

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 - **ABSENT**
Matthew W. Garbark, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The December 11, 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 the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated December 9, 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: "Move approval, 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."

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

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

Able Construction Company LLC	\$ 620,000.00
Admiral Elevator Company, Inc.	\$ 5,330,000.00
C & N Associates, L.L.C.	\$ 2,190,000.00
Caribbean Piping & Welding, Inc.	\$ 1,500,000.00
Commercial Construction, LLC	\$ 8,000,000.00
Concrete Services, Inc.	\$ 4,020,000.00
Garney Companies, Inc.	\$390,080,000.00
J.E. Roberts Painting Co., Inc.	\$ 340,000.00
Mobile Dredging & Video Pipe, Inc.	\$121,900,000.00
Monumental Paving & Excavating, Inc.	\$ 58,210,000.00
R.E. Harrington Plumbing and Heating Company, Inc.	\$ 58,100,000.00
Reviera Enterprises, 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 requests the approval of the prequalification for the following firms:

Celadon Technologies, LLC	Engineer
Coastal Resources, Inc.	Landscape Architect Engineer
Gant Brunnett, Architects, Inc.	Architect
Heathwood LLC	Construction Management

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

PELA Design, Inc.	Landscape Architect
Whitman, Requardt and Associates, LLP	Architect Landscape Architect Engineer Land Survey Property Line Survey Construction Management
Reviera Enterprises, Inc.	Engineer
Rummel, Klepper & Kahl, LLP	Landscape Architect Engineer Land Survey 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 foregoing firms.

MINUTES

Office of the Labor Commissioner - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 67 and Local 44 for FY 2020-2021.

AMOUNT OF MONEY AND SOURCE:

The negotiated wage increases have been budgeted.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Employees Relations Ordinance, the Office of the Labor Commissioner has concluded the negotiations with AFSCME AFL-CIO, Local 44. The results of these negotiations have been reduced to writing for Fiscal Years 2020-2021.

UPON MOTION duly made and seconded, the Board **NOTED** the Memorandum of Understanding with The American Federation of State, County and Municipal Employees, AFL-CIO, Council 67 and Local 44 for FY 2020-2021.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

1. **INDEPENDENT MARYLANDERS ACHIEVING** \$ 40,200.00
GROWTH THROUGH EMPOWERMENT, INC. (IMAGE)

Account: 6000-613320-3044-273300-603051

The Department receives funding from the Maryland Department of Aging for the development of an Aging and Disability Resource Center through the Area Agencies on Aging (AAA), Maryland Access Point (MAP) program. The Department engages IMAGE to perform services in the area of MAP Enhancement for nursing home residents that want to explore the option to return to the community. IMAGE will provide Options Counseling and Medicaid application assistance to all referred individuals between the ages of 18-49 who are referred to the MAP/AAA by the Department of Health and Mental Hygiene or its designees.

The agreement is late because it was misplaced by the Department.

2. **PLANNED PARENTHOOD OF MARYLAND, INC.** \$ 25,000.00

Account: 4000-494420-3080-292300-603051

Planned Parenthood of Maryland, Inc. will utilize the funds to implement a health education curriculum for child welfare workers and foster care providers for the U Choose - PREP (Personnel Responsibility and Education Program).

The agreement is late because budget reviews and approvals delayed its processing.

MINUTES

Health Department - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY** **\$ 55,000.00**

Account: 5000-520120-3080-288900-603051

The Johns Hopkins University will utilize the funds to provide access to reproductive health services to the uninsured and underinsured citizens of the City of Baltimore at the Harriet Lane Adolescent Clinic. Services will include but are not limited to education about contraception, screening and referral of reproductive related cancers, and education about comprehensive family planning services.

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

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2019.

4. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **\$ 80,200.00**

Account: 1001-000000-3100-295900-603051

The JHU's School of Medicine will utilize the funds to provide physician service for the School Health Program. Services will include on-site consultation at a minimum of ten hours per week to conduct patient evaluation at the following group of School-Based Health Centers: Augusta Fells Savage Institute No. 430, Reach School Middle/High School No. 341, Digital Harbor High School No. 416, City Springs Elementary/Middle School No. 08, and William S. Baer School No. 301.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON SEPTEMBER 24, 2019.

MINUTES

Health Department - cont'd

5. **FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$1,228,576.00**
(FLBC)

Account: 4000-498820-3080-275200-603051

The FLBC will utilize the funds to provide services to reduce the number of infant deaths due to low birth weight, preterm births, and unsafe sleep conditions. The goals of the program are to reach full capacity for the expanded Healthy Families America (HFA) areas, continue to improve data quality and to continue to implement the inter-conception home visiting program.

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

MWBOO GRANTED A WAIVER ON OCTOBER 15, 2019.

6. **BEHAVIORAL HEALTH SYSTEM BALTIMORE** **\$ 50,000.00**
(BHSB)

Account: 4000-480620-3080-291900-603051

The BHSB will utilize the funds to establish and maintain linkages and referrals between school-based mental health providers and youth-friendly health care service providers. The BHSB will also work to build the sexual health and youth-friendly community-based substance use disorder treatment and mental health capacity of school and Title X providers.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON SEPTEMBER 5, 2019.

MINUTES

Health Department - cont'd

7. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$1,017,389.00**
(BHSB)

Accounts: 1001-000000-3070-286400-603051	\$ 942,389.00
1001-000000-6331-799715-603051	\$ 75,000.00

The BHSB will administer public funding for substance use disorder treatment and prevention for youth and young adults at targeted community sites and/or Baltimore City Public Schools and mental health services for youth at the Westside Youth Opportunity Center.

The agreement is late because of a delay in the administrative process.

MWBOO GRANTED A WAIVER ON AUGUST 9, 2019.

8. **CARING HEARTS SENIOR LIVING, LLC** **\$ 31,200.00**

Account: 5000-534020-3254-767806-607001

Caring Hearts Senior Living, LLC will provide services for the assisted living group home located at 620 Wildwood Parkway.

This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program. The program provides subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The residents receive shelter, meals, housekeeping, personal care services and 24-hour on-site supervision.

The agreement is late because of administrative delays.

MINUTES

Health Department - cont'd

9. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 106,142.00**

Account: 5000-569720-3023-273351-603051

Park West Health Systems, Inc. will utilize the funds to provide a range of client-centered Medical Case Management activities for HIV+ individuals to increase treatment adherence to clinical protocols during the FY 2020 grant year.

MWBOO GRANTED A WAIVER ON OCTOBER 24, 2019.

10. **PROJECT PLASE, INC.** **\$ 15,000.00**

Account: 5000-569720-3023-273359-603051

Project PLASE, Inc. will utilize the funds to provide non-emergency medical transportation services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through the use of a company vehicle to provide transportation services and contracts with providers of transportation services, purchase and distribution of MTA tokens to clients as needed.

MINUTES

Health Department - cont'd

The agreements (item nos. 9 and 10) are late because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is necessary to comply with the grant requirements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The Mayor **ABSTAINED** on item nos. 3 and 4. The President **ABSTAINED** on item nos. 3 and 4.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notification of Grant Award (NGA) from the Maryland State Department of Education. The period of the NGA is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$199,945.00 - 4000-427120-3080-292303-404001

BACKGROUND/EXPLANATION:

This NGA will provide funds under the Maryland State General Funds Allotment for the Maryland Infants and Toddlers Program State Fiscal Year 2020 Consolidated Local Implementation Grant. The grant will support the provision of early intervention services to infants and toddlers with disabilities and their families.

The NGA is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notification of Grant Award from the Maryland State Department of Education.

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notification of Grant Award (NGA) from the Maryland State Department of Education. The period of the NGA is July 1, 2019 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$ 731,326.00	-	4000-427120-3080-292300-404001	-	Part C
307,151.00	-	4000-427120-3080-292301-404001	-	Part B 611
34,025.00	-	4000-427120-3080-292302-404001	-	Part B 619
<u>\$1,072,502.00</u>				

BACKGROUND/EXPLANATION:

The NGA will provide funding under the Individuals with Disabilities Education Act Part C, Part B 611, and Part B 619 within the Maryland Infants and Toddlers Program State Fiscal Year 2020 Consolidated Local Implementation Grant. The grant will support the provisions of early intervention services to infants and toddlers with disabilities and their families.

The NGA is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notification of Grant Award from the Maryland State Department of Education.

MINUTES

Health Department - Two-Month Advance of Funding

ACTION REQUESTED OF B/E:

The Board is requested to approve a Two-Month Advance of Funding for HealthCare Access Maryland, Inc.

AMOUNT OF MONEY AND SOURCE:

\$ 51,833.33	-	4000-499620-3080-294213-603051
6,275.83	-	5000-530020-3080-595800-603051
10,000.00	-	4000-499920-3080-294200-603051
9,259.83	-	4000-498820-3080-275200-603051
<u>\$ 77,368.99</u>		

BACKGROUND/EXPLANATION:

On September 11, 2019, the Board approved the Fiscal Year 2020 Unified Funding Document in the amount of \$61,059,717.00.

The two-month advance amount is based on current Fiscal Year 2020 program year and provides for the continuation of program services while the scope of work and budgets are being revised and approved for the FY 2020 program year. The agreement governing the use of the funds is for the period of July 1, 2019 through June 30, 2020 and will be submitted for Board approval after the review of the scope of work and budget.

HealthCare Access Maryland, Inc. agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to HealthCare Access Maryland Inc., prior to the execution of the agreement are subject to the terms and conditions of the agreement.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Health Department - cont'd

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Two-Month Advance of Funding for HealthCare Access Maryland, Inc.

MINUTES

Office of Civil Rights - Living Wage Recommendation
and Wage Enforcement for FY 2021

The Wage Commission in accordance with Article 5, Subtitle 26, Baltimore City Code (Living Wage Law), is required each year to recommend to the Board of Estimates by December 15, a revised Living Wage Rate for the City of Baltimore service contracts.

The Wage Commission reviewed the yearly revision of the U.S. Census Bureau's Poverty threshold. After careful consideration of the Bureau's poverty level for a family of four currently set at \$25,701.00, and other wage data, the Commission is recommending to the Board that the Living Wage be increased from the current hourly rate of \$12.06 to \$12.36. This pay rate will apply to City of Baltimore service contracts as recommended by the City Purchasing Agent and designated by the Board of Estimates.

Methodology for calculation:

\$25,701.00 divided by 2,080 (a 40-hour week x 52 weeks) = \$12.36 per hour.

