

**MINUTES****REGULAR MEETING**

Honorable Brandon M. Scott, President  
Honorable Bernard C. "Jack" Young, Mayor  
Honorable Joan M. Pratt, Comptroller, and Secretary  
Matthew W. Garbark, Acting Director of Public Works  
Dana P. Moore, Acting City Solicitor

President: "Good morning. The July 29, 2020 meeting of the Board of Estimates is now called to order. In the interest of promoting and maintaining health and safety as we continue to deal with COVID 19 Pandemic, the Board of Estimates continues to be streamed virtually. I will direct the Board members' attention to the memorandum from my office dated July 27, 2020 identifying matters to be considered as routine agenda items, together with any corrections and additions that have been noted by the Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

Acting City Solicitor: "Uh -- good morning Mr. President. I move approval of all of the items on the routine agenda."

MINUTES

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:

Century Fence Construction, LLC	\$1,500,000.00
Eastern Elevator Service and Sales Company	\$8,000,000.00
Mid Atlantic Fountain Design and MFG. Company, Inc.	\$1,500,000.00
Ruff Nex, LLC	\$ 800,000.00

2. Prequalification of Architects and Engineers

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

Alvi Associates, Inc.	Engineer
Baker Engineering Services, Inc.	Engineer
CV, Inc.	Landscape Architect Engineer Land Survey
Chesapeake Environmental Management, Inc.	Engineer Land Survey
Environmental Systems Analysis, Inc.	Landscape Architect
Moffatt & Nichol, Inc. A/K/A Moffatt & Nichol	Engineer
Stantec Consulting Services, Inc.	Architect Engineer Land Survey

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

Straughan Environmental, Inc.	Engineer
The Sheward Partnership, LLC	Architect
The Traffic Group, Inc.	Engineer
The Wilson T. Ballard Company	Engineer Land Survey
Urban Engineers, Inc.	Engineer
Waldon Studio, Architects & Planners, PC	Architect
Zest LLC	Engineer

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Prequalification of Contractors and the Prequalification of Architects and Engineers for the listed firms.

**MINUTES**

Department of Real Estate - First Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the first renewal to Lease Agreement with the Horticultural Society of Maryland, Inc. for the rental of 85 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue. The period of the first renewal is June 1, 2020 through May 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Annual rent

**BACKGROUND/EXPLANATION:**

On September 23, 2015, the Board approved the original five-year lease agreement for the period June 1, 2015 through May 31, 2020, with the option to renew for two additional five-year terms.

The Horticultural Society of Maryland, Inc., would like to exercise its first renewal option for the period June 1, 2020 through May 31, 2025. All other terms and provisions of the original lease agreement remain in full force and effect.

The lease agreement renewal option is late because of the Covid-19 shutdown.

UPON MOTION duly made and seconded, the Board approved the first renewal to Lease Agreement with the Horticultural Society of Maryland, Inc. for the rental of 85 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue.

**MINUTES**

Department of Real Estate - Second Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the second renewal to Lease Agreement with the Federated Garden Clubs of Maryland, Inc. for the rental of 300 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue. The period of the second renewal is June 1, 2020 through May 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - Annual rent

**BACKGROUND/EXPLANATION:**

On June 16, 2010, the Board approved the original five-year lease agreement for the period June 1, 2010 through May 31, 2015, with the option to renew for three additional five-year terms. On March 11, 2015, the Board approved the first renewal option for the lease agreement for the period June 1, 2015 through May 1, 2020.

The Federated Garden Clubs of Maryland, Inc., would like to exercise its second renewal option for the period June 1, 2020 through May 31, 2025. All other terms and provisions of the original lease agreement remain in full force and effect.

The lease agreement renewal option is late because of the Covid-19 shutdown.

UPON MOTION duly made and seconded, the Board approved the second renewal to Lease Agreement with the Federated Garden Clubs of Maryland, Inc. for the rental of 300 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue.

**MINUTES**

Department of Real Estate - Renewal of Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a Lease Agreement with Peterbilt of Baltimore, LLC, Tenant, for the rental of a part of the unimproved property within the southernmost portion of 1701-1715 Poncabird Pass. The period of the renewal of lease is August 1, 2020 through July 31, 2025.

**AMOUNT OF MONEY AND SOURCE:**

\$3,860.00 - payable in advance on the first day of August of each year.

**BACKGROUND/EXPLANATION:**

On July 29, 2015, the Board approved a lease with C & F Development LLC, Tenant for the rental of a part of the unimproved property being the southernmost portion of 1701-1715 Poncabird Pass. The leased premises was used by patrons of the adjoining Ponca Bird Pub and the Snack Shack owned by C & F Development LLC. C & F Development, LLC sold their property at 1701-1715 Poncabird Pass to Peterbilt of Baltimore, LLC. A condition of this sale is that C & F Development LLC can obtain permission from the City to assign the lease agreement to Peterbilt of Baltimore, LLC. On November 4, 2015, the Board approved the acceptance of an assignment of lease to Peterbilt of Baltimore, LLC for the above mentioned property. The lease agreement has a termination date of July 31, 2020 with the option to renew for an additional five-year period. Peterbilt of Baltimore, LLC has exercised their renewal option commencing August 1, 2020, and terminating July 31, 2025. All other rentals, conditions and provisions of the lease agreement dated July 29, 2015 and assignment of lease dated November 4, 2015 shall remain in effect.

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement with Peterbilt of Baltimore, LLC, Tenant, for the rental of a part of the unimproved property within the southernmost portion of 1701-1715 Poncabird Pass.

**MINUTES**

Department of Real Estate - Renewal of Sublease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the second renewal option of a Sublease Agreement between the Baltimore Development Corporation, Sublessor, and the Mayor's Office of Employment Development, Sublessee, for the rental of property located at 36 S. Charles Street, consisting of approximately 1,906 square feet on the 20<sup>th</sup> floor. The period of the sublease agreement is July 1, 2020 through June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

<u>Basic Annual Rent</u>	<u>Monthly Rental Rent</u>
\$31,239.34	\$2,603.28

Account: 4000-806721-6312-817000-603013

**BACKGROUND/EXPLANATION:**

On June 28, 2017, the Board approved the Sublease Agreement between the Baltimore Development Corporation and the Mayor's Office of Employment Development (MOED). The term of the lease was for two years, from July 1, 2017 through June 30, 2019 with the option to renew for three additional one-year.

On June 26, 2019, the Board approved the first renewal option from July 1, 2019 through June 30, 2020. MOED is exercising their second renewal option and the leased premises will continue to be used as office space by MOED.

All other terms and conditions of the Sublease Agreement dated June 28, 2017 shall remain in effect.

**MINUTES**

Department of Real Estate - cont'd

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the second renewal option of the Sublease Agreement between the Baltimore Development Corporation, Sublessor, and the Mayor's Office of Employment Development, Sublessee, for the rental of property located at 36 S. Charles Street, consisting of approximately 1,906 square feet on the 20<sup>th</sup> floor.

**MINUTES**

Department of Real Estate - Inter-Departmental  
Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the 1<sup>st</sup> renewal option of an Inter-Departmental Lease Agreement by and between the Department of General Services, Landlord, and the Baltimore City Office of Information and Technology, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, consisting of 11,149 square feet.

**AMOUNT OF MONEY AND SOURCE:**Annual RentMonthly Installments

\$230,935.53

\$19,244.62

Account: 1001-000000-1471-165700-603096

**BACKGROUND/EXPLANATION:**

On March 4, 2020, the Board approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Baltimore City Office of Information and Technology for one year, July 1, 2019 through June 30, 2020, with five 1-year renewal periods.

The Baltimore Office of Information and Technology has exercised its 1<sup>st</sup> renewal option, from July 1, 2020 through June 30, 2021. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

## MINUTES

Department of Real Estate - cont'd

The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other rentals, conditions and provisions of the Lease Agreement dated March 4, 2020, will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board **DEFERRED** this item until August 5, 2020.

**MINUTES**

Department of Real Estate - Inter-Departmental  
Lease Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the 1<sup>st</sup> renewal option of an Inter-Departmental Lease Agreement by and between the Department of General Services, Landlord, and the Department of Transportation, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, consisting of 8,549 square feet.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$96,371.56	\$8,030.96

Account: 1001-000000-2301-248700-603096

**BACKGROUND/EXPLANATION:**

On January 8, 2020 the Board approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Transportation, Tenant, for one year, from July 1, 2019 through June 30, 2020, with five one-year renewal periods.

The Department of Transportation, has exercised their 1<sup>st</sup> renewal option, commencing July 1, 2020 and terminating June 30, 2021. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

## MINUTES

Department of Real Estate - cont'd

The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other rentals, conditions and provisions of the lease agreement dated January 8, 2020, will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board **DEFERRED** this item until August 5, 2020.

MINUTES

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the East Baltimore Enterprise, Inc., Landlord, and the Mayor and City Council on behalf of the Juvenile Division of the Circuit Court, Tenant, for the rental of a portion of the building known as Chance Center located at 301 N. Gay Street Baltimore, Maryland being on the 1<sup>st</sup> floor, and consisting of approximately 850 sq. ft. of office space to be used for training classes and general offices. The Lease Agreement is for the period of July 1, 2020 through June 30, 2021 with an option to renew for an additional one-year term.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$12,325.00	\$1,027.08

Account: 5000-544416-1100-117001-603052

**BACKGROUND/EXPLANATION:**

The Juvenile Court is requesting the Board approve a Lease Agreement for a term of 1 year commencing on July 1, 2020 through June 30, 2021, with the option to renew for an additional one-year term.

The Space Utilization Committee approved this lease on July 14, 2020.

This lease is late because of the continuous review of the Lease Agreement between the Landlord and the Department.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the East Baltimore Enterprise, Inc., Landlord, and the Mayor and City Council on behalf of the Juvenile Division of the Circuit Court, Tenant, for the rental of a portion of the building known as Chance Center located at 301 N. Gay Street Baltimore, Maryland being on the 1<sup>st</sup> floor, and consisting of approximately 850 sq. ft. of office space to be used for training classes and general offices.

**MINUTES**

Space Utilization Committee - Recreation Center Lease

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Recreation Center Lease between the Department of Recreation and Parks, Landlord, and Boys and Girls Club of Metropolitan Baltimore, Inc., Tenant, for the premises known as 3560 3<sup>rd</sup> Street, Baltimore. The period of the lease will be for one year, effective upon Board approval and terminating one year thereafter, with the option to renew for five one year periods.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - if demanded

**BACKGROUND/EXPLANATION:**

The leased premises will be used for recreational programming and will be utilized as a community resource space. The City will maintain the grounds in accordance with Department maintenance schedules. The tenant shall be responsible for general cleaning and normal maintenance of the premises.

