

MINUTES**REGULAR MEETING**

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

President: "Good morning. The October -- I mean - sorry about that -- jeez. The November 13, [2019] meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing."

Secretary's Note:

The President will introduce Sunny Schnitzer who will give us an update on the public safety building on Northern Parkway and Park Heights Avenue.

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President: "Deputy Chief, please."

Ms. Sunny Schnitzer: "Good morning members of the Board. My name is Sunny Schnitzer, I'm the Deputy Chief of Staff for Public Safety in the Mayor Young's Office. Um -- in accordance with our commitment to come back to the Board within 60 days uh -- of the passage of the -- the Lease Agreement with the University of Baltimore for moving the Police Academy temporarily. Uh -- I wanted to give a report back on the status of where we are in um -- determining the future of the building at 3500 Northern Parkway. Uh -- on October 30th, Mayor Young convened a community meeting um -- to uh -- pull together community feedback on the future of that space. Uh -- we broke into small broke out -- uh -- breakout sessions, collected exhaustive notes and ideas from community members present uh -- and are in the process of compiling that. Uh -- Mayor Young has also committed to standing up a task force that will look to uh - - to determine the future of that site. Uh -- we expect that that will be uh -- stood up around the first of the year."

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Comptroller: "Okay. Thank you."

President: "Thank you. I would direct the Board members attention to the Memorandum from my office dated November 12, 2019, 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."

City Solicitor: "I move approval, Mr. President."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed, say NAY. The Motion carries. The routine agenda items have been adopted."

* * * * *

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:

| | |
|------------------------------------|------------------|
| Alternative Paving Concepts, LLC | \$ 1,500,000.00 |
| Barco Enterprises, Inc. | \$ 8,000,000.00 |
| Durex Coverings, Inc. | \$ 8,000,000.00 |
| J.F. Fischer, Inc. | \$ 92,600,000.00 |
| Moretrench American Corporation | \$566,330,000.00 |
| Paniagua Enterprises, Incorporated | \$ 8,000,000.00 |
| Rommel Construction, LLC | \$ 1,500,000.00 |
| Schnabel Foundation Company | \$226,500,000.00 |

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:

| | |
|-----------------------------|----------|
| Dynatest North America Inc. | Engineer |
| O'Brien & Gere Limited | Engineer |
| Specialized Engineering | Engineer |
| Techno Consult, Inc. | Engineer |

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

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with the Baltimore Streetcar Museum, Inc., Tenant, for the rental of the property known as 1901 Falls Road (Block 3600B, Lot 3) consisting of 1.896 acres. The period of the agreement is July 1, 2017 through June 30, 2042 with the right to renew for an additional 25 years each with one year prior notice.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - annual rent

BACKGROUND/EXPLANATION:

The leased premises will be used for the operation of the Baltimore Streetcar Museum. The Tenant will be responsible for taxes, and accepts the premises in "as is" condition. The Tenant will maintain the interior and exterior of the building, including foundations, roof, walls, gutters, downspouts, HVAC system, all water, electrical and plumbing supply lines and floors. The Tenant will have the exclusive use, custody, possession, and management of the leased premises.

The Tenant at its own expense agrees to maintain the building and other facilities constructed or placed thereupon and to operate the facilities for the benefit of the public with personnel provided by Tenant. The Tenant will be responsible for trash removal, pest control, security, all costs associated with telephones and computers, cutting and maintaining the grass, and removal of ice, snow, and debris.

The Tenant agrees to provide the Department of General Services, with 60 days advance notice of any construction or alterations. The Tenant agrees that further addition or improvements may be made to the carhouse by mutual agreement between Tenant and Landlord should additional funds become available to either Landlord or Tenant. The Tenant must provide liability insurance.

MINUTESSpace Utilization Committee - cont'd

The Space Utilization Committee approved the lease at its meeting on October 22, 2019.

This lease agreement is late due to delays in the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Baltimore Streetcar Museum, Inc., Tenant, for the rental of the property known as 1901 Falls Road consisting of 1.896 acres.

MINUTES

Mayor's Office of Public Affairs - Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Tonya R. Miller to solicit donations from businesses, organizations, and donors for goods, services and financial support to help pay for the event cost of the 2019 Mayor's Holiday Open House. The period of the Governmental/Charitable Solicitation is November 2019 through January 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Holiday Open House will be held on December 14, 2019. The family oriented event is filled with decorations, warm beverages, and snacks, and opportunities to take photos with the Mayor and Santa.

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that

MINUTES

Mayor's Office of Public Affairs - cont'd

are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Tonya R. Miller to solicit donations from businesses, organizations, and donors for goods, services and financial support to help pay for the event cost of the 2019 Mayor's Holiday Open House. The Mayor **ABSTAINED**.

