**  
*m*      **and Professional Society of Baltimore Covered**  
         **Employees**

**B. Coaching and Counseling**

In addition to the mid-year and year-end reviews, managers must initiate coaching and counseling throughout the year as needed to assist employees with meeting performance objectives.

**C. Performance Management Program Ratings**

PM ratings are assigned using a DHR-approved scale (e.g., a 5-point scale). These ratings serve as the primary basis for determining employee PM review in the current position, promotability, employee development employee improvement, and employee separation.

**IX. PERFORMANCE MANAGEMENT REVIEWS**

PM reviews must encompass the employee's overall performance during the performance management period.

PM reviews are not grievable, but may be appealed as set forth below.

**Appealing PM review**

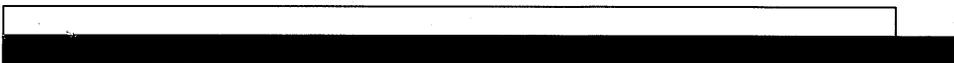
An employee may appeal a final performance PM review rating, and the appeal may only be filed for the most recent performance PM review. Any appeal not filed timely will not be considered. The employee is limited to one appeal for any performance cycle, regardless of the number of issues involved.

Employees should contact their agency Human Resources Practitioner to discuss concerns or to file an appeal.

**Appeal Procedure**

1. An employee who disagrees with an annual PM review and cannot resolve the disagreement with the manager may take their written appeal to the Human Resources Practitioner of their agency. Such an appeal must be made within 10 days of the initial performance PM review.
2. Upon receiving the written appeal, the HR Practitioner must provide the appeal to the Agency Head. The Agency Head/Director (or executive-level designee) must provide the employee and the manager a written response within 10 days of the HR Practitioner's receipt of the appeal. The written response shall indicate one of the following outcomes:

MINUTES



AM-228-1

*a m Performance Management Policy for Managerial and Professional Society of Baltimore Covered Employees*

- a. The Agency Head/Director agrees with the original performance PM review;
- b. The Agency Head/Director disagrees with parts of the performance PM review and instructs the managers/Supervisor to revise the original performance PM review; and
- c. The Agency Head/Director disagrees with entire performance PM review and instructs the managers/Supervisor to complete a new performance PM review.

The decision by the Agency Head/Director or designee shall be final.

**X. PROHIBITED CONDUCT**

The City strictly prohibits retaliation or discrimination against an employee for conforming to the Performance Management and Development policy. Violation of this policy may result in disciplinary action, including termination of employment. All employees are required to promptly report concerns of retaliation under this policy to the agency human resources practitioner.

**XI. AUTHORITY**

The Department of Human Resources issues this policy pursuant to the authority provided in the City Charter, Articles VI and VII, and the approval of the City's Board of Estimates.

**XII. INTERPRETATION**

The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

**RELATED POLICIES**

- AM-200-05 Hiring, Transfers, and Promotions
- AM-204-32 Employee Recognition Program
- AM-231-01 Hiring and Transfers
- AM-235-01 Promotions
- PM-370 Performance Management Reviews

**MINUTES**

Department of Human Resources - cont'd

UPON MOTION duly made and seconded, the Board approved the Revised Managerial and Professional Society performance Management Program Policy, AM-228-1. The Mayor **ABSTAINED**.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |                |                              |
|---|----------------|------------------------------|
| 1. TIBURON, INC.  | \$1,927,728.25 | First Amendment to Agreement |
| Contract No. 08000 - Computer Aided Dispatch (CAD) Master Support Agreement - BCIT, BCFD, BCPD - P.O. No. P540726 |                |                              |

On August 9, 2017, the Board approved the original award in the amount of \$2,577,540.86. The Board is requested to approve and authorize execution of the First Amendment to Agreement (First Amendment). The First Amendment will provide necessary CAD system upgrades to stabilize the frequent downtime, which jeopardizes public safety. The contract expires September 30, 2021, with one, one-year renewal option remaining.

The above amount is the City's estimated requirement. However, the Vendor will supply the City's entire requirement, be it more or less.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirements for certification as a sole source procurement as the CAD system applications and technical support are only available from the Vendor, and are not available from subcontractors.



## 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 Procurement - cont'd

**MBE/WBE PARTICIPATION:**

The above amount is the City's estimated requirement. However, the vendor will supply the City's entire requirement, be it more or less. On May 27, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a procurement of commodities only.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 4. AMERICAN TEST CENTER, INC.   | \$ 10,000.00 | Renewal |
| Contract No. B50005047 - Ground Ladder Testing - Fire Department - P.O. No. P540160 |              |         |

On July 13, 2017, the City Purchasing Agent approved the original award in the amount of \$10,850.00. Subsequent actions were approved. This renewal in the amount of \$10,000.00 is the second of three, one-year renewals options for the period of July 20, 2019 through July 19, 2020.