The Space Utilization Committee approved this lease on June 23, 2020.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Recreation Center Lease between the Department of Recreation and Parks, Landlord, and Boys and Girls Club of Metropolitan Baltimore, Inc., Tenant, for the premises known as 3560 3<sup>rd</sup> Street, Baltimore.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

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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 Public Works</u>			
1.	<b>\$100,000.00</b>	9956-905609-9549	9956-904951-9551-5
	Wastewater	(SW Diversion	Inspection
	Revenue	Pressure Sewer IM)	
	Bonds		

The transfer of funds will cover the costs of expenses associated with SC 866, SW Diversion Pressure Sewer Imp.

Department of Planning

2.	\$20,000.00	9905-901010-9186	
	22 <sup>nd</sup> Econ.	Historic Public	
	Dev, Loan	Monuments	
	19,500.00	"	"
	30 <sup>th</sup> Comm. Dev		
	Loan		
	35,500.00	"	"
	<u>General Funds</u>		
	<b>\$ 75,000.00</b>	-----	9905-925017-9188
			Historic Public
			Monuments ACT

This transfer will fund an assessment of the physical conditions of the City's outdoor monuments and sculptures and Conservation Assessment Report, to include a condition assessment and conservation plan.

**MINUTES**Mayor'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 August 1, 2020 through July 31, 2021.

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program.

1. **MARIAN HOUSE, INCORPORATED** **\$626,539.50**

Account: 4000-407019-3573-755900-603051

As a sub-recipient, Marian House, Incorporated will utilize the funds to provide rental assistance under their TAMAR S+C Program to 30 individuals and/or families experiencing homelessness in the City of Baltimore.

**MWBOO GRANTED A WAIVER ON APRIL 6, 2020.**

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$119,736.00**

Account: 4000-407019-3573-759200-603051

As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will utilize the funds to provide supportive services under their Home Connections III Program to 60 individuals and/or families experiencing homelessness in the City of Baltimore.

**MWBOO GRANTED A WAIVER ON MARCH 18, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Mayor's Office of Homeless Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Provider Agreements. The Acting City Solicitor **ABSTAINED** on item no. 1.

**MINUTES**

Baltimore Police Department - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding with Turnaround, Inc. The period of the Memorandum of Understanding is October 1, 2019 through September 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$57,750.00	-	4000-412720-2021-746300-603026
<u>14,438.00</u>	-	1001-000000-2021-213000-601062 (Cash Match)
<b>\$72,188.00</b>	-	<b>TOTAL</b>

**BACKGROUND/EXPLANATION:**

On March 18, 2020, the Board approved the Department's SART (Sexual Assault Response Team) and Human Trafficking Grant Award #VOCA-2018-0139. The award is in the amount of \$1,168,013.00 with a cash match of \$292,501.00, for a total of 1,460,514.00. The SART Program assists in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City.

Turnaround, Inc. will provide the services of an advocate through its Advocacy and Crisis Center. The Advocate will provide identified victims of sexual assault support and services and/or service referrals based on the individual needs of the victims(s) and the consent granted by the victim for a referral.

The cost of the Advocate for the term of this agreement is a \$57,750.00 grant. There is also a \$14,438.00 cash match that will be provided by the City.

**MINUTES**

Baltimore Police Department - cont'd

The Memorandum of Understanding is late because of the award documents and the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Turnaround, Inc.

## MINUTES

Office of the State's Attorney - Grant Awards  
for Baltimore City (SAO)

The Board is requested to approve acceptance of the Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention entitled Victim/Witness Assistance. The period of the Grant Awards is July 1, 2020 through June 30, 2021, unless otherwise indicated.

1. **VICTIM/WITNESS ASSISTANCE** **\$35,400.00**

Account: 5000-513421-1156-117900-601001

This grant has been awarded to the Office of the State's Attorney for Baltimore City, which will assist in developing and implementing strategies specifically intended to provide assistance to victims of crime and survivors of homicide victims. The grant covers personnel support and other expenses.

2. **VICTIM COVID-19 EMERGENCY RELIEF** **\$50,000.00**

Account: 5000-517420-1156-117900-405001

This grant has been awarded to the Office of State's Attorney for Baltimore City Victim/Witness Unit to provide assistance to victims of crime and survivors of homicide victims due to the COVID-19 pandemic. The grant covers emergency relief for client requests related to transportation, food insecurity, rental and relocation assistance, domestic violence, cleaning supplies, telework needs, etc. The period of the Grant Award is March 1, 2020 through August 31, 2020. The submission is late because of administrative delays.

**MINUTES**

SAO - cont'd

3. **MARYLAND STATE POLICE VEHICLE THEFT PREVENTION COUNCIL** **\$51,000.00**

This grant will provide funds to assist with the screening, case preparation and enhanced prosecution of juvenile vehicle theft cases. The funding pays for one full-time law clerk that will maintain a vehicle theft database and assist prosecutors with the case preparation. The submission is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved acceptance of the foregoing Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention entitled Victim/Witness Assistance.

**MINUTES**

Office of the State's Attorney - Service Agreement  
for Baltimore City

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Service Agreement with Washington/Baltimore HIDTA (W/D HIDTA)-Mercyhurst University. The period of the Service Agreement is January 1, 2020 through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$161,602.00 - 4000-404320-1150-118100-601001

**BACKGROUND/EXPLANATION:**

HIDTA will reimburse the Office of the State's Attorney for the salary and benefits for two prosecutors to support initiatives in targeting the most violent drug gangs in the city.

The submission is late because the Service Agreement was recently signed by all parties.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Service Agreement with Washington/Baltimore HIDTA - Mercyhurst University.

**MINUTES**

Department of General Services - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 005 with KCI Technologies Inc., to design the upgrade to the Abel Wolman Municipal Bldg., Fire Alarm system. The period of the task assignment is approximately eight months. The original agreement expires on February 12, 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$120,351.37 - 9916-904230-9197-900000-703032

**BACKGROUND/EXPLANATION:**

During the design of HVAC upgrades at the Abel Woman Municipal Building, the Fire Marshall advised that the current fire alarm system did not meet the Fire Code. KCI Technology, Inc. will design upgrades to the AWMB fire alarm system in accordance with Fire Marshall regulations.

**MBE/WBE PARTICIPATION:**

KCI Technologies, Inc. has committed to utilize the following firms on this task.

<b>MBE:</b> KUMI Construction Services	\$ 12,242.51	10.17%
<b>MBE:</b> Mimar Architects and Engineers	\$ 6,056.77	5.03%

**THE EAR WAS APPROVED BY MWBOO ON JULY 1, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of General Services - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 with KCI Technologies Inc., to design the upgrade to the Abel Wolman Municipal Bldg., Fire Alarm system.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1666

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1666 with Baltimore Properties I, LLC and Phota-FD Baltimore, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$503,268.00-Performance Bond

**BACKGROUND/EXPLANATION:**

Baltimore Properties I, LLC and Phota-FD Baltimore, LLC would like to install new water services, storm drain, sanitary sewer, and roadway improvements to its proposed new building located at 400 West Fayette Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond of \$503,268.00 has been issued to Baltimore Properties I, LLC and Phota-FD Baltimore, LLC, who assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1666 with Baltimore Properties I, LLC and Phota-FD Baltimore, LLC.

**MINUTES**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with BTST Services, LLC. This MOU shall be effective upon Board approval and remain in effect for a period of two years and renewable for an additional two years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Organization has submitted plans for the installation of right-of-way art on East Fayette Street, between Gay Street and Holliday Street to be owned by the City and maintained by the Organization.

The submitted MOU establishes the framework for the Organization to install right-of-way art (the "Placemaking Elements") at specified locations on East Fayette Street, between Gay Street and Holliday Street, all at its sole cost and subsequently for the Organization to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

**MBE/WBE PARTICIPATION:**

This is not a competitive procurement item. The Organization is paying for all costs.

**MINUTES**

Department of Transportation - cont'd

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

**MINUTES**

Baltimore Development Corporation - Funding and Repayment Agreement (Yard 56)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Funding and Repayment Agreement (Yard 56), for City funding of a \$500,000.00 convertible loan to MCB Y56 JV LLC (aka: Yard 56 Project) for its initiative to establish its real estate development project in Baltimore City (the "Project"). The Board is also requested to authorize the Mayor or the Director of Finance to execute any ancillary documents, letters, or certificates that do not change the substance of the terms of the documents.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 9910-923100-9601-900000-709099

**BACKGROUND/EXPLANATION:**

MCB currently owns and operates approximately 8 million square feet of commercial real estate. The firm was founded in 2007 by David Bramble and Peter Pinkard, who have 50+ years of combined real estate experience in acquisitions, development, private equity structured finance, workouts, management operations, and law.

In April 2014, MCB acquired the 20-acre site consisting of five industrial buildings located at the former PEMCO site, which has been vacant since 2006. The 20-acre site is located across from the Hopkins/Bayview Medical Campus on Eastern Avenue. In 2015, MCB received approval for a Planned Unit Development of a mixed-use project. The project was subject to an approved Response Action

**MINUTES**

Baltimore Development Corporation - cont'd

Plan to remedy the environmental contamination, which was approved by the Maryland Department of Environment (MDE) and the United States Environmental Protection Agency in May 2016, permitting the mixed-use development project to move forward.

The project will be completed in two Phases. Phase I will consist of 190,000 square feet of retail shops, restaurants, and 100,000 square feet of office space and is expected to be completed by June, 2020. Phase II will consist of approximately 200 residential units and a 125 room hotel and is expected to be completed by June 2022.

**Proposed City Assistance:**

BDC is recommending the City provide financial assistance in the form of a \$500,000.00 convertible loan for this project, to be used to reimburse the Company for off-site infrastructure.

The Company expects various tenants at the Project Site to hire at least 100 full-time employees at the Project Site by December 31, 2021 and retain at least those number of employees for the term of the Funding. Not later than January 31 of each calendar year through 2027, the Company will remit an employment report to BDC (in a format acceptable to BDC) setting forth the number of all full-time employees who worked at the Project Site during the prior calendar year, such number being herein called the "Annual Full Time Employee Count."

If the Annual Full-Time Employee Count for any of the years 2022, 2023, 2024, 2025, and 2026 is less than 100, then not later than 90 days after the end of that year, the Company shall pay to the City the sum of (A) \$1,000.00 times the difference between 100 and the Annual Full-Time Employee count of that year to be applied to principal and (B) interest at 3% per annum on the then outstanding amount of the entire \$500,000.00 Funding.

**MINUTES**

Baltimore Development Corporation - cont'd

If the Annual Full-Time Employee Count for any of the years 2022, 2023, 2024, 2025, and 2026 is equal to or greater than 100, then for that year, the amount of \$100,000.00 of the principal balance of the Funding plus accrued and unpaid interest will be forgiven.