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Mayor's Office of Public Affairs - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Tonya Miller to solicit donations from businesses, organizations, and donors through August 2020 for donation of goods, services, and financial support to help pay for the event cost of the 2020 AFRAM Festival. The period of the Governmental/Charitable Solicitation is November 2019 through August 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The AFRAM Festival will be held August 15 - 16, 2020. The event has been held for over 43 years. This family-oriented event is filled with entertainers, children's activities, arts, history, education, financial literacy, employment & job training, health and wellness, and more. The Baltimore AFRAM Festival is one of Baltimore City's oldest events.

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

MINUTES

Mayor's Office of Public Affairs - cont'd

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Ms. Tonya Miller to solicit donations from businesses, organizations, and donors through August 2020 for donation of goods, services, and financial support to help pay for the event cost of the 2020 AFRAM Festival. The Mayor **ABSTAINED**.

MINUTES

Health Department - Agreements

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

1. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 150,000.00**

Account: 5000-513020-3080-292300-603051

The Baltimore Medical System, Inc. will serve as a community hub to provide or refer parenting youth to evidence-based case management, group-based interventions, and related social-support programs. The project is an expansion on current support for expectant and parenting youth.

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

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2019.

2. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 98,198.00**

Account: 4000-424520-3023-273317-603051

Chase Brexton Health Services, Inc. will utilize the funds to conduct traditional outreach services to increase access and engagement in HIV primary medical and support services for racial/ethnic minority populations living with HIV.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.

MINUTES

Health Department - cont'd

3. **MARYLAND INSTITUTE COLLEGE OF ART** **\$ 99,767.00**
(MICA)

Account: 4000-499019-3023-513200-603051

The MICA Center for Social Design will work directly with the Department to continue past successful collaborative work intended to foster creative, innovative and breakthrough social design solutions to help the Department to better understand the perspectives of people living with HIV/AIDS in Baltimore. It will develop design efforts to address and ameliorate those issues and concerns. This work will focus on stigma related to HIV/AIDS and trust related to the healthcare environment in Baltimore City and will seek to engage often overlooked audiences for (example, transgender persons, youth, women, older adults, etc.).

The MICA Center for Social Design will utilize the funds to provide resources and knowledge in a human-centered collaborative design process to understand and define the problems better, to identify opportunities and generate ideas, and to make tools that support the overall goals and objectives of the design process. The period of the agreement is January 1, 2019 through December 31, 2019.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER ON JULY 9, 2019.

4. **THE JOHNS HOPKINS UNIVERSITY** **\$ 676,450.00**

Account: 5000-569720-3023-273338-603051

The Johns Hopkins University will utilize the funds to provide Mental Health (psychological and psychiatric) screening, assessment, diagnosis, treatment, and counseling services to individuals living with HIV.

The agreement is late because the Prevention and Health Promotion Administration programmatically manages the

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Health Department - Ratification of Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Amendment to Agreement (Amendment) with Baltimore Medical System, Inc.

AMOUNT OF MONEY AND SOURCE:

| | | |
|--------------------|---|--------------------------------|
| \$15,000.00 | - | 5000-520119-3080-288900-603051 |
| 5,000.00 | - | 6000-626619-3080-292303-603051 |
| 999.67 | - | 6000-626619-3080-292301-603051 |
| \$20,999.67 | | |

BACKGROUND/EXPLANATION:

This Amendment is for an Agreement to provide Title X Family Planning Services. On October 17, 2018, the Board approved the original Agreement in the amount of \$60,000.00 for the period of July 1, 2018 through June 30, 2019.

The purpose of the Amendment to Agreement was to increase the amount of the agreement by \$20,999.67 for additional services. This made the total Agreement amount \$80,999.67.

The Amendment to Agreement is late because budget revisions delayed processing.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Amendment to Agreement with Baltimore Medical System, Inc.

MINUTES

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of the grant award is October 1, 2019 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$487,021.00 - 5000-584420-3160-792200-405001
145,477.00 - 1001-000000-3160-795900-601001
\$632,498.00

BACKGROUND/EXPLANATION:

This Grant Award will fund the Youth Services and Advocacy Program. The funds will be utilized to support services for victims of crime, including crisis intervention, counseling, emergency transportation, temporary housing, criminal justice support and advocacy.

The grant award is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the grant award is June 1, 2019 through May 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$10,504.00 - 4000-436420-3044-761900-404001

BACKGROUND/EXPLANATION:

The Grant Award will provide funds for the Senior Medicare Patrol. Services will include outreach, education and counseling, and an anti-fraud program to increase older adult awareness of health care fraud and assist individuals in resolving fraud issues.

The NGA is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Notification of Grant Award from the Maryland Department of Aging.

MINUTES

Mayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of various Provider Agreements.

1. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$473,671.00**

Account: 4000-407018-3571-759400-603051

The City received a grant from the U.S. Department of Housing and Urban Development to undertake the Continuum of Care (COC) program.

The organization will provide rental assistance and supportive services to 28 individuals/families in Baltimore City experiencing homelessness. The provider will offer services under their Home Connections PHP program. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to homelessness status. The period of the agreement is January 1, 2020 through December 31, 2020.

MWBOO APPROVED A WAIVER ON SEPTEMBER 24, 2019.

2. **THE BALTIMORE STATION, INC.** **\$198,000.00**

Account: 5000-529120-3572-766700-603051

The City received a grant from the Maryland Department of Housing and Community Development to undertake the Homelessness Solutions Program (HSP).

The organization will provide emergency shelter services to 180 individuals/families in Baltimore City experiencing homelessness. The organization will offer services under the Traditional Housing program. The goal of the project is to

MINUTES

Mayor's Office of Homeless Services - cont'd

increase housing stability and enhance self-sufficiency so clients do not return to homelessness status. The period of the agreement is July 1, 2019 through June 30, 2020.

The agreement is late because of a delay at the administrative level.

MWBOO APPROVED A WAIVER ON OCTOBER 24, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

* * * * *

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

5320 - 5324

All of the EWOs had been reviewed and approved
by the Department of Audits, CORC,
and MWBOO, unless otherwise indicated.
The Transfer of Funds was approved
SUBJECT to receipt of a favorable report
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

MINUTES**EXTRA WORK ORDERS**

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

Department of Public Works/Office
of Engineering and Construction

- | | | | | |
|--|----------------|--|-------------|-----|
| 1. EWO #002, \$0.00 - SC 966, Cleaning and Inspection of Sanitary Sewers at Various Locations in Baltimore City - Zone A | | | | |
| \$2,743,638.50 | \$1,877,315.00 | Mobile Dredging & Video Pipe, Inc. | one year | 45% |

The Department requests approval of a 365-day non-compensable time extension to the contract to allow more time to assign and complete work, which has been delayed due to the ransomware attack. The time extension would allow work to continue uninterrupted; the new completion date is January 3, 2021.

The project is necessary for the Department to inspect and clean sanitary sewer lines in the Baltimore Wastewater Collection System, as required by the modified Consent Decree.

The Department will not complete the Certificate of Completion form until a scheduled time after final payment and final completion has been given.

All other terms and conditions of the contract will remain unchanged, in full force and effect.

MBE/WBE PARTICIPATION:

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

MBE: 0%

WBE: 0%

The EAR WAS APPROVED BY MWBOO ON AUGUST 23, 2019.

MINUTES**EXTRA WORK ORDERS**

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

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

- | | | | |
|--|--|-----------------------|--------------------|
| 2. EWO #001, \$0.00 - SC 970, Cleaning and Inspection of Sanitary Sewers at Various Locations in Baltimore City - Zone B | | | |
| \$2,326,725.00 | | Midas Utilities, Inc. | One 24.26% year |

The Department is requesting a 365-day non-compensable time extension to the contract to allow more time to assign and complete work, which has been delayed due to the ransomware attack. The time extension would allow work to continue uninterrupted; the new completion date is October 31, 2020.

The project is necessary for the Department to inspect and clean sanitary sewer lines in Baltimore Wastewater Collection System, as required by the modified Consent Decree.

The Department will not complete the Certificate of Completion form until a scheduled time after final payment and final completion has been given.

All other terms and conditions of the contract will remain unchanged, in full force and effect.

MBE/WBE PARTICIPATION:

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

MBE: 0%

WBE: 0%

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 9, 2019.

MINUTES

EXTRA WORK ORDERS

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

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

| | | | |
|--|-------------------------------|--|-----|
| 3. EWO #001, \$260,082.15 - WC 1362, Montebello II Emergency Filter Repair | | | |
| \$2,967,605.00 | Johnston Construction Company | | 40% |

The Office of Engineering and Construction requires the EWO No. 1 to effectively repair the concrete and rebar in the five filters at Montebello Water Filtration Plant 2 and to coat the filter walls, troughs, flumes, columns, and base. Following the removal of the sand (media) from all five filters it was discovered that the reinforced concrete was in significantly worse condition than what was assumed at the formulation of the scope of work for the emergency contract. The five filters have been out of order and idle for 10 years, and require refurbishment to be into service. The Department will not complete the Certificate of Completion form until a scheduled time after final payment and final completion has been given.

THE EAR WAS APPROVED BY MWBOO ON MARCH 12, 2019.

4. TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----------------------------------|---|------------------------------------|
| \$192,776.76 (Revenue Bond) | 9960-909312-9558 Montebello WTP Filter Renovation | |
| \$131,223.24 (County Revenue) | " " " | |
| <u>\$324,000.00</u> | ----- | 9960-904694-9557-6 Construction |

The transfer will cover the cost associated with W.C. 1362, Montebello II Emergency Filter Repair.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation/Office
of Engineering and Construction

| | | | |
|--|-------------|-----------------------------------|-----|
| 5. EWO #003, \$34.030.40 - TR 18003, Reconstruction of Footways Citywide | | | |
| \$770,000.00 | \$99,593.97 | J. Villa Construction, Inc. | 93% |

The Department requests the EWO No. 3 because locations were added to the contract due to dangerous field conditions that exceeded the total quantities for specific items. Due to the increase in quantity of over 25% of the original bid J. Villa Construction, Inc. and the Department negotiated a new unit price.

MBE/WBE PARTICIPATION:

MBE: 37%

WBE: 12%

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation/Office
of Engineering and Construction

| | | | |
|---|---|-----------------------------|--------------|
| 6. EWO #001, \$473,900.00 - TR 19003, Inspire School Sidewalks Reconstruction | | | |
| \$950,000.00 | - | J. Villa Construction, Inc. | 120 days 85% |

The EWO No. 1 will allow for improvement of the Bay Brook Elementary/Middle School and John Ruhrah Elementary/Middle School route under the INSPIRE program. In order for a safe walk around these schools a request has been made to improve the sidewalks, driveways, and tree pits, since the neighborhood school children do not receive bus service because they live under a one mile radius, which requires children to walk to school.

The additional work requires a 120-day non-compensable time extension. The additional time will result in a completion date of August 25, 2020.

MBE/WBE PARTICIPATION:

MBE: 36%

WBE: 13%

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.

MINUTES

Baltimore City Fire Department - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) between the Baltimore City Fire Department and the State of Maryland Emergency Management Agency (MEMA) for the FY 19 Hazardous Materials Emergency Preparedness Grant, (HMEP). The period of the award is September 30, 2019 through October 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$17,314.27 - 4000-459920-2121-604900-404001
4,328.57 - 1001-000000-2121-226400-603020
\$21,642.84

BACKGROUND/EXPLANATION:

This grant will cover expenditures for hazardous materials planning and training.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Adjustment Notice between the Baltimore City Fire Department and the State of Maryland Emergency Management Agency for the FY 19 Hazardous Materials Emergency Preparedness Grant.

MINUTES

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to KCI Technologies, Inc. under Project 1807 AWMB HVAC & Fire Protection Upgrades. The period of the Task Assignment is approximately two years.

AMOUNT OF MONEY AND SOURCE:

\$671,606.55 - 9916-904230-9197-900000-703032

BACKGROUND/EXPLANATION:

The project will provide design services and bid analysis for a comprehensive HVAC and fire sprinkler system renovation of the Abel Wolman Municipal Building, along with associated architectural, structural, electrical, and hazardous building remediation in accordance with the Vendor's proposal dated May 23, 2019.

MBE/WBE PARTICIPATION:

The Consultant has committed to utilize the following firms on the task:

| | | |
|--|---------------------|---------------|
| MBE: Kumi Construction Management | \$ 19,224.07 | 2.86% |
| Mimar Architects and Engineering | <u>139,483.07</u> | <u>20.76%</u> |
| | \$158,707.14 | 23.62% |
| WBE: Carroll Engineering | \$ 28,412.49 | 4.23% |

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 7, 2019.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of General Services - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to KCI Technologies, Inc. under Project 1807 AWMB HVAC & Fire Protection Upgrades.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|---|---------------------|-----------------|---------------|
| <u>Department of Housing and Community Development (DHCD) - Options</u> | | | |
| 1. LK Ground Rents | 2714 Hugo Avenue | G/R \$78.00 | \$ 715.00 |
| 2. Marc Gary Medin and Nancy Medin Propper, Personal Representative of the Estate of Delores Medin Knitz | 2705 Fenwick Avenue | G/R \$66.00 | \$ 750.00 |

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

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

DHCD - Rescission of Condemnation/Extinguishment

| | | | |
|------------|------------------------|----------------|-----------|
| 3. Unknown | 2706 Fenwick Avenue | G/R \$56.00 | \$ 467.00 |
|------------|------------------------|----------------|-----------|

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

On March 20, 2019, the Board approved the acquisition of the \$467.00 ground rent interest, by condemnation, in the property located at 2706 Fenwick Avenue. Since the original Board approval the Department has determined that the owner is unknown. Therefore, the Board is requested to rescind the prior condemnation approval and approve the Department's request to redeem or extinguish the ground rent interest for 2706 Fenwick Avenue in the amount of \$467.00.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|------------------|-----------------|---------------|
| <u>DHCD - Rescission of Condemnation/Extinguishment - cont'd</u> | | | |
| 4. John P. Maag and Phyllis A. Maag | 2722 Hugo Avenue | G/R \$90.00 | \$ 750.00 |