UPON MOTION duly made and seconded, the Board accepted the recommendation of the Wage Commission, in accordance with Article 5, Subtitle 26, Baltimore City Code (Living Wage Law), for the revised Living Wage Rate for the City of Baltimore service contracts, as required each year.

MINUTES

Office of Civil Rights - Prevailing Wage Rate Recommendation 2020
and Wage Enforcement

ACTION REQUESTED OF B/E:

The Board is requested to approve the recommended Prevailing Wage Rates in accordance with Article 5, Subtitle 25, Baltimore City Code, to be paid to laborers, mechanics, and apprentices on all Prevailing Wage contracts awarded by the Board of Estimates. It is recommended that the rates become effective for contracts that are advertised on or after December 31, 2019.

BACKGROUND/EXPLANATION:

The Wage Commission requested evidence from contracting associations, unions, and related trade groups on work both public and private, in order to establish rates to be recommended to the Board of Estimates. In reviewing the rates for classifications 1-5, there are no significant amount of changes from the current rates in those classes.

The submitted recommended Prevailing Wage Rates represent a total increase of 0.17% for Classes 1, 2, 3 and 5 (\$125.80 is the dollar amount increase for the four classes listed below.)

Class 1	Building Construction	0.02%
Class 2	Highways	0.15%
Class 3	Utility	0.00%
Class 5	Purchases, etc.	0.00%
		0.17% Increase

MINUTES

Office of Civil Rights - cont'd
and Wage Enforcement

Classification 4 applies to federally funded Housing and Urban Development projects and has no impact on the City's general funds. For this reason, the Wage Commission adopted the United States Department of Labor's wage rates for this category.

UPON MOTION duly made and seconded, the Board approved the recommended Prevailing Wage Rates in accordance with Article 5, Subtitle 25, Baltimore City Code, to be paid to laborers, mechanics, and apprentices on all Prevailing Wage contracts awarded by the Board of Estimates. The Board also approved the recommendation that the rates become effective for contracts that are advertised on or after December 31, 2019.

MINUTES

Department of Recreation and Parks - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Donation Agreement with Baltimore Chesapeake Bay Outward Bound School, Inc. (Donor), and Henry H. Lewis Contractors, LLC dba Lewis Contractors (Contractor). The period of the Donation Agreement is effective upon Board approval through Final Acceptance of the Project by the City.

AMOUNT OF MONEY AND SOURCE:

\$1,300,000.00 - No City funds will be transacted.

BACKGROUND/EXPLANATION:

Pursuant to an Amendment and Restated License Agreement approved by the Board on November 22, 2006, the Donor occupies the historical City-owned property known as Orianda House located inside Gwynns Falls Leakin Park at 1901 Eagle Drive (Blk/Lot - 2322/032). The Donor desires to make improvements to the property to include remodeling the bathrooms, bedrooms and kitchen, updating plumbing and electric systems, repairing the existing HVAC system, reconfiguring the front entranceway to make it ADA compliant, etc. Donor desires to fund the project at the estimated total cost indicated and will pay funds directly to the Contractor whether the final cost be more or less than the estimated total indicated. Donor selected and hired Lewis Contractors to perform the work and Ziger/Snead LLP Architects to create the project plans. The City has not participated in any way in the selection of Contractor or Architect or in funding the Project. The City approves and graciously accepts this donation of improvements. Both the Commission for Historical and Architectural Presentation and Maryland Historic Trust have reviewed and approved the renovations to this historic City property.

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 with Baltimore Chesapeake Bay Outward Bound School, Inc., and Henry H. Lewis Contractors, LLC dba Lewis Contractors.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 7 to Gannett Fleming, Inc., under Project 1232 On-Call Design Services. The period of the task assignment is approximately three months.

AMOUNT OF MONEY AND SOURCE:

\$25,157.64 - 9938-910064-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include engineering services for Gwynns Falls/Leakin Park Athletic Field Pavilion.

MBE/WBE PARTICIPATION:

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

MBE: 25%

WBE: 10%

The Consultant has achieved 14.56% of the MBE goal and 0% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 18, 2019.

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 35,000.00	9938-909064-9475	9938-910064-9474
State	Reserve - Program Open Space	Active - FY16 Athletic Field Renovation

This Transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 7 to Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 7 to Gannett Fleming, Inc., under Project 1232 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

Baltimore Development - First Amendment to Easement Agreement Corporation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Easement Agreement (Amendment) with Harbor East Parcel D-Commercial, LLC, Harbor East Parcel D-Hotel, LLC, Harbor East Parcel D Residential, LLC, Harbor East Parcel D-Retail, LLC, and Harbor East Parcel D Retail 2, LLC (collectively known as the "Grantors") for a portion of property (known as the "Event Easement Area") containing 1,440 sq. ft., to be used as outdoor seating and restaurant related uses ancillary to the Hotel operating at 200 International Drive. The First Amendment to Easement Agreement will extend the period of the agreement through December 31, 2030 and provides for four renewal option periods of ten years.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - base fee per year

\$ 2,500.00 - increase every five years

BACKGROUND/EXPLANATION:

The Grantors own a property adjacent to the Four Seasons Hotel that is located between the Hotel and Waterfront Promenade with various easements, covered under the original Easement Agreement. Among them, the Event Area Easement allows for public access to the Event Space.

The "Event Easement Area" is semi-elevated and abuts the Four Season's patio. Due to the placement and elevated design of the space, it is not currently very active or well utilized by the public. Grantors request use of the space to provide outdoor seating for a bar/restaurant associated with the Four Seasons Hotel, thus requiring an amendment to the original Easement Agreement.

MINUTES

Baltimore Development - cont'd
Corporation

Through this Amendment the City agrees to suspend its easement rights. The City will charge an annual fee based on the City's Minor Privilege schedule for outdoor seating in public right of way.

Public access to the waterfront will not be affected by construction and operation of the proposed improvements.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Easement Agreement with Harbor East Parcel D-Commercial, LLC, Harbor East Parcel D-Hotel, LLC, Harbor East Parcel D Residential, LLC, Harbor East Parcel D-Retail, LLC, and Harbor East Parcel D Retail 2, LLC (collectively known as the "Grantors") for a portion of property (known as the "Event Easement Area") containing 1,440 sq. ft., to be used as outdoor seating and restaurant related uses ancillary to the Hotel operating at 200 International Drive.

MINUTES

Baltimore Development Corporation - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with PMA Associates, Inc., Tenant, for 2901 Druid Park Drive, premises, containing 142 rentable sq. ft. of space. The lease term is December 01, 2019 through November 30, 2020, with the option to renew for one additional year.

AMOUNT OF MONEY AND SOURCE:

<u>Annual</u>	<u>Monthly Installments</u>
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\$2,580.00	\$215.00
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BACKGROUND/EXPLANATION:

PMA Associates, Inc. will use the premises as administrative offices and for no other purpose.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with PMA Associates, Inc., Tenant, for 2901 Druid Park Drive, premises, containing 142 rentable sq. ft. of space.

MINUTES

Baltimore Development Corporation - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with HM FayetteLiberty LLC for 142-144 W. Fayette Street and 102-106 N. Liberty Street.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - purchase price
(\$120,000.00 in cash will be paid at settlement and the remainder in a Purchase Money Mortgage.)

BACKGROUND/EXPLANATION:

On September 6, 2018, the BDC released a Request For Proposals (RFP) for City-owned property located at 142-144 W. Fayette Street and 102-106 N. Liberty Street (Block 0621 Lots 001-002 & 016-018) on the Westside of downtown Baltimore. The assemblage includes five parcels located at the intersections of W. Fayette Street, N. Liberty Street, and Park Avenue. The intent of the RFP was to promote reuse of the currently vacant property through redevelopment that encourages street level activation.

The BDC received five responsive proposals and selected HM FayetteLiberty LLC to acquire and redevelop the Property. The developer will rehabilitate the existing structures to create a mixed-use project with approximately 4,000 square feet of ground floor retail space and approximately 20 residential units on the upper floors. The property was appraised for \$175,000.00 by Lipman, Frizzell, and Mitchell on December 17, 2018 and is being sold for \$200,000.00.

MINUTES

Baltimore Development Corporation - cont'd

MBE/WBE PARTICIPATION:

The Developer has signed a commitment to comply with the City's MBE and WBE program in connection with the engagement of Developer's contractor.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with HM FayetteLiberty LLC for 142-144 W. Fayette Street and 102-106 N. Liberty Street.

MINUTES

Baltimore Development - Lexington Market Amended and Restated
Corporation Lease Agreement and Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the following Amended and Restated Lease Agreement with Lexington market QALICB, LLC., Tenant, and the Grant Agreement with Lexington Market. The period of the agreement is fifty years with five five-year renewal options.

1. Amended and Restated Lease with Lexington Market QALICB, LLC for Lexington Market - West Located at 520 W. Lexington Street (Ward 4, Section 5, Block 593, Lot 1).
2. Amended and Restated lease with Lexington Market QALICB, LLC for Lexington Market - East located on a portion of 200 N. Eutaw Street (Ward 4, Section 5, Block 595, Lot 2).
3. Amended and Restated Lease with Lexington Market QALICB, LLC for Lexington Market South located at 130 N. Eutaw Street (Ward 4, Section 5, Block 595, Lot 1 and 1A) and 112 N. Eutaw Street (Ward 4, Section 7, Block 618, Lot 6).
4. Grant Agreement between the City and Lexington Market, Inc.

AMOUNT OF MONEY AND SOURCE:

\$7,250,000.00 - Grant Agreement will be funded as follows:

- \$1,250,000.00 of the City's grant obligation will be deemed satisfied for funds already disbursed to Grant prior to date hereof
- \$3,982,000.00* of funds available in Baltimore City Capital Account 9910-905360-9601 - *Approved for funds by Capital Accounting

MINUTES

Baltimore Development Corporation - cont'd

- \$2,018,000.00 will be granted to this project subject to appropriation by the Mayor & City Council of Baltimore in the City Capital Budget for Fiscal Year 2021. Any funds not appropriated will not be owed by the City.

\$1.00 - Annual Rent for each lease

BACKGROUND/EXPLANATION:

Lexington Market is the oldest continuously operating public market in the United States and is the centerpiece of Baltimore's public market system. The property is owned by the Mayor and City Council of Baltimore and in 1979 was leased for a term of 30 years to Lexington Market, Inc. (the "Original Lease"), a non-profit quasi-governmental organization charged with the maintenance and operations of the market. On October 30 of this year, the term of the Original Lease was extended.