Not later than March 31, 2027, the Company will pay to the City the then remaining outstanding principal balance of the Funding plus accrued and unpaid interest at 3% per annum.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE****TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$42,649.89</b>	9910-901860-9600	9910-923100-9601
1 <sup>st</sup> Community and Economic Bond Fund	Construction Reserve (Industrial & Commercial Financing)	Industrial & Commercial Financing

This transfer will provide City funding of a \$500,000.00 convertible loan to MCB Y56 JV LLC (aka: Yard 56 Project) for its initiative to establish its real estate development project in Baltimore City.

## MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding and Repayment Agreement (Yard 56), for City funding of a \$500,000.00 convertible loan to MCB Y56 JV LLC (aka: Yard 56 Project) for its initiative to establish its real estate development project in Baltimore City.

The Board further authorized the Mayor or Director of Finance to execute any ancillary documents, letters or certificates that do not change the substance of the terms of the documents. 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

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

2850 - 2869

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

**MINUTES****PERSONNEL**Office of Information and Technology1. Reclassify the following filled position:Position No.: 50707

From: IT Specialist I BCIT  
Job Code: 33107  
Grade: 923 (\$63,725.00 - \$102,202.00)

To: IT Specialist II BCIT  
Job Code: 33109  
Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: \$21,972.00 - 2042-000000-1474-798100-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

2. Abolish the following vacant position:

Classification: IT Project Manager BCIT  
Job Code: 33114  
Grade: 939 (\$89,741.00 - \$147,892.00)  
Position No.: 52918

Reclassify the following three vacant positions:Position Nos.: 52916-52910-52929

- a. From: IT Specialist I BCIT  
Job Code: 33107  
Grade: 923 (\$63,725.00- \$102,202.00)
- To: IT Division Manager BCIT  
Job Code: 33115  
Grade: 967 (\$108,870.00 - \$179,483.00)

**MINUTES****PERSONNEL**Office of Information and Technology - cont'd

b. From: Operations Officer I  
 Job Code: 31109  
 Grade: 923 (\$63,725.00 - \$102,202.00)

To: Operations Manager I  
 Job Code: 31114  
 Grade: 939 (\$89,741.00- \$147,892.00)

c. From: IT Specialist I BCIT  
 Job Code: 33107  
 Grade: 923 (\$63,725.00 - \$102,202.00)

To: IT Specialist IV BCIT  
 Job Code: 33156  
 Grade: 931 (\$77,608.00 - \$124,063.00)

Cost: \$3,783.40 - 1001-000000-1472-165800-601001  
 1001-000000-1471-806500-601001  
 1001-000000-1474-719900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200.4.

Fire Department3. Reclassify the following filled position:

Position No.: 19998

From: Emergency Medical Aide  
 Job Code: 62721  
 Grade: 075 (\$31,138.00 - \$35,394.00)

## MINUTES

PERSONNELFire Department - cont'd

To: Liaison Officer I  
Job Code: 31420  
Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: \$61,173.00 - 1001-000000-2142-229500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Health Department4. Reclassify the following filled position:

Position No.: 14338

From: Office Support Specialist II  
Job Code: 33212  
Grade: 075 (\$31,138.00 - \$35,394.00)

To: Program Assistant II  
Job Code: 81323  
Grade: 084 (\$39,651.00 - \$47,323.00)

Cost: \$12,281.71 - 4000-422520-3030-271500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## MINUTES

PERSONNELHealth Department - cont'd5. Reclassify the following filled position:Position No.: 16105

From: Program Assistant II  
 Job Code: 81323  
 Grade: 084 (\$39,651.00 - \$47,323.00)

To: Operation Assistant I  
 Job Code: 31104  
 Grade: 902 (\$44,706.00 - \$71,487.00)

Cost: \$5,576.20 - 5000-535420-3254-768000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Rate of Pay</u>	<u>Amount</u>
6. <b>MARY ELIZABETH MURPHY</b>	\$12.00	<b>\$21,840.00</b>

Account: 6000-607621-3110-306700-601009

Ms. Murphy will continue to work as a Contract Services Specialist II. She will be responsible for assisting with Intake and Referrals, answering telephones, referring calls to proper stations; distributing documents to program staff; filing invoices and client records; monitoring incoming and outgoing faxes. The period of the agreement is effective upon Board approval through June 30, 2021.

## MINUTES

PERSONNELHealth Department - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
7. <b>LORENA YANEZ</b>	\$15.00	<b>\$16,380.00</b>

Account: 6000-622121-3080-294300-603051

Ms. Yanez will continue to work as a Contract Services Specialist II. She will be responsible for providing language interpretation and translation to the Maternal and Infant Care (M&I) Program and at the Baltimore Infants & Toddlers (BITP) Program; acting as a liaison between service providers and clients; participating in community activities, meetings, and presentations related to Maternal and Child Health; inputting encounters in client records and into program databases; participating in monthly face-to-face meetings with the M&I supervisor and the BITP administrator; making phone calls for the staff to non-English speaking clients; scheduling client appointments; translating program forms and documents; participating in client home visits and services; representing M&I and BITP at community meetings, health fairs, and events related to Spanish-speaking population and relaying concepts and ideas between languages in an accurate manner to families served by M&I and BITP. The period of the agreement is effective upon Board approval through June 30, 2021.

**MINUTES****PERSONNEL**Mayor's Office of Emergency Management (OEM)

	<u>Rate of Pay</u>	<u>Amount</u>
8. <b>CHRISTOPHER HILES</b>	\$39.	<b>\$82,680.00</b>

Account: 1001-000000-2131-228200-601009

Mr. Hiles will continue to work as a Contract Services Specialist II. He will be responsible for managing the planning processes for OEM regarding Emergency Operations Plans, Continuity of Operations Plans, Recovery Plans and Evacuation Plans; participating in planning committees in the City and in the Baltimore Urban Areas Security Initiative (UASI); managing a team of planners within OEM and serving as Planning Section Chief during activations of the Emergency Operations Center; managing the blackboard implementation and management programs; executing multi-year exercise schedules; managing office-wide training calendar; recruiting the OEM members to participate in exercises; providing or coordinating regular scheduled trainings; serving as representative on training and exercise planning committees; working with regional members on the UASI; suggesting and providing content for potential MOUs and MOAs based on training and exercise needs; training and exercises for the Emergency Specialist Program with Associate Planner of Operations. The period of the agreement is effective upon Board approval for one year.

Baltimore City Sheriff9. Adjust the salary of the following classification:

Classification: Sheriff  
 Job Code: 01410  
 From: Grade 86E (\$152,561.00)  
 To: Grade 86E (\$157,139.00)  
 Position No.: To be determined by BBMR

Costs: BBMR will establish the costs after the Board of Estimates notes this adjustment.

**MINUTES****PERSONNEL**Baltimore City Sheriff - cont'd

The compensation for the Baltimore City Sheriff requires a fixed relationship to the Police Colonel classification, grade 86P. The Sheriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements. The Fraternal Order of Police approved contract provided their members a COLA effective July 1, 2020. Therefore, the Sheriff's salary requires an adjustment to maintain the fixed relationship with the Police Colonel classification.

Baltimore Police Department10. Adjust the salary of the following classifications:

- a.           Job Code: 10277  
          Classification: Police Captain  
                  From: Grade 83P (\$129,372.00)  
                  To: Grade 83P (\$133,254.00)
  
- b.           Job Code: 10278  
          Classification: Police Major  
                  From: Grade 84P (\$136,695.00)  
                  To: Grade 84P (\$140,796.00)
  
- c.           Job Code: 10279  
          Classification: Police Lt. Colonel  
                  From: Grade 85P (\$144,018.00)  
                  To: Grade 85P (\$148,339.00)
  
- d.           Job Code: 10280  
          Classification: Police Colonel  
                  From: Grade 86P (\$152,561.00)  
                  To: Grade 86P (\$157,139.00)

MINUTES

PERSONNEL

Baltimore Police Department - cont'd

On March 18, 2015, the Board approved an established fixed salary relationship between the Police Lieutenant classification and the Baltimore Police Department's senior sworn command ranks. Under this fixed relationship each of the following classifications will be paid a fixed percentage above the maximum seniority salary of the Police Lieutenant: Police Captain, 6%, Police Major 12%, Police Lieutenant Colonel, 18%, Police Colonel, 25%, and the Deputy Police Commissioner at 40%. The Fraternal Order of Police approved contract provided their members a 2% COLA effective July 1, 2020. Therefore, the salaries for the sworn referenced command staff require adjustment to maintain the fixed salary relationship.

Mayor's Office of Criminal Justice

	<u>Rate of Pay</u>	<u>Amount</u>
11. <b>JASMYNE FORD</b>	\$20.00	<b>\$ 3,000.00</b>

Account: 4000-401418-2254-785400-601009

Ms. Ford will work as a Contract Services Specialist II. She will observe visitation sessions between visiting parents and children for several families simultaneously, intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children, and keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. Ms. Ford will meet with parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person, and coordinate the safety of visits by being available to accompany individuals wherever

**MINUTES****PERSONNEL**Mayor's Office of Criminal Justice - cont'd

needed in and around the building. In addition, she will maintain client files, maintain personal timesheets and invoices, discuss case progress and concerns with supervisors, as well as attend occasional meetings about case status and other center operational issues, comply with all Visitation Center policies and procedures, including confidentiality, safety, and mandate reporting procedures, administrative and operational duties, as needed. The period of the agreement is effective upon Board approval for five months.

Mayor's Office of Employment Development12. Reclassify the following vacant position:Position No. 16218

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$89,741.00 - \$147,892.00)

To: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$95,206.00 - \$156,964.00)

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNEL

Office of Equity and Civil Rights

13. Classify the following position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: To be determined by BBMR

To: Program Compliance Officer II  
Job Code: 31502  
Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
14. <b>TENA REID</b>	\$18.00	<b>\$34,308.00</b>

Account: 1001-000000-1877-187400-601009

Ms. Reid will continue to work as a Contract Services Specialist II. She will answer telephones, respond to emails from external clients and other City agencies, serve as a liaison for the staff and the public, greet visitors and assist with customer complaints, assign permits to planners, and assist with the Commission on Historical and Architectural Preservation tax credits. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Department of Planning - cont'd

15. Reclassify the following filled position:

Position No. 47680

From: Design Planner II  
Job Code: 74147  
Grade: 927 (\$67,771.00 - \$108,433.00)

To: City Planner II  
Job Code: 74137  
Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

	<u>Hourly Rate</u>	<u>Amount</u>
16. <b>ANIKA RICHTER</b>	\$25.50	<b>\$46,741.50</b>

Account: 1001-000000-1875-187400-601009

Ms. Richter will continue to work as a Contract Services Specialist II. She will work with the Office of Sustainability to implement the Cities Connecting Children to Nature Initiative and the Green & Healthy Smart Challenge with Baltimore City Schools by engaging stakeholders, organizing trainings, peer learnings and cross-sector communications to increase trauma-informed care practices and nature-based experience. Ms. Richter will also work with teachers to adjust grant applications during COVID-19 and connect teachers and students to each other for networking, training, and resource sharing, align the City's Connecting Nature Initiative with the City's priorities such as violence reduction, and to mitigate trauma and stress resulting from COVID-19. In addition, she will create strategies with partners and