The above amount is the City's estimated requirement; however, the vendor will supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below the MBE/WBE subcontracting threshold of \$50,000.00.

- |   |              |         |
|---|--------------|---------|
| 5. INQUIRIES, INC.  | \$ 80,000.00 | Renewal |
| Contract No. B50004504 - Background Investigation Services - Department of Human Resources - P.O. No. P543300 |              |         |

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 Procurement - cont'd

On July 13, 2016, the Board approved the original award in the amount of \$35,000.00 for the period of July 13, 2016 through July 12, 2017. Subsequent actions have been approved. This third renewal in the amount of \$80,000.00 is for the period of July 13, 2019 through July 12, 2020 with two renewal option remaining.

The above amount is the City's estimated requirement; however, the Vendor will supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

6. ALL HAND FIRE			
<u>EQUIPMENT LLC</u>	\$	0.00	<u>Renewal</u>
Contract No. B50003612 - Firefighter Hoods - Fire Department			
- P.O. No. P528046			

On July 23, 2014, the Board approved the original award in the amount of \$40,000.00. Subsequent actions were followed. This final renewal in the amount of \$0.00 is for the period of July 23, 2019 through July 23, 2020.

The above amount is the City's estimated requirement; however, the Vendor will supply the City's entire requirement, be it more or less.

## 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 Procurement - cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00. Additionally, there were no M/WBEs certified to provide these commodities.

- |  |         |           |
|--|---------|-----------|
| 7. AMERICAN DIVING<br>SUPPLY, LLC  | \$ 0.00 | Extension |
| Contract No. B50004599 - Maintenance & Inspection for Dive<br>Rescue Equipment - Fire Department - P.O. No. 535863 |         |           |

On June 15, 2016, the City Procurement Agent approved the original award in the amount of \$11,150.00. Subsequent options were approved. The contract expires on June 20, 2019, and an extension is necessary to provide maintenance for the diving equipment during the solicitation process. The period of the extension is June 21, 2019 through December 31, 2019.

The above amount is the City's estimated requirement; however, the Vendor will supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00. Additionally, there were no M/WBEs certified to provide these commodities.

- |   |             |           |
|---|-------------|-----------|
| 8. DUNBAR ARMORED, INC.   | \$60,000.00 | Extension |
| Contract No. B50003386 - Armored Transport Services -<br>Department of Finance/BBMR- P.O. No. P528141 |             |           |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

On July 23, 2014, the Board approved the original award in the amount of \$41,255.59. Subsequent actions were approved. The contract expires on July 31, 2019. The period of the extension is August 01, 2019 through July 31, 2020 and in the amount of \$60,000.00.

An extension is necessary to allow time to prepare and advertise a new solicitation.

The above amount is the City's estimated requirement; however, the vendor will supply the City's entire requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

On April 17, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO SET MBE AND WBE GOALS AT 0% ON APRIL 17, 2014.**

- |  |               |         |
|--|---------------|---------|
| 9. THE DAVEY TREE  | \$ 100,000.00 | Renewal |
| Contract No. B50004010 - Ash Borer Treatment - Department of Recreation and Parks - P.O. No. P531664 |               |         |

On June 17, 2015, the Board approved the original award in the amount of \$150,000.00, with two renewal options. Subsequent actions have been approved. The period of this second and final renewal is June 16, 2019 through July 15, 2020.

The above amount is the City's estimated requirement; however, the Vendor will supply the City's entire requirement, be it more or less.

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Procurement

**MBE/WBE PARTICIPATION:**

On April 2, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON APRIL 2, 2015.**

10. S&S WORLDWIDE, INC.	\$ 30,000.00	Renewal
----------------------------	--------------	---------

Contract No. B50004661 - Arts and Craft Supplies for Recreation Centers - Department of Recreation and Parks - P.O. No.: P536102

On July 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$9,172.00 with four renewal options. On November 18, 2016 the City Purchasing Agent approved an increase in the amount of \$4,586.00. On September 13, 2017, the Board approved the first renewal in the amount of \$11,000.00. On June 6, 2018, the Board approved second renewal in the amount of \$30,000.00. The third renewal in the amount of \$30,000.00 is pending upon Board approval. This is the third of four renewal options.