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

On August 28, 2019, the Board approved the acquisition of the \$750.00 ground rent by condemnation in the property located at 2722 Hugo Avenue. Since the owners failed to respond to the City's offer, the Board is requested to rescind the original request and grant approval to apply to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest of \$90.00 in 2722 Hugo Avenue.

| | | | |
|--|---------------------|----------------|-----------|
| 5. George K. Klein and Freida B. Klein, his wife | 2770 Fenwick Avenue | G/R \$90.00 | \$ 600.00 |
|--|---------------------|----------------|-----------|

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

On June 31, 2019, the Board approved the acquisition of the \$600.00 ground rent interest by condemnation in the property located at 2770 Fenwick Avenue. However, it was learned that both owners are deceased. Therefore, the Board is requested to rescind the prior condemnation approval and grant approval to apply to the Maryland Department of Assessments and Taxation to redeem or extinguish the \$90.00 ground rent interest in 2770 Fenwick Avenue.

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

| <u>Owner(s)</u> | <u>Property</u> | <u>Interest</u> | <u>Amount</u> |
|--|---------------------|-----------------|---------------|
| <u>Department of Housing and Community Development - Condemnations</u> | | | |
| 6. Roland E. Seidel Life Estate Full Powers Remainder to Roland Seidel, Jr. | 2719 Fenwick Avenue | G/R \$90.00 | \$ 750.00 |

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

| | | | |
|-----------------------------------|---------------------|----------------|-----------|
| 7. RMN Investment Holding, LLC | 2708 Hugo Avenue | G/R \$90.00 | \$ 600.00 |
| 8. Lois B. Levitan | 2724 Hugo Avenue | G/R | \$ 800.00 |
| 9. Howard G. Goldberg, Trustee | 2768 Fenwick Avenue | G/R \$56.00 | \$ 373.00 |

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

DHCD - Condemnation or Redemption

| | | | |
|--|---------------------------------|----------------|-----------|
| 10. Rosalia R. Wiley, Personal Representative of the Estate of John H. Wiley, Jr. | 1707 E. 28 th Street | G/R \$96.00 | \$ 640.00 |
|--|---------------------------------|----------------|-----------|

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

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

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these property.

UPON MOTION duly made and seconded, the Board approved the foregoing options, rescissions of condemnations/extinguishments, condemnations/quick-takes, and the condemnation or redemption.

MINUTESLaw Department - Opinion - Request for
Refund of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimant:

It is the opinion of the Law Department that the claimant has met the qualifications for a real property tax exemption for disabled veterans, and that the claimant is eligible to receive a refund of taxes paid because the claimant was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in and owned the single family dwelling during the period in question. The dwelling house is owned by the claimant and the claimant continues to reside in the dwelling house. It has been determined that the claimant is entitled to a refund of real property taxes, which were paid as follows:

| <u>Claimant</u> | <u>Property</u> | <u>Taxable Year</u> | <u>Amount</u> |
|------------------------|----------------------|---------------------|--------------------|
| 1. JAMES WRIGHT | 814 Argonne Drive | 2018/2019 | \$ 3,077.57 |
| | | 2017/2018 | 3,126.20 |
| | | 2016/2017 | <u>3,108.78</u> |
| | | Total Refund | \$ 9,312.55 |

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes to Mr. James Wright.

MINUTES

Mayor's Office of Criminal Justice - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$3,600,000.00 - 5000-511020-702300-405001

BACKGROUND/EXPLANATION:

Maryland House Bill 113 amended the Maryland Public Safety Code §4-801 to mandate funds from the State be annually appropriated to the City for the Safe Streets initiative. The legislation was enacted in April of 2018 and the Safe Streets appropriation was first included by the State in the fiscal year 2020 budget.

The funding will allow the Safe Streets initiative to be expanded to a total of 10 sites throughout the City.

The request for approval is late because of the administrative review process.

APPROVED FOR FUNDS BY FINANCE

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

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

MINUTES

Mayor's Office Employment - Modification to Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a modification to the initial Grant Award from the Maryland State Department of Labor, Licensing and Regulation for professional services.

AMOUNT OF MONEY AND SOURCE:

| <u>Original</u> <u>Amount</u> | <u>Additional</u> <u>Amount</u> | <u>Source</u> |
|----------------------------------|------------------------------------|--------------------------------|
| \$ 349,524.00 | \$ 0.00 | 4000-807519-6312-456000-404001 |
| 2,291,397.00 | 7,008.00 | 4000-806419-6313-456000-404001 |
| 216,951.00 | 0.00 | 4000-806719-6312-456000-404001 |
| <u>\$2,857,872.00</u> | <u>\$7,008.00</u> | |

BACKGROUND/EXPLANATION:

On December 19, 2018, the Board approved acceptance of the Grant Award from the Maryland State Department of Labor, Licensing and Regulations for professional services.