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

students and implement them, engage children and youth with the Baltimore Outdoor Bill of Rights, and assist with the development of urban agriculture responses to food productivity needs during COVID-19 as it pertains to youth employment and potential use of school gardens. This is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Police Department17. Reclassify the following vacant position:Position No. 19601

From: Building Project Coordinator  
Job Code: 72492  
Grade: 093 (\$56,778.00 - \$69,231.00)

To: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$10,456.82 - 1001-000000-2041-776600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**MINUTES****PERSONNEL**

Police Department - cont'd

18. Create the following position:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$58,370.00 - \$100,344.00)  
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

19. Create the following position:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$58,370.00 - \$100,344.00)  
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**MINUTES****PERSONNEL**

Police Department - cont'd

20. Create the following position:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$58,370.00 - \$100,344.00)  
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

21. Create the following position:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$58,370.00 - \$100,344.00)  
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**MINUTES****PERSONNEL**

Police Department - cont'd

22. Create the following two positions:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$58,370.00 - \$100,344.00)  
Position Nos.: To be determined by BBMR

Cost: \$163,117.34 - 4000-408418-8530-821200-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

23. Create the following four positions:

Classification: Grant Services Specialist II  
Job Code: 10216  
Grade: 919 (\$38,354.00 - \$60,682.00)  
Position Nos.: To be determined by BBMR

Cost: \$58,326.45 - 4000-412720-2021-746300-601009

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

PERSONNEL

Enoch Pratt Free Library

24. Create the following classification:

- a. Classification: Social Services Coordination Supervisor  
Job Code: 01984  
Grade: 923 (\$63,725.00 - \$102,202.00)

Reclassify the following vacant position:

Position No.: 15865

- b. From: Secretary  
Job Code: 00705  
Grade: 075 (\$30,527.00 - \$34,700.00)  
  
To: Social Services Coordination Supervisor  
Job Code: 01984  
Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$32,767.00 - 1001-000000-4501-592700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## MINUTES

PERSONNELDepartment of Public Works25. Reclassify the following filled position:Position No.: 51218

Classification: Administrative Coordinator

Job Code: 31100

Grade: 087 (\$44,263.00 - \$53,504.00)

To: Special Assistant

Job Code: 10063

Grade: (\$47,971.00 - \$58,241.00)

Cost: \$94,768.00 - 1001-000000-1901-190300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

26. Abolish the following three vacant positions:Position No.: 34261

a. Classification: Agency IT Specialist II

Job Code: 33148

Grade: 927 (\$67,771.00 - \$108,433.00)

Position No.: 33623

b. Classification: Office Support Specialist III

Job Code: 33213

Grade: 078 (\$33,082.00 - \$38,149.00)

Position No.: 46871

c. Classification: Office Supervisor

Job Code: 33215

Grade: 084 (\$39,061.00 - \$47,323.00)

MINUTES

PERSONNEL

Department of Public Works - cont'd

Create the following position:

- d. Classification: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$95,206.00 - \$156,964.00)  
Position No.: To be assigned by BBMR

Costs: \$171,621.00 - 2070-000000-5531-398600-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

27. a. Abolish the following vacant position:

- Classification: Office Support Specialist III  
Job Code: 33213  
Grade: 078 (\$33,082.00 - \$38,149.00)  
Position No.: 34279

b. Create the following position:

- Classification: Building Project Coordinator  
Job Code: 72492  
Grade: 093 (\$56,778.00 - \$69,231.00)  
Position No.: To be assigned by BBMR

Cost: \$96,150.00 - 2071-000000-5541-398600-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**MINUTES****PERSONNEL**

Department of Recreation and Parks

28. Reclassify the following vacant position:

Position No.: 24104

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$72,033.00 - \$115,100.00)

To: Operations Manager II  
Job Code: 00091  
Grade: 942 (\$95,206.00 - 156,964.00)

Cost: \$33,783.00 - 1001-000000-4711-361900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

29. Reclassify the following filled position:

Position No.: 24066

From: HR Business Partner  
Job Code: 07371  
Grade: 931 (\$77,608.00 - \$124,063.00)

To: Operations Officer V  
Job Code: 00088  
Grade: 936 (\$84,822.00 - \$135,651.00)

Cost: \$12,260.00 - 1001-000000-4711-361700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**MINUTES****PERSONNEL**State's Attorney's Office

	<u>Rate of Pay</u>	<u>Amount</u>
30. <b>MARIA KEITH</b>	\$28.29	<b>\$53,940.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for investigating felonies, homicide, and violent crime cases; locating and interviewing witnesses, and acting as a liaison with police agencies. The period of the agreement is August 13, 2020 through August 12, 2021.

31. <b>ELAINE JENKINS</b>	\$20.41	<b>\$38,915.00</b>
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Account: 5000-513420-1145-117900-601009

Ms. Jenkins will continue to work as a Contract Services Specialist II. She will be responsible for preparing outreach, trial and disposition letters in homicide cases; answering telephones and completing intakes for counseling in the absence of the bereavement advocate; organizing the quarterly newsletter for the Family Bereavement Center; ordering supplies and court materials for the center; assisting the homicide advocates in developing the family meeting spreadsheet and maintaining the calendar for scheduled family meetings; assisting with fundraising efforts. The period of the agreement is July 29, 2020 through July 28, 2021.

**MINUTES**Health Department - Agreements and Ratifications

The Board is requested to approve and authorize execution of the Agreements and ratify an agreement.

AGREEMENTS

1. **UNIVERSITY OF MARYLAND,** **\$ 84,357.00**  
**BALTIMORE COUNTY**

Accounts: 5000-515120-3150-811500-603051

The Baltimore City Health Department (BCHD) Office of Public Health Preparedness and Response (OPHR) has worked with the University of Maryland Baltimore County (UMBC) Emergency Health Services Program (EHS) through graduate student internships and advising on health hazard vulnerability assessments. The UMBC's EHS Program focuses on emergency medical services, and disaster health services match with the mission of OPHR to prepare for and respond to public health emergencies. The UMBC EHS will utilize the funds to provide the services of a UMBC EHS Professional, with the involvement of the UMBC Project Advisor, to support BCHD's COVID-19 response by serving as the Deputy Logistics Section Chief. Responsibilities will include facilitating Personal Protection Equipment distribution, tracking inventory of OPHR critical supplies, coordinating with partners regarding distribution of emergency medical material from the Local Bulk Shipment Site, and supporting other logistical needs for the BCHD's response to COVID-19. In addition, the UMBC EHS Professional will assist in advancing BCHD's public health emergency response capability as it relates to COVID-19 related public health emergency response plans, conduct weather, and bio surveillance activities to support COVID-19 response, and assist with redundant communication drills, and other preparedness and response initiatives under the direction of BCHD's OPHR Director.

**MWBOO GRANTED A WAIVER ON JULY 23, 2019.**

## MINUTES

Health Department - cont'd

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$180,198.00**

Account: 4000-499020-3023-718000-603051

University of Maryland, Baltimore's Institute of Human Virology, JACQUES initiative will engage persons at high risk for HIV prevention services and provide counseling, support and, wraparound services to this population. The period of this agreement is January 1, 2020, through December 31, 2020.

**MWBOO GRANTED A WAIVER ON JULY 23, 2020.**

These agreements are late because of administrative delays.

RATIFICATION

3. **JOHNS HOPKINS UNIVERSITY,** **\$ 10,000.00**  
**SCHOOL OF MEDICINE**

Accounts: 5000-569720-3023-273331-603051

Johns Hopkins University will provide medical transportation services that enable an eligible client to access or to be retained in core medical or support services. Medical transportation may be provided through: the use of a company vehicle to provide transportation services; the contracts with providers of transportation services, and purchase and distribute MTA tokens or monthly bus passes to clients as needed. The period of the agreement was July 1, 2019, through June 30, 2020.

**MINUTES**

Health Department - cont'd

The agreement is 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 required 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 no. 3. The President **ABSTAINED** on item no. 3.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the expenditure of funds to pay Sinai Hospital of Baltimore, Inc. for additional services.

**AMOUNT OF MONEY AND SOURCE:**

\$2,597.00 - 5000-569719-3023-273362-603051

**BACKGROUND/EXPLANATION:**

On February 6, 2019, the Board approved the original agreement in the amount of \$10,000.00 for the period July 1, 2018, through June 30, 2019.

On April 24, 2019, the Department notified Sinai Hospital of the amended award for additional medical transportation services. However, because of oversight, the agreement expired without being amended.

The Expenditure of Funds is late because the Department was awaiting the final report.

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

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds to pay Sinai Hospital of Baltimore, Inc. for additional services.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve, with respect to Holly Lane Apartments (the Project), located at 4900 Crenshaw Avenue, the following: (i) the sale of the Project by Holly Lane Apartments, LP to TSG Holly Lane LLC, or an affiliate thereof (the New Borrower); (ii) provided the City receives payment of outstanding interest in an amount not less than \$200,000.00, the assumption by the New Borrower of the outstanding HOME loan, and a modification of loan terms, and, (iii) the re-subordination of the assumed HOME Loan to new loans made by Key Bank and the Neighborhood Impact Investment Fund and one or more agreements evidencing such re-subordination.

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 after review and approval by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

No additional City funds are required at this time.

**BACKGROUND/EXPLANATION:**

On May 9, 2007, (the 2007 Board Memo, copy submitted), the Board approved the expenditure of the HOME Investment Partnerships Program loan funds in the principal amount of \$2,720,000.00 (the Outstanding HOME Loan) to Holly Lane Apartments, LP (the Original Borrower), a Maryland limited partnership, with respect to which Mr. Wally Scruggs is a principal. The proceeds of the Outstanding HOME Loan were used to assist with the hard costs associated with the rehabilitation of a multifamily apartment building complex containing 170 units (68 one-bedroom units and 102 two-bedroom units) in 17 garden-style buildings, which is known as Holly Lane

## MINUTES

DHCD - cont'd

Apartments (the Project). The Outstanding HOME Loan is currently subordinate to a first mortgage lien that secures financing from Wells Fargo Bank, National Association (Wells Fargo) in the original principal amount of \$10,648,600.00 (the Existing First Loan), which was insured by the FHA under Section 221(d)(4) program. The initial rehabilitation of the Project was also financed by proceeds generated from the sale of low-income housing tax credits, deferred developer's fee, and interim income.

According to the 2007 Board Memo, the Project was contemplated to be primarily workforce housing. Of the 170 units within the Project, 153 units were to be affordably-priced (with 140 units to be affordable to households earning 60% or less of the average median income (AMI) adjusted for family size), and the remaining 17 units were to be market-rate.