The above amount is the City's estimated requirement; however, the Vendor will supply the City's requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00

## 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 Procurement - cont'd

11. S&S WORLDWIDE, INC.	\$ 30,000.00	Renewal
Contract No. B50004608 - Various Games for Recreation Centers - Department of Recreation and Parks - P.O. No.: P535873		

On July 21, 2016, the City Purchasing agent approved the initial award in the amount of \$17,435.21, with four renewal options. On October, 5, 2016 the City Purchasing agent approved an increase in the amount of \$8,500.00. On June 7, 2017, the Board approved the first renewal in the amount of \$30,000.00. On June 6, 2018, the Board approved the second renewal in the amount of \$30,000.00. This third renewal in the amount of \$30,000.00 is pending upon Board approval.

The period of the renewal is July 8, 2019 through July 7, 2020. The above amount is the City's estimated requirement; however, the Vendor will supply the City's requirement, be it more or less.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00

12. OLD TOWN HOTEL GROUP,  
LLC D/B/A HOLIDAY  
INN EXPRESS BALTIMORE  
DOWNTOWN

BALTIMORE HOTEL IN-  
VESTMENT, LLC  
D/B/A SLEEP INN &  
SUITES DOWNTOWN  
INNER HARBOR

## 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 Procurement - cont'd

OHIB HOTEL, LLC D/B/A HOLIDAY INN BALTIMORE INNER HARBOR	\$ 75,000.00	Extension
Contract No. 06000 - Lodging for Housing Renovations - Department of Housing and Community Development - P.O. Nos.: P535563, P535572, P535574		

On May 18, 2016, the Board approved the initial award in the amount of \$150,000.00. On March 29, 2017, the Board approved the first renewal in the amount of \$150,000.00. On April 4, 2018, the Board approved the second renewal in the amount of \$150,000.00. On January 16, 2019, the Board approved an assignment of \$0.00. The contract expired on May 10, 2019. The extension is pending upon Board approval in the amount of \$75,000.00. The above amount is the City's estimated requirement; however, the Vendor/s will supply the City's requirement, be it more or less.

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

**MBE/WBE PARTICIPATION:**

On July 8, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. The services being provided consist solely of hotel accommodations.

**MWBOO GRANTED A WAIVER ON JULY 8, 2015.**







## 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 Procurement - cont'd

MBE/WBE PARTICIPATION:

On March 10, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MARCH 10, 2015.**

17. HEALTHNET AEROMEDICAL SERVICES, INC.	\$ 100,000.00	Ratification and Renewal
Contract No. 06000 - Air Transportation Services - Baltimore City Health Department P.O. No.: P542658		

The Emergency Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The MDH protocol states, "All air ambulance transport costs for Maryland Medicaid recipients will be paid by the Baltimore City Health Department, through the Transportation Grants Program." Service Provider may submit invoices as late as two years after services have been rendered prior to the review and verification process which takes approximately one year. The requested amount is required for payment of outstanding invoices and new invoices from the ratification period of February 01, 2019 through June 19, 2019, and the renewal period of June 20, 2019 through January 31, 2021, respectively. This is the final renewal option.

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



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

On July 23, 2019, the Board approved the initial award in the amount of \$40,178.00. This first renewal in the amount of \$40,178.00 is for the period July 1, 2019 through June 30, 2020 with one, one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award was below the MBE/WBE subcontracting threshold of \$50,000.00.

20. CENTER FOR EMERGENCY  
 MEDICINE OF WESTERN  
 PENNSYLVANIA, INC.  
 D/B/A STAT MEDEVAC

\$2,000,000.00

Ratification  
 and Renewal

Contract No. 06000 - Non-Emergent Air Transportation Services - Baltimore City Health Department - P.O. No.: P531118

On May 6, 2015, the Board approved the initial award in the amount of \$1,238,405.00. On April 13, 2016, the Board approved the first renewal in the amount of \$1,200,000.00. On March 22, 2017, the Board approved the 2<sup>nd</sup> renewal in the amount of \$1,200,000.00. On March 14, 2018, the Board approved the 3<sup>rd</sup> renewal in the amount of \$1,200,000.00.

Non-Emergent Medical Air Transportation Services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. MDH protocol states, "All Air Ambulance transport cost for Maryland Medical Recipients will be paid by the Baltimore City Health Depart-

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 Procurement - cont'd

ment" through the Transportation Grants Program. MDH protocol further states, "The unit [City Health Department] will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved.

The ratification period is May 5, 2019 through June 19, 2019. This fourth renewal in the amount of \$2,000,000.00 is for the period June 20, 2019 through May 4, 2020, with no renewal options remaining.