This allocation increases the Youth portion of the grant by \$7,008.00. The new total grant amount payable to the Mayor's Office of Employment Development is \$2,864,880.00.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office Employment - cont'd
Development (MOED)

UPON MOTION duly made and seconded, the Board approved acceptance of the modification to the initial Grant Award from the Maryland State Department of Labor, Licensing and Regulation for professional services.

MINUTES

Mayor's Office of Employment - Modification to Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Second Modification to the Grant Award from the Maryland State Department of Labor, Licensing and Regulation for professional services.

AMOUNT OF MONEY AND SOURCE:

| <u>Modification No. 1</u> | <u>Additional</u> | |
|------------------------------|--------------------------|--------------------------------|
| <u>Amount</u> | <u>Amount</u> | |
| \$1,857,758.00 | \$5,590.00 | 4000-807519-6312-456000-404001 |
| <u>1,028,521.00</u> | <u>3,095.00</u> | 4000-806719-6312-456000-404001 |
| <u>\$2,886,279.00</u> | <u>\$8,685.00</u> | |

On December 19, 2018, the Board approved acceptance of the initial Grant Award from the Maryland State Department of Labor, Licensing and Regulation for professional services. On June 26, 2019, the Board approved acceptance of the First Modification to increase the Grant Award, which increased the grant amount to \$2,886,279.00.

This Second Modification increases the Adult portion of the grant by \$5,590.00 and the Dislocated Worker portion by \$3,095.00, for the total increase of \$8,685.00. The new total grant amount to the Mayor's Office of Employment Development is \$2,894,964.00.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Employment - cont'd
Development (MOED)

UPON MOTION duly made and seconded, the Board approved acceptance of the Second Modification to the Grant Award from the Maryland State Department of Labor, Licensing and Regulation for professional services.

MINUTES

Mayor's Office of Employment - Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Department of Labor for professional services. The period of the grant award is October 1, 2019 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

| <u>Amount</u> | <u>Source</u> |
|-----------------------|--|
| \$2,445,524.00 | 4000-807520-6312-456000-404001 (Adult) |
| <u>1,010,376.00</u> | 4000-806720-6312-456000-404001 (Dislocated Worker) |
| \$3,455,900.00 | |

BACKGROUND/EXPLANATION:

The purpose of the Grant Award is for the Mayor's Office of Employment Development to work with core partners to deliver basic career services to ex-offenders, low income individuals, veterans, individuals with disabilities and eligible participants with barriers to employment. Services include an assessment of job readiness skills, referrals to collaborating organizations for support services, career counseling, job search assistance, and training.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Maryland Department of Labor for professional services.

MINUTES

Department of Housing and - Loan Agreement and Deed of Trust Note
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program loan (the "HOME Loan") and an Affordable Housing Program loan to Four Ten Lofts, LLC, a joint venture consisting of wholly-owned or controlled affiliates of Episcopal Housing Corporation and French Development, LLC (or its principals).

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

AMOUNT OF MONEY AND SOURCE:

| <u>Sources</u> | | <u>Uses</u> | |
|----------------------------|-------------------------|---------------------------|------------------------|
| Syndication Proceeds* | \$ 14,323,568.00 | Construction | \$17,590,901.00 |
| CDA Rental Housing Program | 2,000,000.00 | Construction-related fees | 1,537,659.00 |
| Bank of America First Loan | 4,275,000.00 | Financing Fees | 1,294,307.00 |
| City HOME Loan | 750,000.00 | Acquisition Costs | 700,000.00 |
| City AHP Loan** | 400,000.00 | Development Fee | 2,500,000.00 |
| Weinberg Grant | 1,600,000.00 | Syndication Costs | 176,300.00 |
| Deferred Fee | 709,284.00 | Guarantees/Fees | 258,685.00 |
| Total | \$ 24,057,852.00 | Total | \$24,057,852.00 |

Account: 9910-901515-9610

MINUTES

Department of Housing and - cont'd
Community Development

*A portion of the Syndication Proceeds will repay the Bank of America Loan

**Affordable Housing Program funds (AHP)

Account: 9910-906517-9588

*(All amount are approximate)

BACKGROUND/EXPLANATION:

Four Ten Lofts Apartments, LLC has proposed new construction of a 76-unit multifamily residential development (the "Development") to be located in two buildings at 410 N. Eutaw Street and 422 W. Mulberry Street (collectively, the "Property"). The two buildings will collectively contain a mix of 30 one-bedroom units, 22 two-bedroom units, and 24 three-bedroom units. Of the 76 units, 48 units will be targeted to artists and 20 units are to be set aside as permanent supportive housing for chronically homeless individuals. The remaining eight units will be non-income restricted market rate units. Services for the chronically homeless units will be provided by Healthcare for the Homeless.