Founded in 1782 at its current location, the market has undergone many changes through the years, including a 1949 fire that leveled the market sheds, reconstruction of the market building in 1952 and the addition of an atrium in 1982. Having seen no major capital investments since the addition of the atrium, the market is in need of a significant overhaul. A years-long planning and community engagement effort has culminated in a redevelopment plan that will demolish the 1982 atrium structure, extend Lexington Street as a pedestrian-only space on its footprint, build a new market building on a parking lot to the south of the existing east market, and vacate the existing east market building for future reconfiguration and reuse.

In order for this redevelopment to move forward, Lexington Market, Inc. will assign its Lease to a new entity, Lexington Market

MINUTES

Baltimore Development Corporation - cont'd

QALICB, LLC (Tenant) which has been formed in order to obtain the necessary financing for the project. This new entity is owned 95% by Lexington Market, Inc. and 5% by Baltimore Public Markets Corporation. The Original Lease will be divided into three portions – East, West, and South – each pertaining to specific parcels controlled under the Original Lease. Separating the lease in this manner will facilitate further redevelopment in phases.

Finally, a grant of \$7,250,000.00 will be made from the City to Lexington Market, Inc., to cover the portion of the redevelopment project that will be paid by City funds. The remainder of the project will be financed through a combination of debt and New Markets Tax Credits obtained by the Tenant.

MBE/WBE PARTICIPATION:

Tenant will comply with the City's MBE/WBE program.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amended and Restated Lease Agreement with Lexington market QALICB, LLC., Tenant, and the Grant Agreement with Lexington Market.

MINUTES

Department of Real Estate - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a lease Agreement with ABA Health Services, Inc., (ABA) Tenant, for the rental of a portion of the property located at 3939 Reisterstown Road, 1st floor, consisting of approximately 3875 square feet of space. The period of the agreement is July 1, 2019 through June 30, 2024 with the option to renew for an additional one-year period.

AMOUNT OF MONEY AND SOURCE

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$40,476.84	\$3,373.07 - Y1*
\$41,488.76	\$3,457.40 - Y2*
\$41,488.76	\$3,457.40 - Y3
\$42,525.98	\$3,543.83 - Y4*
\$42,525.98	\$3,543.83 - Y5

*Years 1, 2 and 4 reflect a 2.5% increase.

BACKGROUND/EXPLANATION:

The Tenant will use the Leased Premises as office space for its counseling services. The tenant will be responsible for maintaining liability insurance. The landlord will be responsible for maintaining the interior and exterior of the building and providing trash removal.

The Space Utilization Committee approved this lease agreement on November 26, 2019.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with ABA Health Services, Inc., (ABA) Tenant, for the rental of a portion of the property located at 3939 Reisterstown Road, 1st floor, consisting of approximately 3875 square feet of space.

MINUTES

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Gorsuch Group, LLC for an amount that is less than the lien amount for the property below-listed.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2671 Kennedy Avenue	\$2,000.00	\$1,357.27	\$5,361.92	\$2,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on May 14, 2018.

Gorsuch Group, LLC has offered to purchase the Tax Sale Certificate, for 2671 Kennedy Avenue in amount of \$2,000.00 to acquire title to the property and return it to productive use. The purchase price of \$2,000.00 covers the flat taxes and water bills.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Gorsuch Group, LLC for an amount that is less than the lien amount for the property listed above.

MINUTES

Space Utilization Committee - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Neighborhood Housing Services of Baltimore, Inc., (Owner), for the right to enter upon and use a portion of the premises known as 4115 Frederick Avenue, (the premises) consisting of approximately 143 sq. ft. The MOU will be on a month-to-month basis commencing January 1, 2020 and terminating by 30 days written notice provided by either party.

AMOUNT OF MONEY AND SOURCE:

\$ 100.00 - monthly fee

Account: 1001-000000-1000-107000-603013

BACKGROUND/EXPLANATION:

Mr. Kristerfer Burnett will use the premises to provide services and a place for meetings for residents of the 8th Councilmanic District.

The Owner will be responsible for any maintenance and upkeep issues relating to the Premises. Additionally, the Owner agrees to furnish all utilities, and provide janitorial and pest control services. Finally, the Owner will keep any sidewalks adjacent to the Premises reasonably clear of snow, trash and debris.

The Space Utilization Committee approved the MOU on November 26, 2019.

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Neighborhood Housing Services of Baltimore, Inc., for the right to enter upon and use a portion of the premises known as 4115 Frederick Avenue, consisting of approximately 143 sq. ft. The Mayor

ABSTAINED.

MINUTES

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Job Opportunities Task Force, Inc. (JOTF). The period of the Agreement is September 1, 2019 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$159,739.63 - 5000-512619-6312-726805-603051

BACKGROUND/EXPLANATION:

The JOTF will provide highway or capital transit credentialed transportation construction-related training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed Baltimore City residents. The JOTF will leverage the resources of workforce development partners to ensure trainees have access to a wide variety of supportive services with the goal of improving overall job readiness.

The agreement is late because of additional time necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Job Opportunities Task Force, Inc.

MINUTES

Office of the State's Attorney - Grant Award
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Grant Award (NOG) with the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award was October 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$146,250.00 - 5000-513820-1150-118000-405001

BACKGROUND/EXPLANATION:

The GOCCP has awarded this grant to the Office of the States Attorney to investigate and prosecute violent offenders by supporting the USAO, efforts in coordination with the ATF, the DEA, the FBI, and the HSI to bring multi-defendant indictments against some of the City's most dangerous violent repeat offenders and criminal organizations. The grant funds will support salary.

The Grant Award is late because it was recently received from the GOCCP.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Department of Finance/Office - Purchase of Flood Insurance
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the purchase of Flood Insurance for various properties owned by the City through Wright National Flood Insurance Company. The Flood Insurance will be effective within 30 days of receipt of premium.

AMOUNT OF MONEY AND SOURCE:

\$177,010.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

FEMA mandates the purchase of Flood Insurance for properties located in Special Flood Hazard Areas. The Bureau of Risk Management along with the City's Flood Plain Management Office, identified 88 City-owned properties located in these areas.

MBE/WBE PARTICIPATION:

There are no MBE/WBE goals for the purchase of this insurance policy.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of Flood Insurance for various properties owned by the City through Wright National Flood Insurance Company.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Rickey Bell for expenses incurred on March 29, 2018.

AMOUNT OF MONEY AND SOURCE:

\$160.00 - License Renewal

Account: 2071-000000-5521-632320-603020

BACKGROUND/EXPLANATION:

Mr. Bell submitted his employee expense statement on time, but it was inadvertently misplaced.

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.

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. Rickey Bell for expenses incurred on March 29, 2018.

MINUTES

Department of Public Works (DPW) - Increase to Master Blanket Purchase Order Nos. P502275 and P502276 - Synagro Technologies

ACTION REQUESTED OF B/E:

The Board is requested to approve an increase to Master Blanket Purchase Order Nos. P502275 and P502276 for Sludge Heat Drying Services to the Patapsco and Back River Wastewater Treatment Plants. This increase will cover the FY'20 cost of these services which are provided by Synagro Technologies.

AMOUNT OF MONEY AND SOURCE:

	<u>PO #</u>
\$ 8,700,000.00 - 2070-000000-5501-396864-603053 Service Tipping Fee - Patapsco Wastewater Treatment Plant	P502275
9,100,000.00 - 2070-000000-5501-630064-603053 Service Tipping Fee - Back River Wastewater Treatment Plant	P502276

BACKGROUND/EXPLANATION:

On November 15, 2000, the Board approved the agreement with Synagro Technologies, which set the fees and contract specifications.

On March 4, 2015, the Board amended and renewed the agreement for an additional ten-year period.

Since this is an internal agreement between the DPW and Synagro Technologies, the Master Blanket Purchase Orders will be used to provide funding for the agreement and used as an instrument for expediting payments. The requested increase is for one year.

MINUTES

DPW - cont'd

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the increase to Master Blanket Purchase Order Nos. P502275 and P502276 for Sludge Heat Drying Services to the Patapsco and Back River Wastewater Treatment Plants.

MINUTES

Department of Finance - Update to AM Policy 240-5-1
Subsistence Rates

ACTION REQUESTED OF B/E:

The Board is requested to approve an update to the Administrative Manual Policy 240-5-1, Subsistence Rates for High Geographic Areas for FFY 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Each year, the Federal General Services Administration updates its subsistence rates for travel at the beginning of the new Federal Fiscal year on October 1. As a result of these changes, AM Policy 240-5-1 must be updated each year to reflect the current rates.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the update to the Administrative Manual Policy 240-5-1, Subsistence Rates for High Geographic Areas for FFY 2020.

MINUTES

Department of Public Works/Office - Agreement - Project 1294
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with AECOM Technical Services, Inc. (AECOM) under Project 1294, Wet Weather Consent Decree Compliance and Program Management Services. The period of the Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 6,482,209.99	-	9956-904953-9551-900020-703032
8,771,376.76	-	9956-904953-9551-900020-703032
309,177.08	-	2070-000000-5501-793000-603026
209,558.79	-	2070-000000-5501-793000-603026
508,091.72	-	2070-000000-5501-630101-603026
815,976.36	-	2070-000000-5601-730200-603018
686,292.40	-	2071-000000-5601-730200-603018
2,261,680.85	-	2070-000000-5501-604300-603026
1,726,389.56	-	2070-000000-5501-793000-603026
114,623.24	-	2070-000000-5601-399200-603018
114,623.24	-	2072-000000-5181-390700-603026
\$21,999,999.99		

BACKGROUND/EXPLANATION:

AECOM will provide construction management services to assist the City to prepare the deliverables and comply with the requirements of the Wet Weather Modified Consent Decree. The Consultant will provide engineering, construction management, and program services to various divisions within the Department. AECOM will also prepare strategies for implementation of wastewater programs.

MINUTES

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

MBE/WBE PARTICIPATION:

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

MBE: 25%

WBE: 13%

MBE: DM Enterprises of Baltimore, LLC	\$1,863,987.89	8.47%
AB Consultants, Inc.	1,002,646.18	4.55%
Winstead Management Group, LLC	1,746,563.20	7.93%
Somat Engineering, Inc.	1,039,111.15	4.72%
	<u>\$5,652,308.42</u>	<u>25.67%</u>
 WBE: Assedo Consulting, LLC	 \$ 942,790.65	 4.28%
Sigma Associates, Inc.	2,138,400.00	9.72%
	<u>\$3,081,190.65</u>	<u>14.00%</u>

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 5, 2019.