The Outstanding HOME Loan is currently secured by a second lien Deed of Trust on the property, currently bears interest at 1% per annum, has a permanent loan term of 40 years, and is payable only to the extent of available surplus cash flow. No payments have been made of the Outstanding HOME Loan, so that the outstanding balance is the principal sum of \$2,720,000.00 plus the accrued interest accumulated to the date of conveyance (the Accrued Interest). As of July 31, 2020, the Accrued Interest will be approximately \$357,100.00.

TriStar Group, LLC, or an affiliate thereof (the New Borrower), whose principal or managing member is Mr. Stephen Briggs, has entered into a contract of sale to acquire the Project and the associated real estate for \$400,000.00 plus an amount equal to the outstanding balance of the Existing First Loan.

## MINUTES

DHCD - cont'd

TriStar has secured commitments for interim financing from KeyBank National Association (KeyBank) in the approximate amount of \$9,900,000.00 (the KeyBank Loan) and the Neighborhood Impact Investment Fund, Inc. (NIIF) in the approximate amount of \$1,791,238.00 (the NIIF Loan). The NIIF is an independent 501(c)(3) organization working in alignment with the City of Baltimore to promote community development and enhance inclusive economic growth in the City's neighborhoods.

The KeyBank Loan will be in first mortgage position, in the principal amount of approximately \$9,900,000.00, and will have a 24-month term with a one six-month extension option, and will accrue interest at an interest rate of the One-Month Libor plus 200 bonus points. Interest only payments will be due monthly during the loan term with principal due in full at maturity.

The NIIF Loan will be secured by a second lien position, will have a 24-month term with a one-month extension option, and will have a fixed interest rate of 5.5%. The NIIF Loan will also be secured by a 50% guarantee from members of the TriStar Group. Interest only payments will be due monthly during the loan term with principal due in full at maturity, with NIIF receiving a portion of the surplus cash as further described below.

Proceeds of both the KeyBank and the NIIF loans will be used for the acquisition and stabilization of the property and are as follows:

## MINUTES

DHCD - cont'd

**ACQUISITION/STABILIZATION - SOURCES AND USES**

	<u>Sources</u>		<u>Uses</u>
KeyBank Loan (1 <sup>st</sup> lien)	\$ 9,900,000.00	Acquisition Costs	\$13,081,643.00
NIIF Loan (2 <sup>nd</sup> Lien)	1,791,238.00	Operating Reserves	
HOME Loan	3,077,100.00	Debt Service	275,000.00
Developer Equity	128,985.00	Reserve - 1 <sup>st</sup> Loan	123,750.00
		Capitalized	185,625.00
		Interest	
		LIHTC Recapture	35,000.00
		HOME Accrued	200,000.00
		Interest Payment	
		Fees and Expenses	931,305.00
		Contingency	65,000.00
<b>TOTAL</b>	<b>\$14,897,323.00</b>	<b>TOTAL</b>	<b>\$14,897,323.00</b>

The Department has been told that other than \$400,000.00 of the purchase price, the proceeds of the sale of the Project will be used by the Original Borrower exclusively to repay existing debt. According to the Original Borrower, the \$400,000.00 in sale proceeds will be used to pay outstanding costs or fees, such as transfer taxes, fees incurred with respect to the conveyance, accrued interest on the outstanding loan, and various accounts payable, so that no cash will accrue to the Original Borrower from the proceeds of the sale.

In order for the transaction to work for all interested parties, the New Borrower has proposed the following terms and modifications to the terms of the loan:

## MINUTES

DHCD - cont'd

Simultaneously with the conveyance of the Project to the New Borrower, the New Borrower will (i) assume the Outstanding HOME Loan and (ii) pay an amount not less than \$200,000.00 towards the Accrued Interest. Following the assumption by the New Borrower of the Outstanding HOME Loan, the remaining Accrued Interest (which would be, as of July 31, 2020, \$157,100.00) will be added to the principal amount of the Outstanding HOME Loan.

KeyBank will not allow the City to retain its current Deed of Trust position as the present appraised value of the Project does not indicate sufficient value to support the City debt. Thus, in order for the transaction to go forward, the Outstanding HOME Loan will be subordinated to the new first and second deeds of trust and will be secured by a third lien on the property.

The City will reduce the interest rate on the Outstanding HOME Loan from 1% per annum to 0% per annum. The Outstanding HOME Loan will continue to be payable from available cash flow. In addition, any required principal payments will be made on a 40-year amortization period.

The Borrower, the City, and NIIF have agreed that the City and NIIF will split all "Surplus Cash" that is generated by the amount in an amount up to and including \$140,000.00. "Surplus Cash" will generally mean amounts remaining after payment of customary expenses, payment of all amounts owed on the KeyBank Loan, and payment of interest on the NIIF Loan.

Upon any future refinancing, the City will receive the greater of (i) \$140,000.00 or (ii) 50% of the "Net Refinancing Proceeds" of refinancing for application to the unpaid principal and interest. "Net Refinancing Proceeds" means the amount of the new refinancing loan less (i) the discharge of the KeyBank Loan and the NIIF Loan, (ii) reasonable and customary costs of refinancing, and (iii) the funding of all reserves required by any new lender that will be senior to the HOME Loan (i.e. reserves for taxes, insurance, or initially funded operating reserves or replacement reserves).

**MINUTES**

DHCD - cont'd

Allowing the New Borrower to enter the New HOME Loan allows the continuation of the affordability requirements for the Project for the term of the New HOME Loan.

**MBE/WBE PARTICIPATION**

N/A

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

UPON MOTION duly made and seconded, the Board approved, with respect to Holly Lane Apartments, located at 4900 Crenshaw Avenue, the following: (i) the sale of the Project by Holly Lane Apartments, LP to TSG Holly Lane LLC, or an affiliate thereof; (ii) provided the City receives a payment of outstanding interest in an amount not less than \$200,000.00, the assumption by the New Borrower of the outstanding HOME loan, and a modification of loan terms, and, (iii) the re-subordination of the assumed HOME Loan to new loans made by Key Bank and the Neighborhood Impact Investment Fund and one or more agreements evidencing such re-subordination. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction after review and approval by the Department of Law.

MINUTES

Department of Housing and - Community Development Block Grant  
Community Development (CDBG) - 45 Ratification Agreements

The Board is requested to ratify the CDBG - 45 Agreements with the following organizations. The period of the agreement was July 1, 2019, through June 30, 2020.

1. **INTERSECTION OF CHANGE, INC. (IOC) \$111,000.00**

Accounts: 2089-208920-5930-429823-603051	\$ 46,000.00
2089-208920-5930-429826-603051	\$ 40,000.00
2089-208920-5930-429834-603051	\$ 25,000.00

Under the terms of this agreement, CDBG funds will be used to subsidize a portion of IOC's operating costs. IOC's community-based programs include Martha's Place, Jubilee Arts, and Strength of Love II. Martha's Place is a recovery program for women overcoming substance abuse and homelessness. The program offers housing with recovery and support services. Jubilee Arts is a comprehensive art program that offers art classes and cultural opportunities for adults and children. Strength to Love II operates an urban farm that addresses community food desert issues and provides employment and training to ex-offenders returning to the community.

**MWBOO GRANTED A WAIVER ON JULY 22, 2020.**

## MINUTES

DHCD - cont'd

2. **LIVING CLASSROOMS FOUNDATION, INC.** **\$100,000.00**

Account: 2089-208920-5930-424934-603051

The Living Classrooms Foundation Workforce Development Center will provide career readiness training, life skills workshops, digital and financial education, and industry recognized credentials. Services will be provided primarily to residents of certain public housing developments.

**MWBOO GRANTED A WAIVER ON JUNE 12, 2020.**

3. **THE INNOVATIVE HOUSING INSTITUTE, INC. (IHI)** **\$ 75,000.00**

Accounts: 2089-208920-5930-427526-603051	\$ 30,000.00
2089-208920-5930-427543-603051	\$ 45,000.00

The purpose of this agreement is to provide CDBG funds to assist 90 non-elderly, disabled low-and moderate-income families with one-time subsistence assistance grants through the Enhanced Leasing Assistance Program (ELAP), established in accordance with a Consent Decree entered in Bailey v. The Housing Authority of Baltimore City (HABC) and the U.S Dept. of Justice v. HABC. In addition, IHI will provide public assistance to help non-elderly disabled persons with relocation assistance. IHI is responsible for obtaining funds to cover a portion of the expenses and has requested that DHCD provide CDBG funds to provide one-time subsistence assistance grants to ELAP participants. The expenses include leasing application fees, security deposits, and utility (electricity and telephone) installation fees.

**MWBOO GRANTED A WAIVER ON JULY 22, 2020.**

## MINUTES

DHCD - cont'd

4. **THE DEVELOPMENT CORPORATION OF** **\$40,000.00**  
**NORTHWEST BALTIMORE**

Account: 2089-208920-5930-429591-603051

The purpose of this agreement is to provide CDBG funding to subsidize the operating cost of the Subgrantee for one year. The Subgrantee will provide housing counseling services, housing workshops, and other aspects of homeownership education to CDBG eligible low-and moderate-income persons.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the CDBG - 45 Agreements with the foregoing organizations. The Mayor

**ABSTAINED** on item no. 2.

**MINUTES**

Department of Recreation & Parks - Deed of Preservation Easement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Deed of Preservation Easement between the Chesapeake Bay Outward Bound School, Inc. (formerly known as Baltimore Chesapeake Bay Outward Bound Center Inc.) (Grantor) and the Maryland Historical Trust (the Trust) Grantee.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On November 22, 2006, the Board approved an amended and restated License Agreement with The Baltimore Chesapeake Bay Outward Bound Center, Inc. for the management and operation of City-owned properties in Leakin Park for a period of 25 years through November 18, 2028.

The improvements on the property known as 1901 Eagle Drive, which is a portion of Gwynns Falls/Leakin Park, which has an address of 4921 Windsor Mill Road, are of historic significance and are known as the Orianda House (aka Orianda Mansion and Crimea Mansion). The Trust, pursuant to the terms of a Grant Agreement dated June 20, 2014, made available to Chesapeake Bay Outward Bound School, Inc. \$150,000.00 to be used for the purpose of financing, in part the acquisition, planning, design, construction, repair, renovation, reconstruction and capital equipping of the Orianda Mansion. On July 10, 2015, a second and third grant for \$160,000.00 and \$40,000.00 was made for the purpose of financing the project. A condition of such grant agreements is that the

## MINUTES

Department of Recreation & Parks - cont'd

property be subject to a Deed of Preservation Easement in favor of the Trust. As the property is subject to the License Agreement, the City as title owner and the above parties must join as grantors in the Deed of Preservation Easement in order to grant the Trust the title interest it requires.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed of Preservation Easement between the Chesapeake Bay Outward Bound School, Inc. (formerly known as Baltimore Chesapeake Bay Outward Bound Center Inc.), Grantor, and the Maryland Historical Trust, Grantee.