**MBE/WBE PARTICIPATION:**

On February 4, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON FEBRUARY 4, 2015.**

21. AIR AMBULANCE	SPECIALIST, INC. \$ 195,360.00	Renewal
Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - P.O. No.: P535702		

On June 1, 2016, the Board approved the initial award in the amount of \$195,360.00. On June 14, 2017, the Board approved the first renewal in the amount of \$195,360.00. On March 28, 2018, the Board approved the second renewal in the amount of \$195,360.00. This third renewal in the amount of \$195,360.00 is for the period June 1, 2019 through May 30, 2020, with no renewal options remaining.

**MINUTES****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Procurement - cont'd

Non-Emergent Medical Air Transportation Services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The MDH protocol states, "All Air Ambulance transport cost for Maryland Medical Recipients will be paid by the Baltimore City Health Department" through the Transportation Grants Program.

The State of Maryland must license all air ambulance services companies. The company named above is licensed by the State of Maryland. The MDH protocol further states, "The unit [City Health Department] will screen all calls as to eligibility and medical necessity and the appropriate transportation will be arranged when approved."

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

**MBE/WBE PARTICIPATION:**

On June 6, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JUNE 6, 2017.**



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

The Vendor is the current proprietor and distributor of the required Integrify software and workflows currently in use by the Department of General Services. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this software is only available from software is only available from the software manufacturer, and unavailable from MBE/WBE contractors.

24. J.F. FISCHER, INC.	\$744,137.21	Ratification and Extension
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Contract No. B50003241 - Maintenance & Repair Services for H.V.A.C.R. (Heating, Ventilation, Air Conditioning and Refrigeration) Systems - Department of General Services - P.O. No. P526022

On January 8, 2014, the Board approved the initial award in the amount of \$6,000,000.00. On January 14, 2015, the Board approved the first renewal in the amount of \$2,000,000.00. On December 21, 2016, the Board approved the second renewal in the amount of \$4,000,000.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

The contract expired on January 24, 2019. The ratification is requested for the period January 25, 2019 through April 17, 2019 to allow for payments to be made to J.F. Fischer for repairs that occurred after the expiration of the contract, but prior to the award of the new HVACR Contract No. B50005617, awarded by the Board on April 17, 2019.

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

MBE/WBE PARTICIPATION:

On November 4, 2016, MWBOO set goals of 27% MBE and 0% WBE.

	<u>Commitment</u>	<u>Performed</u>
<b>MBE:</b> Horton Mechanical Contractors, Inc.	27%	\$1,211,702.31 (31.4%)

**WBE:** N/A

**MWBOO FOUND VENDOR IN COMPLIANCE.**

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases ratifications, and extensions to contracts. Item no. 24 was **DEFERRED** for one week. The Board further approved and authorized execution of the First Amendment to agreement with Tiburon, Inc. (item no. 1).

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

3005

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

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

- |    |   |                       |              |
|----|---|-----------------------|--------------|
| 1. | B50005655, Book Binding Services for Enoch Pratt Free Library | Wert Bookbinding Inc. | \$ 81,952.50 |
|----|---|-----------------------|--------------|

(Enoch Pratt Free Library)

**MBE/WBE PARTICIPATION:**

On January 3, 2019 it was determined that no goals would be set because of no opportunity to segment.

**MWBOO GRANTED A WAIVER.**

- |    |                          |             |                |
|----|--------------------------|-------------|----------------|
| 2. | B50005690, Wheel Loaders | Jesco, Inc. | \$1,132,285.00 |
|----|--------------------------|-------------|----------------|

(Department of General Services, Fleet Management)

**MBE/WBE PARTICIPATION:**

On April 12, 2018, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
1. Lauren Benjamin Terry Schurman	Forensic Interviewing of Children Training Huntsville, AL July 21-26, 2019 (Reg. Fee. \$1,334.00 ea.	VOCA Funds	\$5,228.46

The subsistence rate for this location is \$149.00 per day for each attendee. The hotel cost is \$94.00 per night, plus hotel taxes in the amount of \$14.10 per night, and an occupancy tax of \$2.00 per night for each attendee.

The airfare in the amount of \$394.73 for each attendee and the registration fee in the amount of \$1,334.00 for each attendee were prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, each attendee will be disbursed \$855.50.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Transportation

2. Njukang Asong	Society for Human Resource Management Annual Conference & Exposition Las Vegas, NV June 23-26, 2019 (Reg. Fee \$1,869.00)	General Funds	\$3,151.72
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The registration cost of \$1,869.00 was prepaid using a City-issued credit card assigned to Dhirendra Sinha. Therefore, the disbursement to Mr. Asong is \$1,282.72.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>State's Attorney's Office for Baltimore City (SAO)</u>			
3. Maryam Zhuravitsky	Forensic Evidence Training Phoenix, AZ Dec. 10-14, 2017 (Reg. Fee \$625.00)	Asset Forfeiture Funds	\$1,755.02

Ms. Zhuravitsky traveled to Phoenix, Arizona on December 10 - 14, 2017 for Forensic Evidence Training.