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

MINUTES

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

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1.	\$ 7,000,786.79 (Wastewater Revenue Bond)	9956-907657-9549 Sewer Overflow Elimination	
	7,250,000.00 (County Revenue)	" "	
	<u>2,223,086.90</u> (County Revenue)	9956-914045-9549 (Project 1262 Consent Decree Management)	
	\$16,473,873.69	-----	9956-904953-9551-3 (Design)

This transfer will cover the cost of Project 1294, Wet Weather Consent Decree Compliance and Program Management Services.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with AECOM Technical Services, Inc. under Project 1294, Wet Weather Consent Decree Compliance and Program Management Services. The Transfer of Funds

MINUTES

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

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 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. 15 to Whitman, Requardt, & Associates, LLP under Project 1505 (SC 989, SC 990, SC 991, SC 988, WC 1326), On-Call Project and Construction Management Assistance Services. The Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$ 26,611.94	-	9956-902889-9551-900020-703032	SC 989
26,611.94	-	9956-903890-9551-900020-703032	SC 990
26,611.94	-	9956-903890-9551-900020-703032	SC 991
26,611.94	-	9956-915933-9551-900020-703032	SC 988
26,611.94	-	9960-927022-9551-900020-703031	WC 1326
\$133,059.70			

BACKGROUND/EXPLANATION:

The Department is in need of constructability reviews for following projects: SC 989, Fine Screen Rehabilitation; SC 990 Administration Building Repairs, Rehabilitation & Upgrade; SC 991, Liquid Oxygen Plan Upgrade; SX 988, Secondary Reactor Rehabilitation; WC 1326, Supervisory Control & Data Acquisition (SCADA)/Distributed Control Systems (DCS) Master Plan/Single Platform System.

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%.

MINUTES

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

MWBOO APPROVED ON OCTOBER 1, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$ 9,197.10	9956-929019-9549	
Wastewater	Patapsco Secondary	
Revenue Bond	Reactor	
19,543.83	" "	
<u>County Revenue</u>		
\$28,740.93	-----	99956-915933-9551-3 Design

This transfer will fund the costs associated with Project 1505 (SC 989, SC 990, SC 991, SC 988, WC 1326), On-Call Project and Construction Management Assistance Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 15 to Whitman, Requardt, & Associates, LLP under Project 1505 (SC 989, SC 990, SC 991, SC 988, WC 1326), On-Call Project and Construction Management Assistance Services. The

MINUTES

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

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 Public Works/Office of Engineering and Construction - Amendment No. 3 to Agreement for Post Award Engineering Services with Patton Harris Rust and Associates, P.C. A Pennoni Company

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to agreement (Amendment No. 3) with Patton Harris Rust & Associates, P.C. A Pennoni Company under W.C. 1229. The Amendment No. 3 will extend the period of the agreement for 50 months. The current expiration date is August 19, 2020.

AMOUNT OF MONEY AND SOURCE:

\$91,875.00 - 9960-906918-9557-900020-702064

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting additional funds for the Engineering Design Services that are provided by Patton Harris Rust & Associates, P.C., A Pennoni Company for the Rehabilitation of Vernon Pumping Station project. The additional funds are for designing of the new Druid Lake Overflow Drain that was outside the original scope of WC 1229 - Rehabilitation of Vernon Pumping Station. The existing Druid Lake Overflow drain piping is collapsed beneath the Jones Falls Expressway (I-83) and is a flooding concern. This pipe is adjacent to the Vernon Pumping Station and since there is work planned under this project in this area for the Water Mains, the rehabilitation would be included in this project.

MINUTES

Department of Public Works - cont'd

The scope of the original Agreement included the study phase of WC 1229. The Consultant performed a comprehensive assessment of current conditions at the pumping station and identified major deficiencies. To correct these deficiencies, a comprehensive improvement program was developed which calls for major hydraulic, mechanical and electrical improvements to the pumping station, for the provision of an emergency generator facility, and for the architectural and structural rehabilitation of the station structure itself. Improvements to the discharge header and control valves will be made as well as replacing of discharge mains installed directly under the Jones Falls Expressway. The Amendment No. 3 also increase the amount of the contract by \$91,875.00, making the total contract value not to exceed \$2,408,270.00.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Business Women's Enterprise goals established in the original agreement of MBE: 27% and WBE 10%.

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 1, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to agreement with Patton Harris Rust & Associates, P.C. A Pennoni Company under W.C. 1229.

MINUTESDepartment of Audits - Audit Report

The Board is requested to **NOTE** receipt of the following Audit Report:

1. Baltimore City Office of Information and Technology Biennial Financial Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on page 32 [page 39], Department of Audits, Baltimore City Office of Information and Technology Biennial Financial Audit Report Fiscal Years Ended June 30, 2018 and 2017. Will the parties please come forward?"

City Auditor: "Good morning Mr. President, Mr. Mayor, Madame Comptroller, Board members. I am the City Auditor. My name is Josh Pasch. I am here to present the Baltimore City Office of Information and Technology Biennial Financial Audit Report Fiscal Years Ended June 30, 2018 and 2017. We present the Financial Statements. We have noted One Internal Control Finding and that is that the Information and Technology Office was unable to provide

MINUTES

Department of Audits - Audit Report - cont'd

supporting documentation for all of our Payroll Testing Timesheets that we selected. When we looked into this, the root cause appears to be that the data was lost during the May 2019 ransomware attack. Based on the Findings there, our recommendation was for the agency to implement and improve their back-up system and to formalize a record retention schedule to maintain those documents so that we will be able to see the support for the transactions that support the financial numbers. We also had one prior year follow-up; this was a Cash Balance Deficit of \$12,000,000.00 for the 911 Call Center Grants. During the Audit, we noted that the 911 Call Center was transferred from Police to the Information Technology Department in 2014 and 2015 and the expenditures began -- were being recorded under IT, but the -- it appears the Grant Revenue was -- continued to be associated with the Police, which led to this mis -- mismatch -- leading to a large deficit in balance in the 911 Call Center under the Grants. We did go and we

MINUTES

Department of Audits - Audit Report - cont'd

noted that the revenues were received by the City the issue appears to be more of a presentation in the Financial Statements than anything else and we have presented that to the agency. Thank you."

Mr. Mark Cherry: "I'm Mark Cherry, CFO of BCIT."

Mr. Todd Carter: "Todd Carter, Acting CIO for BCIT."

Director of Finance: "Good morning President Scott, Mayor Young, Comptroller Pratt, Honorable members of the Board. I'm Henry Raymond, Director of Finance. I'll address the uh -- repeat item that the Auditor referenced. Uh -- as indicated, the 911 function was transferred from uh -- BPD to MOIT now known as BCIT. The revenues and the expenditures were all supposed to be booked to BCIT not BPD. It appears that uh -- some revenue was booked to BPD related to a State 911 Grant and uh -- BCIT attempted to obtain the data in order to do the appropriate journal entry. They weren't able to get the data from BPD, so now Finance will step in, do the research and prepare whatever correcting journal entry is necessary so that the statements can reflect properly."

MINUTES

Department of Audits - Audit Report - cont'd

President: "Thank you and thank you. Mr. Director that was actually one of my follow-up questions. Uh -- when do we think the balance will be switched over properly? Do we have a time line for that?"

Director of Finance: "In this Fiscal year, in the fourth quarter."

President: "And then also for -- for BCIT, if they can tell us uh -- how many times they tried to get it from BPD and why uh -- no one was informed? I don't think the Mayor was informed. I wasn't informed. The Comptroller wasn't informed. The Council wasn't informed that \$12,000,000.00 that was supposed to be on their books was still in the Police Department's books and why that wasn't raised -- that level wasn't raised long before the Auditor came to look at that because it's a significant amount of money and when agencies are not playing ball with the other agencies as they should, folks have to make folks know so they can make the correct action."

MINUTES

Department of Audits - Audit Report - cont'd

Mr. Cherry: "So --"

Director of Finance: "Thank you."

Mr. Cherry: "So, there were several e-mails um -- I would have to go back and -- and pull the documentation to show how many e-mails uh -- went back and forth between the BPD, as well as the State. Uh -- but we can pull that information and let you know uh -- exactly, the exact number."

President: "If you could uh -- provide that to the Board by the -
- before the next Board meeting, that would be greatly appreciated."

Comptroller: "Just state your name as you did before."

President: "Oh, sorry. Please state your name."

Mr. Cherry: "Mark Cherry, CFO of BCIT."

President: "He stated it at the beginning, yea. My second question, on -- on page 13, the audit noticed that we are losing physical

MINUTES

Department of Audits - Audit Report - cont'd

time sheets at a higher rate in Fiscal Year 19 than we were in Fiscal Year 17 and the audit -- Mr. Auditor recommends a -- a record -- record schedule, but why are we not recommending to -- that we make paper time sheets obsolete and go fully to a digital model?"

Mr. Carter: "Um -- that um -- don't' know about the recommendation, but it's part of the workday ERP implementation. There will be a new time tracking system that will provide a lot of automation. Regarding the actual uh -- back-up that was stated, we do have a new back-up process and procedure. Uh -- we came to you a couple weeks ago about our metrics that are in the uh -- metric book and that's one of the metrics that we keep. So, we will do the extra, not only the back-ups, but test to make sure that those back-ups -- you can recover and restore from them as appropriately. We plan -- we plan to do that on a quarterly basis."

President: "Thank you. Any other questions from the Board? Thank you. The Audit Report has been NOTED."

* * * * *

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

5711 - 5712

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$ 20,339.56	9916-905001-9194	9916-907218-9197
1 st Public	Construction	2300 Maryland
Building Loan	Reserve-Unallotted	Avenue Cornice
	Replacement -	
	Active	
79,660.44	9916-905001-9194	9916-907218-9197
3 rd Public	Construction	2300 Maryland
<u>Building Loan</u>	Reserve-Unallotted	Avenue Cornice
\$100,000.00		Replacement -
		Active

The transfer of funds will provide funds to DGS to the replacement of the roof on two City-owned buildings at 2300 Maryland Avenue and all associated in-house costs. This project will include the rehabilitation of both the cornice and gutters. The roof is currently dilapidated, leaking, and in need of full replacement while the cornice and gutters are considered historic and require localized replacement in order to correct the water leakage problem.