**MINUTES**

Department of Recreation and Parks - On-Call Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 1 to Rummel, Klepper & Kahl, LLP, under Project No. 1315, On-Call Civil Engineering Design Services. The period of the task is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$25,593.66 - 9938-911093-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include engineering design services for Clifton Park/Rita Church Athletic Field Restroom and Storage Prep.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 28% MBE and 14% WBE goals assigned to the original agreement.

The Consultant has achieved 0.0% of the WBE goals. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 42.16% of the MBE goals at this time.

**THE EAR WAS APPROVED BY MWBOO ON JUNE 25, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS HAS REVIEWED AND FINDS 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>
<u>Department of Public Works</u>		
<b>\$ 26,000.00</b>	9938-910093-9475	9938-911093-9474
State	FY18 Clifton Park	FY18 Clifton Park
Program Open	Improvements	Improvements
Space	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1315, Task No. 1 to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 1 to Rummel, Klepper & Kahl, LLP, under Project No. 1315, On-Call Civil Engineering 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

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Unknown Studio Landscape Architecture & Urban Design, LLC, under Project 1317, On-Call Landscape Architectural Design 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:**

\$1,500,000.00 - Upset limit

**BACKGROUND/EXPLANATION:**

The Consultant will provide Landscape Architectural Design Services for renovation and improvement of various parks and recreation facilities.

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> Living Design Lab	\$ 0-285,000.00	0-19%
Assedo Consulting, LLC	0-285,000.00	0-19%
<b>TOTAL:</b>	<b>\$ 0-285,000.00</b>	<b>0-19%</b>
<b>WBE:</b> Toole Design Group, LLC	\$0-210,000.00	0-14%
Cityscape Engineering, LLC	0-210,000.00	0-14%
MK Consulting Engineering, LLC	0-210,000.00	0-14%
<b>TOTAL:</b>	<b>\$0-210,000.00</b>	<b>0-14%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 4, 2020.**

**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

**MINUTES**

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Unknown Studio Landscape Architecture & Urban Design, LLC, under Project 1317, On-Call Landscape Architectural Design Services.

**MINUTES**

Department of Finance - First Amendment to Payment  
in Lieu of Taxes Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Payment in Lieu of Taxes (PILOT) Agreement with Paca House Partners, LP.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

On July 25, 2018, the Board approved the "Original PILOT Agreement" with Paca House Apartments, LP (Paca), pursuant to which Paca would rehabilitate 82 units of deeply subsidized affordable rental housing units (the Affordable Units) and 10 market rate units (the MR Units) located at 116-120 North Paca Street (the Project).

The Original PILOT Agreement provided that the Affordable Units would pay 10% of the tenant paid portion of the rent and that the 10 MR Units would be separately assessed and pay taxes based on the assessment. After completion of the Project, it was determined that the 10 MR Units are not separately identified and, in fact, rotate from time to time within the building.

Therefore, it is not possible to separately assess the units and it has been decided to have the MR Units pay 10% of the gross rent paid by the tenant. This approach has been used in other projects such as Perkins Project where there is also a mix of units.

**MINUTES**

Department of Finance - cont'd

The First Amendment to the PILOT Agreement makes that modification so, at the same time that Paca submits the rent roll each year for the Affordable Units, it will provide the rent schedule for the MR Units. All other terms of the Original PILOT Agreement remain unchanged.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Payment in Lieu of Taxes Agreement with Paca House Partners, LP.

**MINUTES**

Department of Finance/ - Property Disposal Program  
Bureau of Procurement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a donation of excess property to Maryland Food Bank, a non-profit organization.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Baltimore City Convention Center has six 5-loaf bread proofing pans and six 4-loaf pans that have been deemed as excess in accordance with the City's Property Disposal Program policy (AM-306-1). These items are in fair condition and the Baltimore Convention Center would like to donate them to the Maryland Food Bank, a non-profit organization located in Baltimore City.

Maryland Food Bank is in good standing with the State Department of Assessments and Taxation and Secretary of State.

UPON MOTION duly made and seconded, the Board approved the donation of excess property to Maryland Food Bank, a non-profit organization.

**MINUTES**

Department of Finance, Office - Renewal of Insurance Policy  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy with Global Aerospace. The policy renewed on July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$184,520.00 - 1001-000000-8160-820700-603014

**BACKGROUND/EXPLANATION:**

This insurance policy will provide both liability and hull coverage for the Police Department's fleet of helicopters. Coverage is being renewed with the incumbent carrier at a 6% rate increase.

The submission is late because final terms and conditions were received by the Department the afternoon of June 22, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy with Global Aerospace.

**MINUTES**

Department of Finance, Office - Renewal of Insurance Policy  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the City and Baltimore City Public School System Employee Crime Insurance Policy with incumbent carrier, AIG Insurance Company. The policy renewed on July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$18,297.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

This insurance policy will provide coverage for the loss of money, securities or other financial instruments for which the City and Baltimore City Public School System are legally liable. The marketplace is limited. The incumbent carrier will continue to provide this coverage for the coming year at no increase in rate. The policy has a \$1,000,000.00 per occurrence limit, with a per-occurrence deductible of \$10,000.00.

The submission is late because final terms and conditions were received by the Department on the morning of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance, Office - cont'd  
of Risk Management

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal of the City and Baltimore City Public School System Employee Crime Insurance Policy with incumbent carrier, AIG Insurance Company.

**MINUTES**

Department of Finance, Office - Renewal of Insurance Policy  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Fine Arts Insurance Policy with Aon Hunting T. Block Fine Arts Insurance. The policy renewed on July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$261,092.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

This policy is unique and superior to the standard Fine Arts Insurance Policy. It provides Fine Arts replacement cost and transit coverage to the Baltimore Museum of Art, The Walters Art Museum and any location owned, occupied or controlled by the City.

Coverage is being renewed with the incumbent carrier with no increase in premium, however a \$25,000.00 deductible is applicable due to previous losses and due to the increase of vandalism claims against monuments nationwide.

The submission is late because final terms and conditions were received by the Department on the afternoon of June 29, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Finance, Office - cont'd  
of Risk Management

UPON MOTION duly made and seconded, the Board approved the renewal of the Fine Arts Insurance Policy with Aon Hunting T. Block Fine Arts Insurance.

**MINUTES**

Department of Finance, Office - Renewal of Insurance Policy  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of the Baltimore City Marine Hull and Insurance Policy with American International Group, Inc. The policy renewed on July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$84,877.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

This policy covers various watercraft owned and/or operated by City agencies, including the USS Constellation. Markets for this exposure are limited. The policy renewed with the incumbent carrier at the same terms and conditions as the expiring policy, including terrorism coverage on the entire fleet.

The submission is late because final terms and conditions were received by the Department on the morning of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Finance, Office - cont'd  
of Risk Management

UPON MOTION duly made and seconded, the Board approved the renewal of the Baltimore City Marine Hull and Insurance Policy with American International Group, Inc.

**MINUTES**

Department of Finance, Office - Renewal of Insurance Policy  
of Risk Management

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the renewal of the Master Property Insurance Policy with incumbent carriers, Lexington Insurance Company, Zurich Insurance and Terrorism Coverage with Lloyd's of London. The policy renewed on July 1, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$5,333,362.00 - 2043-000000-1450-162900-603014

**BACKGROUND/EXPLANATION:**

The renewal premium reflects an overall rate of slightly under 25% due to the continuing hardening property marketplace and current COVID-19 environment. The overall rate still remains very competitive at \$0.05 per \$100.00 of property value.

The submission is late because final terms and conditions were received by the Department on the afternoon of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Department of Finance, Office - cont'd  
of Risk Management

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the renewal of the Master Property Insurance Policy with incumbent carriers, Lexington Insurance Company, Zurich Insurance and Terrorism Coverage with Lloyd's of London.

**MINUTES**

Parking Authority of - Third Amendment to  
Baltimore City (PABC) Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Third Amendment to the Memorandum of Understanding (MOU) with LH Water Tower LLC (LH) and the Council of Unit Owners of 414 Water Street Residential Condominiums (Association) and the Maryland Economic Development Corporation (MEDCO).

**AMOUNT OF MONEY AND SOURCE:**

The City is not spending or receiving funds - MEDCO will receive reservation fees for two years from the LH.

**BACKGROUND/EXPLANATION:**

The City's Water Street Garage (Garage) was constructed in 1991 and is one of five condominium units within the 414 Water Street Condominium regime (414 Condo). The 312 residential condominiums on top of the Garage, known as 414 Water Street Residential Condominium, are also a single condominium unit within 414 Condo. Beginning in 2004, the City, through multiple agencies, worked to make the 414 Water Street Residential Condominium (Residential Condo) development a reality. Construction of the Residential Condo was completed in 2008.

The original MOU between the City and LH (the Residential Condo developer) was approved by the Board on November 16, 2005, along with numerous other documents that authorized and facilitated the development of the Residential Condo. The MOU originally governed the relationship between the City (acting through the Parking Authority), LH, and the Association with regard to parking for the Residential Condo in the Garage. On June 27, 2018, the Board approved the City's lease of the Garage to MEDCO for 50 years

## MINUTES

PABC - cont'd

(plus renewals), along with two other parking facilities. As the landlord under the MEDCO lease, the City maintains an interest, and approval rights on certain documents. When the MEDCO lease terminates the City will oversee the terms of the MOU.

At the time of execution of the MOU, the Residential Condo was not yet constructed but residential real estate was booming. The City and LH believed that, once constructed, the residential condominium units would sell within a year. When construction was completed in 2008, the economic downturn had arrived and the market for residential real estate had evaporated. As a result, one provision of the MOU that the City/PABC could have enforced 12 months after completion of construction of the Residential Condo was not enforced and has not been enforced since.

Pursuant to the MOU, Residential Condo parking spaces are located on the uppermost levels of the Garage, to be secured from the lower public portion of the Garage by a gated entry/exit. LH was to provide the final number of parking spaces that Residential Condo will need for the term of the MOU (50 years plus renewals) within six months of the sale of the last residential unit, or 12 months of construction completion, whichever is earlier, so that the City may install the gate and offer all remaining parking spaces to the public. To date, LH has sold 95% of the 312 units and still cannot provide an accurate final number of parking spaces that the Residential Condo will need for the remaining term of the MOU.

The First Amendment to the MOU, approved by the Board on December 12, 2007, clarified the pricing for parking spaces provided to the Residential Condo. The Second Amendment to the MOU approved by the Board on April 5, 2017, allowed for an extension of the time that LH would have to provide a final number of spaces and charged a fee for the extension.

**MINUTES**

PABC - cont'd

The PABC, MEDCO, LH, and the Association have agreed to a further mutually beneficial extension. This Third Amendment will establish a two-year continued payment schedule for LH to reserve parking spaces for future Residential Condo owners, establish a minimum and a maximum number of parking spaces provided by the MOU throughout its term, and eliminate the need for gates that would separate Residential Condo parkers from the public parkers.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to the Memorandum of Understanding with LH Water Tower LLC and the Council of Unit Owners of 414 Water Street Residential Condominiums and the Maryland Economic Development Corporation.