In order to keep the Development as long-term affordable housing, Four Ten Lofts, LLC (the "Borrower") has obtained commitments from various funding sources to acquire the land and construct the units of the Property, as more fully described below. The sponsors of the Borrower are Episcopal Housing Corporation ("EHC"), a non-profit developer, and French Development, LLC ("French") (or its principals).

The Property will provide deeper targeting by setting aside 29 units to be affordable to households at or below 30% Area Median Income, ("AMI") adjusted for family size which units are to include the 20 chronically homeless units. In addition, 11 of the

MINUTES

Department of Housing and - cont'd
Community Development

units will be affordable for households with incomes less than 40% of AMI, 13 units will be affordable for households with incomes less than 50% of AMI and 15 units will be affordable for households with incomes less than 60% of AMI.

As further described below, the City has agreed to make available one or more loans in an approximate principal amount of \$1,150,000.00 of which approximately \$750,000.00 will be funded from the HOME program (the "HOME Loan") and approximately \$400,000.00 will be funded from the City's Affordable Housing Program (the "AHP Loan," and together with the HOME Loan, the "City Loan"). The proceeds of the City Loan will be used solely to finance a portion of the hard construction costs of the Development.

Amenities will include offices for on-site management and counseling, two galleries, and an outdoor terrace. The design for the buildings has been reviewed and approved by the Urban Design Review Panel. The buildings will include fire protection sprinklers and individual high efficiency HVAC systems and all new fixtures and appliances. An appraisal was prepared on October 3, 2019, by CBRE. The appraisal found the future prospective investment value, "as if complete & stabilized value," at restricted rents assuming stabilized occupancy to be \$11,000,000.00. The appraised value is below the total cost of the project. This is common in transactions involving Low Income Housing Tax Credits (LIHTCs) and affordable housing.

The LIHTC provides equity, which provides a source of funds through the syndication of a federal tax credit rather than through the value of the property itself. Without the benefits of the LIHTC financing, projects with restricted rents could not be financed. The Department is comfortable recommending the City Loan under these circumstances. The appraisal has been submitted to the Real Estate Department.

MINUTES

Department of Housing and - cont'd
Community Development

Participating Parties:**A. DEVELOPER**

The Borrower, Four Ten Lofts, LLC, a joint venture consisting of a wholly-owned subsidiary of EHC and French, or their wholly-owned or controlled affiliates, will own the property.

B. GENERAL CONTRACTOR/ARCHITECT

Southway Builders, Inc. will act as the general contractor and post a 100% Payment and Performance Bond. Architectural services will be provided by Moseley Architects.

C. GUARANTORS

EHC and French will jointly and severally guaranty construction completion.

D. PARTICIPATING LENDERS**Bank of America – 1st Lien Construction/Permanent Loan**

Bank of America, N.A. ("BoA") will provide a first-lien construction/permanent loan in the approximate amount of \$4,275,000.00 (the "BoA First Loan"). The BoA First Loan will have a construction term of up to 24 months, with two three-month extensions (the "BoA Construction Period"). After completion of the BoA Construction Period, the BoA First Loan will convert to a permanent loan with a term of 35 years (the "BoA Permanent Period"). The fixed interest rate on the BoA First Loan will be locked prior to closing and is currently estimated to be 6.25%. During the BoA Construction Period, interest is payable monthly, and during the BoA Permanent Period, interest and principal are payable monthly.

MINUTES

Department of Housing and - cont'd
Community Development

CDA Rental Housing Program - 2nd Lien Construction/Permanent Loan

The Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Department of Housing and Community Development of the State of Maryland, will provide from its Rental Housing Program a second-lien construction/permanent loan in the approximate amount of \$2,000,000.00 (the "RHP Loan"). The RHP Loan will have a construction term not to exceed 24 months (the "RHP Construction Period"). After the end of the RHP Construction Period, the RHP Loan will convert to a permanent loan with a term of 40 years (the "RHP Permanent Loan Period"). No regular interest will be charged on the RHP Loan but during the RHP Permanent Loan Period, principal and contingent interest will be due and payable in accordance with the CDA program requirements and applicable loan documents. The RHP Loan will be long-term subordinate debt.

BOA TAX CREDIT BRIDGE - 3RD LIEN CONSTRUCTION LOAN

BoA will provide a third-lien construction bridge loan in the approximate principal amount of up to \$7,696,481.00 (the "BoA Bridge Loan"). The BoA Bridge Loan will have a term of up to 18 months with two three-month extensions.

The interest rate on the BoA Bridge Loan will be a floating rate equal to BoA's prime rate plus 275 basis points, which is currently estimated to be 4.78%.