Department of Housing and Community Development

2. \$885,000.00	9910-923019-9587	
3 rd Community	Baltimore Home-	
& Economic	ownership Incentive	
Development Bonds	(Reserve)	
255,000.00	-----	9910-903292-9588
		Baltimore City
		Employee Program

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
300,000.00		9910-903294-9588 Buy Into Baltimore
<u>330,000.00</u>		Booster Program V2V
\$885,000.00		

This transfer will provide appropriations for Department of Housing and Community Development Homeownership Incentive Programs for fiscal year 2020.

Department of Planning

3. 20,000.00	9904-905795-9129	9904-902798-9127
General Funds	Capital Project Priorities (Reserve)	Waterfront Partnership

This transfer will provide funding to the Waterfront Partnership to provide funding for a position dedicated to managing the waterfront promenade.

MINUTESMayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is July 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **HEALTH CARE FOR THE HOMELESS, INC.** **\$195,000.00**

Account: 4000-407120-5940-760200-603051

Health Care for the Homeless, Inc. will utilize the funds to provide supportive services to 250 individuals and families in Baltimore City experiencing homelessness. Services will be provided under the Convalescent Care Program.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$300,000.00**

Account: 4000-407120-5940-760400-603051

HealthCare Access Maryland, Inc. will utilize the funds to provide rental assistance, financial assistance and supportive service to 35 individuals in Baltimore City experiencing homelessness. Services will be provided under the Rapid Re-Housing Program. The period of the Agreement is July 1, 2019 through June 30, 2021.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

MINUTES

Mayor's Office of Homeless Services - cont'd

3. **FAMILY AND CHILDREN'S SERVICES OF
CENTRAL MARYLAND, INC.** **\$ 88,252.00**

Account: 5000-569820-5940-764200-603051

The City received a Maryland Department of Health grant to undertake the State Special Funds Program. Family and Children's Services of Central Maryland, Inc. will utilize the funds to provide rental assistance and supportive services to 50 low-income persons living with HIV/AIDS.

MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.

The Agreements are late because of a delay at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Provider Agreements.

MINUTES

Department of Transportation - Modification of Amounts Charged
to Install Telecommunications
Facilities on City Rights-of-Way

ACTION REQUESTED OF B/E:

The Board is requested to approve modifications to the amounts charged to install telecommunication facilities on City Rights-of-Way. The proposed fees are the actual and established base costs involved in regulating the initial installation of a telecommunications facility on City rights-of-way.

AMOUNT OF MONEY AND SOURCE:

This action does not involve the expenditure of City funds.

BACKGROUND/EXPLANATION:

On January 9, 2019, the Board approved a schedule of fees involving the installation of small wireless facilities, known as small cells, on Baltimore right-of-ways. The Board also approved a one-time installation charge of \$4,600.00 and \$4,670.00, depending on whether an installation required a new or replacement pole. Furthermore, the Board approved an annual charge of \$270.00 for each small cell attachment to a City pole.

The fees approved in January reflected the actual cost to the City in permitting primarily Crown Castle installations. Verizon and AT&T, however, reviewed the data that supported the City's fee schedule and subsequently concluded that the build-out of Verizon and AT&T installations, which they hoped to install on City right-of-way sometime in 2019, would differ from Crown Castle's installations. They asked the City to review the cost data in light of their proposed installation plans. The City agreed to the review, given the fact that under Federal Communications

MINUTES

Department of Transportation - cont'd

Commission regulations, the City can only charge fees reflective of the actual cost of permitting small cell facilities. The review resulted in the fees proposed in Appendix 1.

In addition to the fees appearing in Appendix 1, additional fees, already approved by the Board, will be charged to reflect the actual cost incurred by the City when a particular installation requires additional services not reflected in Appendix 1. For example, not all installations involve weekend installation or interrupt vehicle parking at parking meters on a block face. When an installation requires those types of additional services, it will result in charges in addition to those listed in Appendix 1.

APPENDIX 1

Item No.	Action	Fee Schedule
1.	Installation of a Single New Node/Small Cell (excluding any items involved in Conduit)	\$ 1,825.00
2.	Replacement of Nodes	\$ 600.00
3.	Conduit Installation (accompanies the installation of a new node)	\$ 19.60 per linear foot
3a.	Conduit Installation of 50 feet or less	\$ 1,000.00
3b.	Conduit Installation of 51 ft. to 75 ft.	\$ 1,500.00
3c.	Conduit Installation of 76 ft. to 100 ft.	\$ 2,000.00
3d.	Conduit Installation of 101 ft. to 125 ft.	\$ 2,500.00
3e.	Conduit Installation of 126 ft. to 150 ft.	\$ 3,000.00
3f.	Conduit Installation of 151 ft. to 175 ft.	\$ 3,500.00
3g.	Conduit Installation of 176 ft. of more	Charged per linear foot

MINUTES

Department of Transportation - cont'd

NOTE: The fees listed above do not include charges for:

- a. Inspection work required outside of regular business hours,
- b. "Bagging Fees" charged for interfering with parking meters, and
- c. Make Ready Work, as the term is defined in the Master License Agreement.

UPON MOTION duly made and seconded, the Board approved modifications to the amounts charged to install telecommunication facilities on City Rights-of-Way.

MINUTES

Department of Transportation - Developer's Agreement No. 1614

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1614 with Somerset Extension Limited Partnership, Developer.

AMOUNT OF MONEY AND SOURCE:

\$34,960.00

BACKGROUND/EXPLANATION:

Somerset Extension Limited Partnership would like to install new water services to its proposed new building located at 1400 E. Monument Street. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$34,960.00 has been issued to Somerset Extension Limited Partnership which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1614 with Somerset Extension Limited Partnership, Developer.

MINUTESDepartment of Transportation - Minor Privilege Permit Application

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 206 N. Broadway	The Johns Hopkins Hospital	Two 1½" ducts @ 25 lf. each

Annual Charge: \$175.00

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the above Minor Privilege Permit. The Mayor

ABSTAINED. The President **ABSTAINED.**

MINUTES

Department of Transportation - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to Mr. Michael D. Wancowicz, Jr. due to the unintentional sale of a stolen vehicle at auction.

AMOUNT OF MONEY AND SOURCE:

\$6,775.52 - 1001-000000-1950-505215-401774

BACKGROUND/EXPLANATION:

Unbeknownst to the Department the vehicle sold at auction to Mr. Wancowicz was stolen and re-plated. The vehicle was returned to the Department's Towing Division and the owner was notified and picked up the vehicle. The Department is requesting a refund in the amount of \$6,775.52 to Mr. Wancowicz for the cost of the vehicle, cost of repairs, and related fees.

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

UPON MOTION duly made and seconded, the Board approved the Expenditure of Funds to Mr. Michael D. Wancowicz, Jr. due to the unintentional sale of a stolen vehicle at auction.

MINUTES

Department of Transportation - Partial Release of Retainage
Agreements

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractor for the various contracts:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	J. VILLA CONSTRUCTION, INC.	TR 16009	\$34,067.30

Account: 9950-906551-9508-000000-200001

All work by J. Villa Construction, Inc. was completed for TR 16009, Cement Concrete Slab Repairs Citywide. The Contractor has requested a Partial Release of Retainage in the amount of \$34,067.30. Currently, the City is holding \$36,067.30 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

2.	J. VILLA CONSTRUCTION, INC.	TR 16021	\$11,157.26
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Account: 9950-905553-9508-000000-200001

All work by J. Villa Construction, Inc. was completed for TR 16021, Cement Concrete Slab Repairs Citywide. The Contractor has requested a Partial Release of Retainage in the amount of \$11,157.26. Currently, the City is holding \$13,157.26 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

MINUTES

Department of Transportation - cont'd

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
3.	J. VILLA CONSTRUCTION, INC.	TR 17001	\$53,156.29

Account: 9950-905465-9504-000000-200001

All work by J. Villa Construction, Inc. was completed for TR 17001, Reconstruction of Footways Citywide. The Contractor has requested a Partial Release of Retainage in the amount of \$55,156.29. Currently, the City is holding \$53,156.26 in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

4.	J. VILLA CONSTRUCTION, INC.	TR 18002	\$27,500.00
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Account: 9950-903469-9504-000000-200001

All work by J. Villa Construction, Inc. was completed for TR 18002, Reconstruction of Footways Citywide. The Contractor has requested a partial release of retainage in the amount of \$27,500.00. Currently, the City is holding \$29,500.00 in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining \$2,000.00 is sufficient to protect the interest of the City.

MINUTES

Department of Transportation - cont'd

MWBOO APPROVED THE RELEASES OF RETAINAGE.

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 release of retainage agreements with J. Villa Construction, Inc. for the foregoing contracts.

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 execution of the First Amendment to Land Disposition Agreement with Unity Properties, Inc. to add the sale of two properties located at 1937 and 1939 Hollins Street.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 1937 Hollins Street
1,000.00 - 1939 Hollins Street
\$2,000.00

BACKGROUND/EXPLANATION:

On April 13, 2018, the City sold 31 South Payson Street for \$1.00 to Unity Properties, Inc., subject to a Land Disposition Agreement (LDA). In the LDA, Unity Properties, Inc. agreed to rehabilitate the former library located on the site, into a community center.

Unity Properties, Inc. will add 1937 Hollins Street and 1939 Hollins Street to the LDA. The properties will be used as a staging area for construction on 31 South Payson Street and then will be converted to green space for the new community center.

The purchase price and improvements to the site will be financed through private sources.

In accordance with the City's Appraisal Policy, unimproved real property with an assessed value of \$2,500.00 or less do not require an appraisal.

MINUTES

Department of Housing and - cont'd
Community Development

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Land Disposition Agreement with Unity Properties, Inc. to add the sale of two properties located at 1937 and 1939 Hollins Street.

MINUTES

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned properties located at 700, 702, 704 and 714 N. Duncan Street in the Middle East neighborhood to Tadesse & Associates, Inc.

AMOUNT OF MONEY AND SOURCE:

\$8,000.00 - purchase price

BACKGROUND/EXPLANATION:

The project will involve the new construction three single-family homes on the vacant lots and the vacant building will be completely rehabbed, all will be sold at market rate.

The authority to sell the property is given under Baltimore City Code, Article 13, §2-7(h).