**MINUTES**Mayor's Office of Criminal Justice (MOCJ) - Agreements

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

1. **MEDSTAR HARBOR HOSPITAL** **\$144,563.00**

Account: 2026-000000-2255-802400-603051

MedStar Harbor Hospital was awarded an agreement on February 6, 2019, to provide services for two Hospital Responders to implement the Safe Streets Hospital Responder Program to reduce readmission of patients with a violence-related injury; especially gun and knife related injuries. The Responders implement strategies to reduce violence related to injury readmission, intervene in scenarios of retaliation and support the wraparound services offered by MedStar Harbor Hospital. The period of the agreement is January 1, 2020 through June 30, 2021.

The agreement is late because of administrative delays.

2. **MERCY MEDICAL CENTER** **\$ 50,000.00**

Account: 1001-000000-2254-786000-603050

The Baltimore Human Trafficking Grant Program was created to provide funding to victim service organizations for victims of human trafficking in Baltimore City. Funding under this program will support trauma-informed comprehensive services for all victims of human trafficking, sex trafficking and labor trafficking, foreign national/U.S. citizen/legal permanent resident, adult/minor, male/female, and LGBTQ victims of trafficking. Funding will also support efforts to increase the capacity of local communities to respond to human

**MINUTES**

MOCJ - cont'd

trafficking victims through the development of interagency partnerships, professional training, and public awareness activities. The period of the agreement is effective on the date of the fully executed agreement and will expire upon the first anniversary of the effective date.

**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.

**MINUTES**

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

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with Baltimore City Community College (BCCC) for professional services. The period of the agreement is July 1, 2020 through June 30, 2021 unless terminated earlier in accordance with this agreement.

**AMOUNT OF MONEY AND SOURCE:**

\$115,000.00 - 4000-807519-6312-467253-603051  
 4000-806719-6312-467253-603051  
 2026-000000-6311-734100-603051

**BACKGROUND/EXPLANATION:**

This agreement authorizes Baltimore City Community College to provide training in those areas specified on the Maryland Higher Education Commission (MHEC) list of approved Training Providers accessed through the Maryland Department of Labor, Licensing and Regulation (DLLR).

The training will consist of the program(s) described in the Workforce Innovation and Opportunity Act (WIOA) training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year.

The money will be drawn from three different accounts (FY 19 WIOA Adult, FY 19 WIOA Dislocated Worker and Casino Support Funds). The accounts and the amounts drawn from those accounts cannot be determined until the participants are registered.

MINUTES

MOED - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Individual Training Account Agreement with Baltimore City Community College for professional services.

**MINUTES**

Mayor's Office of Employment Development - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award (P06-BCI-FY20-NDWG) from the Maryland Department of Labor to develop 50 Community Health Workers from amongst eligible participants who were impacted by COVID-19. The period of this agreement is June 1, 2020 through December 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

\$175,000.00 - 4000-439020-6312-817005-404001

**BACKGROUND/EXPLANATION:**

As a part of the Baltimore City's response to COVID-19, the City has formed the Baltimore Health Corps. Its mission is to efficiently connect people impacted by COVID-19 to the resources and social support they need while expanding the City's capacity to track the spread of the disease and keep residents employed. The Mayor's Office of Employment Development's (MOED) role, in partnership with Baltimore City Health Department, is to train 50 eligible participants as Community Health Workers (CHW) in subsidized work in high demand tracks or disaster relief employment that will lead to meaningful immediate employment, connect impacted workers to Contact Tracker training provided by Baltimore Alliance for Careers in Health (BACH) to build skills. The project will provide a MOED Career Navigator who will guide and support the CHW as they transition to unsubsidized employment.

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

Mayor's Office of Employment Development - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of a Grant Award (P06-BCI-FY20-NDWG) from the Maryland Department of Labor to develop 50 Community Health Workers from amongst eligible participants who were impacted by COVID-19.

**MINUTES**

Office of the Mayor - Addendum to Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Addendum to Memorandum of Understanding between the Office of Performance and Innovation (OPI) and The Family League of Baltimore City, Inc. (Family League). The period of the Addendum is July 1, 2020 through June 30, 2021, with an option to renew annually for successive one year periods.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of the Addendum is to codify a collaboration between the OPI and Family League in which Family League supports a CitiStat Analyst whose primary role will be to develop, provide analysis for and coordinate YouthStat, a City initiative to use data to support improved outcomes for young people in Baltimore.

OPI's roles and responsibilities include coordinating with Family League and the CitiStat Analyst so that the CitiStat Analyst can carry out the roles and responsibilities outlined in the Addendum. OPI will convene a recurring YouthStat meeting focused on using data to advance opportunities and improved outcomes for young people in Baltimore.

Family League's roles and responsibilities include maintaining all financial and program records pertaining to this CitiStat Analyst collaboration, funding and supporting the salary, benefits and all other costs associated with the employment of the CitiStat Analyst during the period of this Addendum.

## MINUTES

Office of the Mayor - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Addendum to Memorandum of Understanding between the Office of Performance and Innovation and The Family League of Baltimore City, Inc. The Mayor **ABSTAINED**.

**MINUTES**

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Funds to the Baltimore Civic Fund, Inc. (BCF) for the City's General Fund in support of the Baltimore Main Streets Coordinating Program.

**AMOUNT OF MONEY AND SOURCE:**

FROM: 1001-000000-1250-775600-603051	\$225,000.00
1001-000000-1250-775600-603022	\$ 7,700.00

TO: 221-00 MOWBD -Baltimore Main Street **\$232,700.00**

**BACKGROUND/EXPLANATION:**

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the City's General Fund to the BCF on behalf of the program. This funding is to support transactions related to the operations of the program. The Baltimore Development Corporation previously administered the program, but as of July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the program. As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, the BCF was selected to serve as the fiscal agent for the program.

The funds will be dispersed by BCF to provide:

- i. Each designated 501(c)3 organization on a quarterly basis, following the receipt and review of a quarterly report which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2020 and ends on June 30, 2021.

**MINUTES**

Mayor's Office of Minority and - cont'd  
Women-Owned Business Development

- ii. Payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program.
- iii. Staffing, web-hosting, Main Street district training and technical assistance services.

The funding was previously transferred to the BCF, as fiscal agent for the program for fiscal years 2018, 2019, and 2020. The Mayor's Office of Women-Owned Business Development now wishes to transfer funds to the BCF to serve as the fiscal agent for the Program for fiscal year 2021.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore Civic Fund, Inc. for the City's General Fund in support of the Baltimore Main Streets Coordinating Program.

**MINUTES**

Department of Public Works - Emergency Professional Services Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Emergency Professional Services Agreement with Hazen and Sawyer under Emergency Professional Services. The period of the agreement is effective upon Board approval through December 31, 2020 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 70,000.00	-	2070-000000-5501-393189-603026
70,000.00	-	2070-000000-5501-396889-603026
<u>60,000.00</u>	-	<u>2071-000000-5521-608689-603026</u>
<b>\$200,000.00</b>		

**BACKGROUND/EXPLANATION:**

The Office of Pollution, Department of Public Works has requested the Board to approve the Emergency Agreement with Hazen and Sawyer to operate the water and wastewater plants in response to any emergency related to COVID-19 pandemic. The Department operates and maintains Baltimore's water filtration plants, wastewater treatment plants and respective pumping stations and it is essential to continue the operations amidst the ongoing and rapidly evolving COVID-19 pandemic. If staffing is reduced to levels that threaten ongoing operations, support from the Consultant will be utilized to run the facilities by their staff with requisite operational or maintenance knowledge.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON APRIL 7, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Emergency Professional Services Agreement with Hazen and Sawyer under Emergency Professional Services.

**MINUTES****CITY COUNCIL BILL:**

20-0529 - An Ordinance concerning Property Tax - In Rem Foreclosure and Sale - Vacant and Abandoned Property for the purpose of requiring the Director of Finance to withhold from tax sale certain real property designated by the Board of Estimates for foreclosure and sale under a certain process; authorizing the Mayor and City Council acting by and through the Department of Housing and Community Development to initiate an in rem foreclosure and sale of certain real property for delinquent taxes; authorizing the Mayor and City Council to enact certain laws authorizing in rem foreclosure and sale of certain real property; authorizing the Mayor and City Council acting by and through the Department of Housing and Community Development to commence an in rem foreclosure action; prohibiting commencing an in rem foreclosure action until tax on real property has been delinquent for a certain period and the right to appeal a certain notice has tolled; requiring certain taxes to be included in the foreclosure action; requiring any foreclosure action under this subtitle be filed in the Circuit Court for Baltimore City and that notice and a copy of the complaint be sent to each interested party within a certain period of time and in a certain manner; requiring the complaint for an in rem foreclosure to include certain information; allowing the complaint for an in rem foreclosure to be amended for certain purposes; providing that an interested party has a certain right to cure certain delinquent taxes and liens on the real property under certain circumstances; requiring a hearing on the in rem foreclosure complaint to be conducted at a certain time; providing that an interested party has the right to be heard at the hearing; requiring the court to enter a certain judgment

**MINUTES****CITY COUNCIL BILL 20-0529** - cont'd

on a certain finding; requiring the judgment to be recorded in certain land records; providing that title acquired in a certain foreclosure proceeding shall be a certain absolute or fee simple title except under certain circumstances; providing that a judgment in an action under this subtitle is binding and conclusive, regardless of legal disability, on certain persons; defining certain terms; providing for a special effective date; and generally relating to in rem foreclosure and sale of tax delinquent vacant and abandoned property.

**THE DEPARTMENT OF PLANNING HAD NO OBJECTION AND DEFERRED TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE DEPARTMENT OF FINANCE.**

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill No. 20-0529 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The Mayor **ABSTAINED**. The President **ABSTAINED**.





## 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

renewal options have been exercised. This final renewal in the amount of \$400,000.00 is for the period September 21, 2020 through September 20, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On July 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JULY 6, 2016.**

## 4. KLEIN'S TOWER PLAZA

INC.	\$ 10,000.00	Renewal
Contract No. B50004724 - STD Medications - Health Department - P.O. No.: P537170		

On October 5, 2016, the Board approved the initial award in the amount of \$52,320.00. The award contained two renewal options. On July 17, 2019, the Board approved the first renewal in the amount of \$62,000.00. This final renewal in the amount of \$10,000.00 is for the period October 1, 2020 through September 30, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial request was below the MWBOO threshold of \$50,000.00. This is an informal bid.