The subsistence rate for this location was \$183.00 per day. The hotel rate was \$124.00 per night plus hotel taxes of \$15.58 per night.

The airfare in the amount of \$425.96, hotel costs in the amount of \$496.00, and the hotel taxes in the amount of \$62.35 were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. The registration fee in the amount of \$625.00 was prepaid on a City-issued credit card assigned to Ms. Timi Roberts. Ms. Zhuravitsky personally incurred the costs of meals and incidentals. Therefore, Ms. Zhuravitsky will be reimbursed \$145.71.

**REIMBURSEMENT:**

**\$145.71 - Meals**

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT** - cont'd

The retroactive travel approval and reimbursement is late because of delays in the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

The Board, UPON MOTION duly made and seconded, approved the travel requests and the retroactive travel approval/reimbursement.

**MINUTES**Department of Human Resources - Personnel Matter

The Board is requested to approve and authorize execution of the Non-retiree Employment Agreement with Ms. Sylvia Bikos. The period of the agreement is effective upon Board approval through October 15, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - 1001-000000-1602-172500-601009  
Hourly rate - \$25.00

**BACKGROUND/EXPLANATION:**

Ms. Bikos will work as an Employee Assistance Counselor in a temporary capacity under the supervision of the Chief Employee Assistance Program, Ms. Margo Bruner Settles. Her duties will include but are not limited to: providing initial intake assessment(s) in order to provide appropriate interventions, resources referrals and/or connect client(s) to treatment; providing direct 1:1 Short term counseling and support to client(s) case management and maintenance of client record(s) to include: case note input; confidentiality rights and privileges; statements of understanding; contracts; release of information documents(s); and a variety of assessments related to mental health and/or substance abuse.

**APPROVED FOR FUNDS BY FINANCE**

The ECC approved this Employment Agreement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-retiree Employment Agreement with Ms. Sylvia Bikos.

**MINUTES**

Mayor's Office of Human Services - Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Provider Agreement with St. Vincent de Paul of Baltimore, Inc. The period of the Provider Agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$2,480,500.41 - 1000-000000-5940-781900-603051

**BACKGROUND/EXPLANATION:**

St. Vincent de Paul of Baltimore, Inc. will use funds under this Agreement to provide/operate an emergency shelter and support services to 124 homeless men. The Provider will also provide supportive services to include: management of day-to-day operations at the site (including basic maintenance), food services, case management, shelter monitoring services, janitorial services, linkage and connection to other community supports, data collection and entry, and complaint response/monitoring. The current operator of the shelter provided notice that it will no longer operate the shelter effective June 30, 2019.

Pursuant to Article VI, Section 11(e)(i) of the Baltimore City Charter it is hereby certified that these services are of such a nature that it is not practicable to obtain competitive bids, and the need for these services is an emergency of such a nature that the public welfare would be adversely affected by awaiting the competitive bidding process.

**THE DIRECTOR OF FINANCE APPROVED THE EMERGENCY PROCUREMENT OF THESE SERVICES.**

**MINUTES**

Mayor's Office of Human Services - cont'd

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with St. Vincent de Paul of Baltimore, Inc.

**MINUTES**

President: "As there is no more business before the Board, we will recess until bid opening at twelve noon. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon, for the opening and receiving of bids the Board of Estimates is now in session.

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

Bureau of Procurement

- TR15307, Belair Road  
Streetscape from Cook Avenue  
To Lasalle Avenue  
**BIDS TO BE RECV'D: 06/26/2019**  
**BIDS TO BE OPENED: 06/26/2019**

MINUTES

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

Bureau of Procurement - B50005781, Tractor with Front Loader

Chesapeake Region Safety Council\* Finch Services, Inc.

Bureau of Procurement - B50005742, Automatic Radiators and Heaters

NO BIDS WERE RECEIVED

Bureau of Procurement - B50005731, Recycling Milled Asphalt

P. Flanigan & Sons, Incorporated  
M. Luis Products, LLC

\* \* \* \* \*

There being no objections, the Board, UPON Motion duly made and seconded, adjourned until its next regularly scheduled meeting Wednesday June 26, 2019.

  
JOAN M. PRATT  
Secretary