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

The property will be sold pursuant to the Appraisal Policy using the Waiver Valuation Process. The waiver valuation price for each property at 700, 702, and 704 N. Duncan Street is \$3,000.00 each and will be sold for \$1,500.00 each. The property located at 714 N. Duncan Street was priced at \$7,000.00 and will be sold for \$3,500.00. The properties will be sold for \$8,000.00 in total for the following reasons:

MINUTES

DHCD - cont'd

- specific benefit to the immediate area,
- the sale will help eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the properties on the City's tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement for the sale of the City-owned properties located at 700, 702, 704 and 714 N. Duncan Street in the Middle East neighborhood to Tadesse & Associates, Inc.

MINUTES

Department of Housing and - Lease Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Richard Francis, owner of Plantation Park Heights Urban Farm, Inc. for the properties below listed.

Address	Block, Lot
3809 Park Heights Avenue	3341, 005
3811 Park Heights Avenue	3341, 006
2608 Springhill Avenue	3341, 055
2610 Springhill Avenue	3341, 056
2612 Springhill Avenue	3341, 057
2614 Springhill Avenue	3341, 058
2616 Springhill Avenue	3341, 059
2618 Springhill Avenue	3341, 060
2620 Springhill Avenue	3341, 061
2622 Springhill Avenue	3341, 062
	3341, 063
	3341, 063A
	3341, 064
	3341, 065

AMOUNT OF MONEY AND SOURCE:

\$100.00 - per year

BACKGROUND/EXPLANATION:

In March 2011, the Department of Planning (DOP), in partnership with the Department, issued an RFQ for farmers to participate in

MINUTES

Department of Housing and - cont'd
Community Development

the development of a certain selection of pre-identified City-owned vacant and underutilized properties throughout the City of Baltimore for the purpose of urban agriculture. This offering was intended to 1) develop successful entrepreneurial urban farms throughout the City of Baltimore, 2) ameliorate the problem of food deserts in Baltimore City neighborhoods, 3) transform vacant and unused land to achieve economic, social and environmental benefits.

Mr. Richard Francis is the owner of Plantation Park Heights Urban Farm, Inc. which was formed in June 2014. Its birth came out of a group of Caribbean/American citizens' desire to affect change and have a positive impact on the lives of young adults that reside in the community. Mr. Francis and the Plantation Team have partnered with a local United Community Network, an elementary school (Belmont Elementary School) and Towson University Girls Rugby Team. They chose these organizations and schools based on the high-risk youth that all the groups interact with on a daily basis. The farm has several raised bed boxes and an erected hoop house where they grow squash, kabocha, tomatoes, okra, peppers, cucumber, mint, kale, collards, cabbage and many other varieties. This farm gives high-risk youth access to cleaner greener foods and focuses on the tenets, and principles to improve the quality of life and access they might not have otherwise to a level of education. In collaboration with the City of Baltimore Urban Agriculture Land Leasing Initiative they intend to build community economic power by promoting access to grow cleaner greener foods.

MINUTES

Department of Housing and - cont'd
Community Development

Mr. Francis will be responsible for all maintenance and utility costs associated with occupying the properties.

The Space Utilization Committee recommended approval on June 11, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Richard Francis, owner of Plantation Park Heights Urban Farm, Inc. for the foregoing properties.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement (CDBG) with Belair-Edison Neighborhoods, Inc. (BENI). The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$ 28,000.00	-	2089-208920-5930-436872-603051
18,000.00	-	2089-208920-5930-436881-603051
14,000.00	-	2089-208920-5930-436883-603051
50,000.00	-	2089-208920-5930-436891-603051
\$110,000.00		

BACKGROUND/EXPLANATION:

The CDBG Agreement will provide funds to subsidize the BENI's operating expenses for one year. The BENI will continue to provide homeownership counseling services to low-and moderate-income persons. The BENI will also work to facilitate economic development in the Belair-Edison Commercial Business District.

On July 17, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan for the following formula programs:

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

MINUTES

Department of Housing and - cont'd
Community Development

The Department began negotiating and processing the CDBG agreements effective July 1, 2019 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with Belair-Edison Neighborhoods, Inc.

MINUTES

Department of Housing and - Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement in the amount of \$740,000.00 with Park Heights Renaissance, Inc. The period of the agreement is effective upon Board approval and expires on July 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$740,000.00 - 9910-904189-9588

BACKGROUND/EXPLANATION:

The Park Heights Renaissance, Inc. (PHR) is a non-profit organization established in 2007 to implement the Park Heights Master Plan. PHR provides a variety of community services in addition to undertaking development initiatives that reflect the Master Plan's recommendations. The City has provided funds to support PHR's operations since it was established, using a variety of funding sources. The \$740,000.00 will support personnel, operations, a community clean-up program, educational programming and real estate development.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
\$740,000.00	9910-904257-9587	9910-904189-9588
Pimlico Local	Park Heights	Park Heights
Impact Aid	Renaissance	Renaissance
- VLT	(Reserve) - VLT	FY 20

This transfer will provide funding to support Park Heights Renaissance's clean and green efforts, community engagement, and educational programs. The City appropriated \$740,000.00 for Park Heights Renaissance's key personnel and operating programs as a part of the Fiscal Year 2020 Park Heights Slots Budget.

UPON MOTION duly made and seconded, the Board approved and authorized the Grant Agreement in the amount of \$740,000.00 with Park Heights Renaissance, Inc. 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 - Loan Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program Loan in an amount not to exceed \$1,000,000.00 (the "HOME Loan") to 22 Light Apartments LLC. The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:

SOURCES		USES	
Sun Trust Bank (Freddie Mac insured)	\$3,650,000.00	Construction Costs (includes contingency)	\$11,395,540.00
MD/CDA Rental Housing Program	2,000,000.00	Fees Related to Construction	1,241,455.00
HOME Loan	1,000,000.00	Financing Costs	1,150,261.00
LIHTC Equity	14,238,287.00	Developer Fee	2,244,223.00
Deferred Fee	346,343.00	Guarantees and Reserves	896,034.00
Weinberg (MD CDA)	<u>181,321.00</u>	Acquisition Costs	4,325,000.00
		Syndication Related Costs	<u>163,438.00</u>
TOTAL	\$21,415,951.00	TOTAL	\$21,415,951.00

(All amounts are approximate)

HOME Loan Account - 9910-902525-9610

BACKGROUND/EXPLANATION:

The hard construction costs of 36 units (the "Affordable Units")

MINUTES

Department of Housing and - cont'd
Community Development

within a larger 40 unit development. The remaining four units will be market rate. Osprey Property Company LLC ("Osprey Property Company") is a for-profit real estate developer specializing in affordable housing and commercial development projects. The company has a 30-year history of successfully completing development projects throughout the Mid-Atlantic region, including Baltimore.

The subject of this request, 22 Light, is in the Downtown Business District of Baltimore City located at 22 Light Street (the "Property"). The Property consists of a six-story elevator-serviced building that is currently operated as an office building with ground floor retail use. The property is predominantly vacant. All remaining upper floor tenants will vacate prior to the acquisition closing.

As proposed, the project will consist of a gut rehabilitation and a conversion to upper floor multifamily residential use with the ground floor retail use to remain. As proposed, the rental component of 22 Light will contain 40 units, which in turn will consist of 36 affordable units (the "Affordable Units") and four market-rate units. Of the Affordable Units, one unit will be reserved for a household with incomes at 20% or less of the Area Median Income adjusted for family size ("AMI"), eight units will be reserved for households with incomes at 30% or less of AMI, 11 units will be reserved for tenants with incomes at 50% or less of AMI; and 16 units will be reserved for tenants with incomes at 60% or less of AMI. The Affordable Units will contain 12 one-bedroom units, nine two-bedroom units, and 15 three-bedroom units. Community amenities will include a multipurpose room, laundry facilities, on-site management office, fitness center and tenant storage.

MINUTES

Department of Housing and - cont'd
Community Development

Located in a "Community of Opportunity," the Project is ideally situated to give lower wagedworkers access to the highly concentrated job market in downtown Baltimore. The Census Bureau reports that there are nearly 110,000 jobs located within one-half mile radius of downtown Baltimore (Census Tract 401), of which approximately 40,000 are lower skill jobs with annual salaries less than \$40,000.00 No other location in the State offers so many job opportunities for low wage workers in such a small concentrated area. The project is also located at the nexus of Baltimore's public transportation system, with Metro, Light Rail and bus all within a 10-minute walk or less. Communities of Opportunity, as defined by the State of Maryland's Department of Housing and Community Development, are based on several indicators, including (but not limited to) income levels, population growth, poverty rate, vacancy rate, unemployment rate, and school test scores. In addition to the access to jobs and public transit, the immediate area around 22 Light Street exhibits higher than statewide average for most of these quality of life indicators. By contrast, many of the other Communities of Opportunity in Maryland are located in rural areas where access to employment and transit are limited.

Per the City's zoning, no parking spaces are required. There are however, two garages located adjacent to the property offering monthly spaces. It should be noted that many apartment communities in the Central Business District do not offer parking particularly those involving adaptive reuse of existing structures. Of the 2,700 units of "upper tier" communities identified in the market study, 1,550 units do not have on-site parking.

The project will have six Section 811 units that are covered by a Section 811 Rental Assistance Contract administered by the State of Maryland's Department of Housing and Community Development for

MINUTES

Department of Housing and - cont'd
Community Development

a period of 20 years. In addition, the two three-bedroom units targeted to households earning 30% or less of AMI will be rent-assisted through a 15 year Housing Assistance Payment contract ("HAP Contract") administered by the Housing Authority of Baltimore City or the Borrower (defined herein) will provide a long term operating subsidy equal to \$400 per unit per year for a period of ten years as indicated in the CDA application.

The HOME Loan will be used solely to finance a portion of the hard construction costs of 36 units (the "Affordable Units") within a larger 40 unit development the remaining four unit will be market rate.

An appraisal was prepared on June 27, 2019, by Novogradac and Company. The future prospective value of the completed and stabilized project, assuming affordable rents, was determined to be \$4,100,000. The future prospective value of the completed and stabilized project assuming no affordable housing restrictions was determined to be \$7,600,000. The appraised value is below the total cost of the project. This is common in transactions involving LIHTC and affordable housing. The LIHTC provides equity, which achieves its return through a federal tax credit rather than through the value of the property. Without the value of the LIHTC financing, projects with restricted rents could not be financed. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value, leaving only the equity exposed, which is, as noted above relying on tax incentives rather than the property. The Department is comfortable recommending the HOME Loan under these circumstances.