## 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. DUII HOLDINGS, LLC	\$571,184.98	Non-competitive/ Procurement/Renewal
Contract No. 08000 - LIMS Laboratory Information Management System - Baltimore Police Department - P.O. No.: P546477		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On October 18, 2017, the Board approved the initial award in the amount of \$559,985.27. The award contained two 2-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$571,184.98 is for the period August 17, 2020 through August 16, 2022, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. REGIONAL PEST MANAGEMENT

J.C. EHRLICH

\$ 0.00	Renewal
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Contract No. B50005113 - Integrated Pest Control and Management - Department of General Services and others - P.O. Nos.: P541952 and P541953

On December 13, 2017, the Board approved the initial award in the amount of \$1,000,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period December 15, 2019 through December 14, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

On July 13, 2020 MWBOO found both vendors in compliance.

Regional Pest Management

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Mohegan Pest Control	27%	\$23,758.20	2.37%

**MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 14, 2020.**



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On June 29, 2016, the Board approved the initial award in the amount of \$210,207.52. The award contained four renewal options. Subsequent actions have been approved and three renewal options have been exercised. This fourth renewal in the amount of \$0.00 will allow for the continuation of the STAR Laboratory Information Management System software subscription.

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

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. This proprietary software is only available from the Vendor and is not available from subcontractors.

8.	S&M PROFESSIONAL	\$ 3,960.00	Ratification
	CLEANING SERVICES, LLC	<u>3,960.00</u>	and Renewal
		<b><u>\$ 7,920.00</u></b>	

Contract No. B50004940 - Janitorial Services for the Dawson Safe Haven Center - Department of Housing and Community Development - Ombudsman - P.O. No.: P538929

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 March 24, 2017, the Board approved the initial award in the amount of \$7,920.00 to provide janitorial services to the Dawson Safe Haven Center. Subsequent actions have been approved. The Board is requested to ratify spending resulting from the agency's continuous use of the Vendor. The period of the ratification is April 1, 2020 through July 31, 2020. The Board is also requested to approve the third and final renewal option for the period August 1, 2020 through March 31, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

It was determined that no goals would be set because of no opportunity to segment the contract.

9. S&M PROFESSIONAL	\$ 3,960.00	Ratification
CLEANING SERVICES, LLC	<u>3,960.00</u>	and Renewal
	<b><u>\$ 7,920.00</u></b>	

Contract No. B50004945 - Janitorial Services for 1135 N. Gilmore Street - Department of Housing and Community Development - Ombudsman - P.O. No.: P538930

On March 24, 2017, the Board approved the initial award in the amount of \$7,920.00 to provide janitorial services to the Dawson Safe Haven Center. Subsequent actions have been approved. The Board is requested to ratify spending resulting from the agency's continuous use of the Vendor. The period of the ratification is April 1, 2020 through July 31, 2020. The Board is also requested to approve the third and final renewal option for the period August 1, 2020 through March 31, 2021. 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 above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This contract meets the requirement for certification as a sole source procurement as these proprietary parts and services are only available from the vendor and are not available from subcontractors.

## 12. SECURITY EQUIPMENT

CO.	\$ 40,000.00	Selected Source
Contract No. 06000 - OEM Stihl Parts, Service and Equipment - - Department of Transportation - Req. No. R851428		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT**

Vendors were solicited by posting on CitiBuy and B50006080 was opened on June 11, 2020. No bids were received. The award is recommended to the Vendor that submitted a quote after bid closing, which was found to be fair and reasonable. 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 above procurement is of such a nature that no advantage will result in seeking nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the goods, equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This award is below the MWBOO subcontracting threshold of \$50,000.00.

13. <u>DAS SOLUTIONS, LLC</u>	<u>\$ 55,609.42</u>	<u>Increase</u>
Contract No. 08000 - OEM Parts & Service-Shimpo - Department of Public Works - P.O. No. P551536		

On June 10, 2020, the Board approved the initial award for the amount of \$45,000.00 on a sole source basis. The Board is requested to approve the first increase for the amount of \$455,609.42 so additional components can be repaired/replaced. This increase will make the total contract amount \$100,609.42. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This is a sole source contract.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

## 14. HERTRICH FLEET SERVICES

INC.	\$ 39,017.00	Sole Bid
Contract No. B50006026 - Full-Size Hybrid SUV with Lift Gate - Department of General Services, Fleet Management - Req. No. R841228		

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on April 3, 2020, and was found to be fair and reasonable. This award is recommended to be made to the responsible bidder for the purchase of one full-size SUV with a lift gate. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

## 15. ANNE ARUNDEL VETERINARY

HOSPITAL, INC.	\$ 37,174.00	Sole Bid
Contract No. B50006088 - K9 Vet and Hospital Care - Baltimore Police Department - P.O. No. R855880		

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on July 6, 2020, and was found to be fair and reasonable. This award is recommended to be made to the responsible bidder. The above requirement 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 Purchases - cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. The award is below the MWBOO subcontracting threshold of \$50,000.00.

## 16. KEYSTONE PRECISION INSTRUMENTS Item #5

EVIDENT, INC.

Items #1, 2, 3, 6, 9,  
10, 11, 12, 15, 18 & 19

LYNN PEAVEY COMPANY

Items #4, 7, 8, 13, 14,  
16 & 17

\$ 45,506.82

Low Bids

Contract No. B50006077 - Crime Scene Supplies - Baltimore  
Police Department - Req. No. R853018

Vendors were solicited by posting on CitiBuy. The five bids received were opened on June 2, 2020. This award is recommended to be made to the responsible bidder. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The award is under the MWBOO 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 Purchases - cont'd

17. ACCENTURE, LLP	\$ 0.00	Correction and Assignment Agreement
City and County of Denver Contract No. TECHS-201523139 - Enterprise Resource Planning Project - Finance, Department of Human Resources, Baltimore City Information and Technology - P.O. No.: P548265		

The Board is requested to approve and authorize a correction and an Assignment Agreement with Accenture, LLP. The contract expires on December 31, 2021.

On June 12, 2019. The Board approved an award and executed a Master Service Agreement for Enterprise Resource Planning to Sierra-Cedar, Inc. in the amount of \$7,293,160.00. Subsequent actions have been approved. On March 4, 2020, the Board approved an Assignment from Sierra-Cedar, Inc. to WDSFMS Services, LLC. Now WDSFMS Services, LLC is requesting Assignment of the above contract. The previously approved action dated March 18, 2020 stated an increase in the amount of \$1,415,164.00. The correction is for the actual amount of the increase, which was \$2,206,840.00.

MBE/WBE PARTICIPATION:

N/A

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

18. <u>FASTENAL COMPANY</u>	<u>\$1,000,000.00</u>	<u>Increase</u>
National Intergovernmental Purchasing Alliance (National IPA) Contract No. 141003 - Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services - Citywide - P.O. No.: P540371		

On July 19, 2017, the Board approved the initial award for the amount of \$1,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$1,000,000.00 is necessary to continue to supply MRO supplies to agencies citywide. This increase will make the award amount \$3,875,000.00. The contract expires on December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

This contract is a cooperative inter-local contract agreement between the City of Tucson and NIPA. The goals established for the contract are voluntary as there is no binding language in the agreement with specific Baltimore City MBE/WBE goals. The City has not established guidelines for enforcing MBE/WBE goals when joining a cooperative agreement from another jurisdiction. The Vendor agreed to the goals, however, it is the opinion of this office that a "good faith effort" is all the City can expect when the contract was not bid and priced to meet the specific MBE/WBE goals. For the aforementioned reasons, MWBOO cannot determine compliance.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

19. BIBLIOTHECA ITG, LLC	\$ 51,640.00	Ratification
Contract No. 06000 - Bibliotheca Service and Maintenance - Enoch Pratt Free Library - P.O. No.: R850860		

This requested action for ratification of funds is required to make payment for Bibliotheca software maintenance, which provides tagging and inventory control. Bibliotheca service and maintenance continued beyond the expiration of the previous contract. This approval will allow for the continued service and maintenance of equipment through the remainder of the year and until a new contract is created. The ratification is for the period January 1, 2020 through July 28, 2020. The period of the renewal is July 29, 2020 through December 31, 2020.

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

MBE/WBE PARTICIPATION:

Not applicable.



MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the Vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

21. BANC OF AMERICA		Master Equipment
PUBLIC CAPITAL		Lease/Purchase
CORP.	\$ 0.00	Agreement
Contract No. 06000 - Master Lease Agreement Program -		
Department of Finance - Req. No.: To be determined		

The Board is requested to approve and authorize execution of a Master Equipment Lease/Purchase Agreement with Banc of America Public Capital Corp. The period of the agreement is July 15, 2020 through July 14, 2021, with extensions at the discretion of the City.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This award establishes a Master Lease Agreement with Banc of America Public Capital Corp. for financing of capital procurements whereby funds are authorized by the Board of Estimates at the time an agency requests to utilize the program. Interest rates are based on the Rate Index Formula on the Term Sheet of the submitted agreement, unless otherwise agreed to between the parties and authorized by the Board of Estimates.

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

**MBE/WBE PARTICIPATION:**

On July 9, 2020, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JULY 9, 2020.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Assignment Agreement with Accenture, LLP (item no. 17), the Cooperative Agreement with Timeclocks Plus, LLC (item no. 20), and the Master Equipment Lease/Purchase Agreement with Banc of America Public Capital Corp. (item no. 21).

MINUTES

PROPOSAL AND SPECIFICATIONS

- 1. Department of Recreation & Parks - RP 17820, Gwynn's Falls  
 Division Maintenance Yard  
 Renovation and Addition  
**BIDS TO BE RECV'D: 09/16/2020**  
**BIDS TO BE OPENED: 09/16/2020**

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.

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## MINUTES

President: "Uh -- Board members, does anyone have anything further that they would like to say, Madam Comptroller, the Mayor?"

Comptroller: "No thank you. Thank you."

President: "Alright. Thank you. As there is no more business before the Board, we will recess until bid opening at 12 noon. We will reconvene on August 5, 2020. Thank you."

Comptroller: "Thank you."

Acting City Solicitor: "Thank you."

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## MINUTES

Comptroller: "Good afternoon, the Board of Estimates is now in session for the receiving and opening of bids. As part of the overall effort to limit transmission of COVID-19 virus, the Board of Estimates is conducting bid openings remotely. Members of the public can call in to listen to bid openings live by calling (443) 984-1696 and entering Access Code 0817325. Board of Estimates meetings are broadcast live on CHARM-TV, Channel 25 on Comcast Cable in Baltimore City. Meetings are also streamed on the Internet at [www.charmtvbaltimore.com/watch-live](http://www.charmtvbaltimore.com/watch-live). The Board of Estimates will continue to conduct openings remotely while the State of Emergency declared by the Mayor of Baltimore and the Governor of Maryland remains in effect."

## MINUTES

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

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Thereafter, the Comptroller announced that **THERE WERE NO BIDS SCHEDULED TO BE RECEIVED AND OPENED** by the Board of Estimates for tabulation and report.

\* \* \* \* \*

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, August 5, 2020.



JOAN M. PRATT  
Secretary