MINUTES

Department of Housing and - cont'd
Community Development

PARTICIPATING PARTIES:**A. DEVELOPER**

22 Light Apartments LLC (the "Borrower"), an affiliate of Osprey Property Company, will be the borrower of the HOME Loan and will own the project. The Women's Housing Coalition is the nonprofit partner of Osprey Property Company in the project and will assist the property manager in providing appropriate resident services, support Osprey Property Company to secure local development approvals, and help Osprey Property Company identify capital sources for the project. Osprey Property Company will guarantee construction completion and will also act as the Administrative Member of the Borrower.

B. GENERAL CONTRACTOR/ARCHITECT

Southway Builders, Inc. will act as the general contractor and post a 100% Payment and Performance Bond. Studio K Architecture will provide architectural services and will be the architect of record.

C. PARTICIPATING LENDERS**SUNTRUST BANK - 1st lien permanent loan + 3RD lien construction bridge loan**

SunTrust Bank will make two loans to the Borrower: a permanent loan in the approximate amount of \$3,650,000.00 (the "SunTrust Permanent Loan") and a bridge loan in the approximate amount of \$5,200,000.00 (the "SunTrust Bridge Loan").

The SunTrust Permanent Loan will have a construction period of 24 months before any allowable extensions. During this period, the interest rate on the SunTrust Permanent Loan will be

MINUTES

Department of Housing and - cont'd
Community Development

approximately 2.45% over the one-month LIBOR. Following the construction loan period, the SunTrust Permanent Loan will be repaid through a Freddie Mac insured permanent loan, which is expected to bear interest at approximately 5.10% and have a term of approximately 15 years while amortizing over 40 years. The SunTrust Bridge Loan will have a term of 24 months from the date of loan closing (plus any applicable extensions), will bear interest at rate equal to approximately 245 basis points over the one-month LIBOR, and will require monthly interest payments. The SunTrust Bridge Loan is expected to be repaid from installments of tax credit equity.

MD CDA RHP LOAN – 2nd lien construction/2nd lien permanent loan

The Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Department of Housing and Community Development will make a loan from its Rental Housing Program in an amount up to \$2,000,000.00 (the "RHP Loan") to fund permitted development costs. No interest will be charged on the RHP Loan during the construction period of 24 months, which shall include up to three months for cost certification. The RHP Loan will have a permanent loan period of forty (40) years following completion of construction during which time principal and contingent interest will be due and payable in accordance with the CDA program requirements and applicable loan documents.

BALTIMORE CITY HOME LOAN 4th lien construction/3rd lien permanent loan

The HOME Loan will be in the approximate amount of \$1,000,000.00 and will have the same construction loan period as the RHP Loan. Following construction completion, the HOME Loan will have a 40-year permanent loan period (the "HOME Permanent Loan

MINUTES

Department of Housing and - cont'd
Community Development

Period"). No payments on the HOME Loan will be required during construction, but during the HOME Permanent Loan Period, principal and contingent interest will be due and payable 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.

MD CDA WEINBERG LOAN - 5th lien construction/4th lien permanent loan

CDA will make a loan from certain program funds administered by CDA in conjunction with the Harry and Jeanette Weinberg Foundation's Affordable Rental Housing Opportunities for Persons with Disabilities in an amount up to \$181,321.00 (the "Weinberg Loan") to fund permitted development costs. No interest will be charged on the Weinberg Loan during the construction period, which shall include up to three months for cost certification.

The Weinberg Loan will have a permanent loan period of forty years following completion of construction during which time principal and zero interest defer and remain outstanding until loan maturity.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Housing and - cont'd
Community Development

TRANSFER 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.	\$1,000,000.00	9910-923006-9609	9910-902525-9610
	Other Fund	Home Program	22 Light Street
	Revenue	(Reserve)	Apartments

This transfer will provide Federal HOME Program Income Funds to support a portion of the hard construction costs of 22 Light Street Apartments.

UPON MOTION duly made and seconded, the Board approved and authorized the HOME Investment Partnerships Program Loan in an amount not to exceed \$1,000,000.00 to 22 Light Apartments LLC. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review for form and legal sufficiency by the Law Department. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

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

1. WASTE EQUIPMENT SALES

AND SERVICE, LLC	\$ 0.00	Renewal
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Contract No. B50004299 - O.E.M. Parts and Service for FUSO Mitsubishi Trucks - Various - P.O. No.: P533956

On December 9, 2015, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two one-year renewal options. This first renewal in the amount of \$0.00 is for the period February 1, 2020 through January 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 30, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2015.

2. ALERE NORTH AMERICA,

LLC	\$ 0.00	Renewal
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Contract No. 08000 - Alere Determine and Clearview Complete HIV Test Kits - Department of Health - P.O. No.: P538027

This request meets the condition that there is no advantage in seeking competitive responses.

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 21, 2016, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is necessary to allow the Baltimore City Health Department a continuous supply of proprietary whole blood rapid test kits available in the United States that provide results within 20 minutes with an accuracy of 99%. The period of the renewal is January 16, 2020 through January 15, 2021 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

3. THE MARYLAND SADDLERY,
 INC. \$ 14,000.00 Renewal
 Contract No. 06000 - Track/Saddle Repair, Equipment & Supplies
 - Mounted Unit - Baltimore Police Department - P.O. No. P546633

On January 29, 2019, the City Purchasing Agent approved the initial award in the amount of \$15,000.00. The award contained two 1-year renewal options. This vendor is the only local saddle maker for custom fit and alterations. The size of the horses does not allow for standard purchases. This first renewal is for the period January 23, 2020 through January 22, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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. This contract is below the MBE/WBE threshold of \$50,000.00.

- | | | |
|--|---------------------|----------------|
| 4. <u>FULL SPECTRUM, INC.</u> | <u>\$ 21,906.00</u> | <u>Renewal</u> |
| <u>Contract No. B50005563 - GC-MS Equipment Repair and Diagnostic Services - Baltimore Police Department - P.O. No.: P546668</u> | | |

On January 30, 2019, the City Purchasing Agent approved the initial award in the amount of \$21,906.00. The award contained two 1-year renewal options. The Gas Chromatography (GC) machine vaporizes gases for use in the evidence laboratory, the Mass Spectrometry (MS) machine is also used in the evidence laboratory to measure molecular weight of unknown substances. This first renewal in the amount of \$21,906.00 is for the period January 30, 2020 through January 29, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award did not meet the MBE/WBE 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

- | | | |
|--|-------------|---------|
| 5. ECO-SHRED, LLC | \$ 5,000.00 | Renewal |
| Contract No. B50005198 - On-Site Shredding - Baltimore Police Department - P.O. No.: P542440 | | |

On January 31, 2018, the City Purchasing Agent approved the initial award in the amount of \$7,205.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$5,000.00 is necessary for the Police Department to shred sensitive documents. This second renewal is for the period January 29, 2020 through January 28, 2021 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The contract is under the MBE/WBE threshold of \$50,000.00.

- | | | |
|--|--------------|---------|
| 6. WATCH SYSTEMS, LLC | \$ 25,000.00 | Renewal |
| Contract No. 06000 - Offender Watch Software - Baltimore Police Department - P.O. No.: P546122 | | |

On December 10, 2018, the City Purchasing Agent approved the initial award in the amount of \$19,845.01. The award contained two 1-year renewal options. Offender Watch is software used by the Police Department that works in conjunction with the sex offender alert system. This first renewal in the amount of \$25,000.00 is for the period January 1, 2020 through December 31, 2020, with one 1-year renewal option remaining.

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 under the MBE/WBE threshold of \$50,000.00.

- | | | |
|---|--------------|---------|
| 7. JOSEPH HEIL COMPANY,
INC. | \$750,000.00 | Renewal |
| Contract No. B50004741 - Drain Cleaning Services - Departments of General Services, Public Works and others - P.O. No.: P537436 | | |

On November 2, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$750,000.00 is for the period January 1, 2020 through December 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 26, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 26, 2016.

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

8. ENEL X FEDERAL LLC	\$ 63,060.00	Renewal
Contract No. P-063- Consulting Services for the Electricity, Natural Gas and Energy - Department of Public Works - P.O. No. P521423		

On December 15, 2011, the Board approved the initial award in the amount of \$57,204.00. The award contained nine 1-year renewal options. Subsequent actions have been approved. This eighth renewal in the amount of \$63,060.00 is for the period December 21, 2019 through December 20, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. At the time of the original award submitted by the using agency directly to the Board for this Cooperative Contract, MBE/WBE goals were not required for the Agreement.

9. MOTION INDUSTRIES, INC. BEARING DISTRIBUTORS, INC.	\$ 15,000.00	Renewal
Contract No. B50004815 - Industrial Bearings and Seals - Department of Public Works - P.O. Nos.: P538167 and P538168		

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 January 11, 2017, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. On December 12, 2018, the Board approved an increase in the amount of \$200,000.00. This first renewal in the amount of \$15,000.00 is for the period January 1, 2020 through December 31, 2020 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 26, 2016, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON OCTOBER 26, 2016.

10. EASTERN LIFT TRUCK

<u>COMPANY</u>	<u>\$171,930.00</u>	<u>Increase</u>
Contract No. B50005649 - Pneumatic Tire Forklift - Department of General Services, Fleet Management - P.O. No.: P547592		

The amount of \$171,930.00 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

On June 19, 2019, the Board approved the initial award in the amount of \$85,965.00. This increase in the amount of \$171,930.00 is necessary for the purchase of six additional

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

forklifts, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$257,895.00. The contract expires on April 9, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is for the 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 ON FEBRUARY 1, 2019.

11. CITRON HYGIENE

US CORP.	\$ 47,771.83	Sole Source
Contract No. 08000 - Hands Free Sanitary Disposal Service - Department of General Services - Req. No.: R830796		

This request meets the condition that there is no advantage in seeking competitive responses.

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The vendor is the manufacturer and sole provider of these products, which must be compatible with the currently installed equipment at City Hall and the Abel Wolman Building. The period of the award is December 23, 2019 through December 24, 2021, with two 1-year renewal options. The above amount is the City's estimated requirement.

It is hereby certified that the 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as these commodities are only available from the distributor and are not available from subcontractors.

12. MCAFEE ELECTION SERVICES,

INC.	\$287,462.00	Extension
<u>Contract No. 06000 - Election Services - Board of Elections -</u>		
P.O. No. P531956		

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

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On February 5, 2014, the Board approved the initial award in the amount of \$1,079,530.00. The award contained two renewal options. Subsequent actions have been approved and two renewal options have been exercised. An extension is necessary to complete the 7th Congressional Special Election as directed by the Governor and State Administrator of Elections. This contract is for the preparation, maintenance and storage administration of the voting machines within the scope and mandates of the State of Maryland Board of Elections. The contract expires on February 2, 2020. The period of the extension is February 2, 2020 through April 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 13, 2013 and January 24, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JANUARY 24, 2018.

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

13. CARMEUSE LIME AND

STONE, INC.	\$ 0.00	Extension
Contract No. B50003774 - Quick Lime for Water Treatment - Department of Public Works - Water and Wastewater - Water Analyzer's Office - P.O. No.: P529525		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On November 19, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained four renewal options. Four renewal options have been exercised. An extension is necessary for the continued supply of Quick Lime for the water treatment of the various filtration plants within the City. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 23, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 23, 2014.

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

14. MOTOROLA SOLUTIONS, INC.	\$18,117,085.53	First Amendment to Motorola Contract No. 15-11061 Master Purchase Agreement/Increase
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Contract No. 08000 - Motorola Radio Equipment Master Purchase Agreement - Baltimore City Police Department, Public Works, Transportation, Fire, etc. - P.O. No.: P533758

The amount of \$13,117,085.53 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

The Board is requested to approve and authorize execution of the First Amendment to Motorola Contract No. 15-11061 Master Purchase Agreement with Motorola Solutions, Inc. The contract expires on February 1, 2021 with five 1-year renewal options.

On January 20, 2016, the Board approved the initial award in the amount of \$10,000,000.00. The award contained five 1-year renewal options. This First Amendment to Agreement will provide the updated system equipment list and discount pricing. The increase will allow for the acquisition of additional system equipment upgrades and replacements required for use with the City's 800 MHz communications infrastructure for all City agencies. The above amount is the City's estimated requirement.

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

It is hereby certified that the 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or services is recommended.

MBE/WBE PARTICIPATION:

Not applicable. Refer to the above certification.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions. The Board also approved and authorized execution of the First Amendment to Motorola Contract No. 15-11061, Master Purchase Agreement with Motorola Solutions, Inc. The President **ABSTAINED** on item no. 14. The Comptroller **ABSTAINED** on item no. 14.

MINUTES

Fire and Police Employees' - Independent Auditor's Report and Retirement System (ERS) Comprehensive Annual Financial Reports for Fire and Police Employees Retirement System

The Board is requested to **NOTE** receipt of the following Independent Auditor's Report & Comprehensive Annual Financial Report from CliftonLarsonAllen LLP.

1. The Independent Auditor's Report of the Fire and Police Employees' Retirement System for FY ended June 30, 2019.
2. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters for FY ended June 30, 2019 for the Fire and Police Employees' Retirement System.
3. FY Ended June 30, 2019 Comprehensive Annual Financial Reports for the Fire and Police Employees' Retirement System.

The Board **NOTED** receipt of the above-listed Independent Auditor's Report & Comprehensive Annual Financial Reports from CliftonLarsonAllen LLP.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

5758 - 5760

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. | B50005773, Pavement
Marking Services
for Baltimore City | Corporate Maintenance
Group, LLC | \$421,500.00 |
|----|---|-------------------------------------|--------------|

(Department of Transportation)

MBE/WBE PARTICIPATION:

Corporate Maintenance Group, LLC

MBE: Couser Supply 2%

WBE: Priceless Industries, Inc. 11%

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 21, 2019.

- | | | | |
|----|--|--------------------|--------------|
| 2. | B50005888, OEM
Parts and Service
for General Motors
Heavy Duty Trucks | Bob Bell Chevrolet | \$500,000.00 |
|----|--|--------------------|--------------|

(Department of General Services, Fleet Management)

MBE/WBE PARTICIPATION:

On July 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - cont'd

- | | | | |
|----|--|---|--------------|
| 3. | B50005919, OEM
Parts and Service
for JCB & LeeBoy
Equipment | Valley Supply &
Equipment Company,
Inc. | \$500,000.00 |
|----|--|---|--------------|

(Department of General Services, Fleet Management)

MBE/WBE PARTICIPATION:

On July 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

- | | | | |
|----|--|---|----------------|
| 4. | B50005874, OEM Parts
and Service for
Sterling Heavy Trucks | Waste Equipment
Sales and Service, LLC | \$3,000,000.00 |
|----|--|---|----------------|

(Department of General Services, Fleet Management)

MBE/WBE PARTICIPATION:

On July 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - cont'd

5.	B50005767, Brocade Fibre Channel Switches	Chesapeake Systems, Inc.	\$ 30,226.00
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(Mayor's Office of Cable and Communications)

MBE/WBE PARTICIPATION:

N/A

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

<u>Prior Owner</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
1. Helen H. Hunt	1109 Sarah Ann St.	L/H	\$19,950.00

Funds will be drawn from account no. 9910-914135-9588-900000-704040, State funds.

On January 15, 2019, the City filed a condemnation action to acquire the Leasehold interest in the real property located at 1109 Sarah Ann Street. The Board previously approved \$10,450.00 to acquire the Leasehold interest in the subject property based upon the higher of two independent appraisals. The appraisal report was later updated and the new value was determined by the City to be \$25,700.00. The Defendant filed an Answer contesting the fair market value of the property and asserted that the value of the property was \$55,000.00. The parties attended a Pre-Trial Conference and settled on a fair market value of \$30,000.00. Therefore, the Board is requested to approve an additional \$19,550.00 (\$30,000.00 less the previous approval amount of \$10,450.00) to settle this case.

UPON MOTION duly made and seconded, the Board approved the above Payment of Settlement.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve a Subscription Agreement for its investment in the Brookfield Infrastructure Fund IV-B, L.P., a Delaware Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

No General Fund monies are involved in this transaction.
\$20,000,000.00 - approximately in F&P funds.

\$300,000.00 - annual management fee (1.50%) along with other management fees (netted out of investment proceeds.)

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for global infrastructure fund manager and, as a result of that search, selected Brookfield Asset Management, Inc. to accept an initial investment of \$20,000,000.00 to be placed with Brookfield Infrastructure Fund IV-B, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's Investment Advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER ON DECEMBER 4, 2019.

MINUTES

Fire and Police Employees' - cont'd
Retirement System

UPON MOTION duly made and seconded, the Board approved the Subscription Agreement for investment in the Brookfield Infrastructure Fund IV-B, L.P., a Delaware Limited Partnership, as requested by the Board of Trustees of the Fire and Police Employees' Retirement System. The Comptroller **ABSTAINED**.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of City Council President</u>			
1. Bill Henry	Local Progress National Convening 2019 Detroit, MI July 26 - 27, 2019 (Reg. Fee \$60.00)	Elected Officials Expense Account	\$ 353.78

On July 25, Mr. Henry traveled to Detroit, MI to attend the Local Progress 2019 National Convening. The subsistence rate for this location was \$187.00 per day. The cost of the hotel was \$189.00 per night, plus an occupancy tax of \$17.01 per night. The Department is requesting additional subsistence of \$2.00 per night to cover the cost of the hotel.

Local Progress reimbursed Mr. Henry \$200.00 for the airfare cost of \$197.96, plus hotel cost of \$189.00 for one night and occupancy tax of \$17.01 for one night. Mr. Henry personally incurred \$353.78 on his personal credit card. Therefore, the reimbursement to Mr. Henry is \$353.78.

This request is late because of the travel arrangements were not able to be completed in time for prior Board approval. The Department requests retroactive travel approval and reimbursement. The requested travel reimbursement is as follows:

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

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of City Council President</u>			

TRAVEL REIMBURSEMENT

\$ 60.00	- Registration		
189.00	- Hotel		
17.01	- Occupancy Tax		
34.03	- Transportation		
53.74	- Meals		
\$353.78			

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

UPON MOTION duly made and seconded, the Board approved the foregoing retroactive travel approval and the travel reimbursement for Mr. Bill Henry. The Mayor **ABSTAINED**. The President **ABSTAINED**.

MINUTES**PROPOSAL AND SPECIFICATIONS**

1. Department of Recreation & Park - RP 19808, Middle Branch
Fitness and Wellness Center
BIDS TO BE RECV'D: 2/5/2020
BIDS TO BE OPENED: 2/5/2020

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposal and Specifications to be advertised for receipt and opening of bids on the date indicated.

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. Thank you."

* * * * *

MINUTES

Comptroller: "Good afternoon. The Board of Estimates is now in session for the receiving and opening of bids. In the interest of promoting the order and efficiency of these proceedings, persons who are disruptive to the meeting will be asked to leave the Board Room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The Board Room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Department of Transportation - TR 19006R, Urgent Need
Contract Citywide
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019

Department of Transportation - TR 20010, Resurfacing Highways
at Various Locations - North-
east Sector I
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019

MINUTES

- Department of Transportation - TR 20011, Resurfacing
Highways at Various Locations
- North-west Sector II
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019
- Department of Transportation - TR 20012, Resurfacing
Highways at Various Locations
- South-west Sector III
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019
- Department of Transportation - TR 20013, Resurfacing
Highways at Various Locations
- South-east Sector IV
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019
- Department of Public Works - SC 1001, Rehabilitation and
Improvements to Sanitary
Sewers at Various Locations
in Baltimore City
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019
- Department of Public Works - WC 1241, Water Main
Replacements at Various
Locations
BIDS TO BE RECV'D: 12/18/2019
BIDS TO BE OPENED: 12/18/2019

MINUTES

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

Department of General Services - GS 18815, City Hall Exterior
Wall Repairs, Phase 1, 2 &
Alternate Phases

Lorton Stone, LLC

Department of Public Works - WC 1373, Water Infrastructure
Replacement and Rehabilitation
at Various Locations

R.E. Harrington for R.E. Harrington
Plumbing and Heating Co., Inc.
J. Fletcher Creamer & Son Inc.
Spiniello Companies
Metra Industries

Department of Public Works - WC 1406, On-Call Carbon Fiber
Reinforced Polymer Large Water
Main Repairs

Spiniello Companies
Structural Preservation Systems

Bureau of Procurement - B50005961, Tow Truck with 24'
Carrier Bed

Beltway International, LLC
Harbor Truck Sales & Service, Inc.

MINUTES

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, December 18, 2019.


JOAN M. PRATT
Secretary