Interest on the BoA Bridge Loan is payable monthly, and all amounts due and owing on the BoA Bridge Loan will be due at maturity, and the funds for such repayment is expected to be made from a portion of the equity generated from the syndication of the Development's low-income housing tax credits.

MINUTES

Department of Housing and - cont'd
Community Development

CITY HOME AND AHP - 4TH LIEN CONSTRUCTION/3RD LIEN PERMANENT LOAN OR LOANS

The City will provide one or more loans in an approximate amount of \$1,150,000.00 (the "City Loan"). Approximately \$750,000.00 of the City Loan will be funded from the HOME program and approximately \$400,000.00 will be funded from the City's Affordable Housing Program. The City Loan will be in fourth lien position during construction and third-lien position after the repayment of the BoA Bridge Loan. The City Loan will have a construction term not to exceed 24 months (the "City Loan Construction Period"). After completion of the City Loan Construction Period, the City Loan will convert to a permanent loan with a term of 40 years (the "City Loan Permanent Period"). No regular interest will be charged on the City Loan, but during the City Loan Permanent Period, the City will receive principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents. The outstanding principal balance and any outstanding amounts due under the loan documents are due and payable on the last day of the City Loan Permanent Period. The City Loan will be long-term, subordinate debt.

EHC Loan of Weinberg Grant - 5th Lien Construction/4th Lien Permanent Loan

EHC secured a \$1,600,000.00 grant from the Harry and Jeanette Weinberg Foundation (the "Weinberg Grant"). EHC has agreed to make the Weinberg Grant available to the project by loaning it to the Borrower or its managing member (the "EHC Loan"). The EHC Loan will bear interest at the Applicable Federal Rate (AFR) and shall be co-terminus with the BoA First Loan. Payments of principal of and interest on the EHC Loan shall be deferred and accruing and shall be due to EHC upon the maturity of the EHC Loan.

MINUTES

Department of Housing and - cont'd
Community Development

FHLB AHP Funds

EHC has applied to the Federal Home Loan Bank of Pittsburgh ("FHLB") for a grant from the Affordable Housing Program in the approximate amount of \$450,000.00. Award decisions are not expected to be made until the Project is under construction. If awarded, EHC will loan the funds to the Project as a fully subordinated loan, to be used to reduce any deferred developer fee and then, if any funds remain, to reduce the outstanding principal balance of the RHP Loan.

MBE/WBE PARTICIPATION:

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

THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFERS OF FUNDS

| | <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----|----------------------------|-----------------------|---------------------|
| 7. | \$400,000.00 | 9910-924026-9587 | 9910-906517-9588 |
| | 1 st Affordable | New Affordable | Four Ten Lofts |
| | Housing Loan | Housing Fund | Apartments |

This transfer will provide home loans to support a portion of the hard construction costs and the new construction costs of 68 affordable rental units within a 76-rental unit development.

MINUTES

Department of Housing and - cont'd
Community Development

TRANSFERS OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|------------------------|------------------------------|-----------------------------|
| 8. \$750,000.00 | 9910-923006-9609 | 9910-901515-9610 |
| Other funds | Home Program (Reserve) | Four Ten Loft Apartments |

This transfer will provide home loans to support a portion of the hard construction costs and the new construction costs of 68 affordable rental units within a 76-rental unit development. This project is utilizing program income from the home program.

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnerships Program loan and the Affordable Housing Program loan to Four Ten Lofts, LLC, a joint venture consisting of wholly-owned or controlled affiliates of Episcopal Housing Corporation and French Development, LLC (or its principles). The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate the affordable housing development transaction subject to approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the

MINUTES

Department of Housing and - cont'd
Community Development

Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Housing and - Parkview at Coldspring Senior
Community Development Apartment Loan from the HOME
Investment Partnerships Program or
other City Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a loan of \$1,125,000.00 (the "City Loan") from the HOME Investment Partnerships Program loan or other Baltimore City funds to RF Coldspring Limited Partnership, a Maryland limited partnership, a joint venture consisting of affiliates of Enterprise Homes, Inc., Unity Properties, Inc., and M&T Bank.

AMOUNT OF MONEY AND SOURCE:

(All amount are approximate)

| SOURCES | | USES | |
|----------------------------------|------------------------|---------------------|------------------------|
| FHA 223(f) Loan (M&T Bank) | \$6,336,546.00 | Construction Costs | \$4,078,445.00 |
| Rental Housing Works | 1,546,006.00 | Construction Fees | 636,590.00 |
| National Housing Trust | 1,151,972.00 | | |
| Assumption of existing ERHP Loan | 777,000.00 | Financing Fees | 1,363,294.00 |
| EmPOWER Loan | 250,000.00 | Acquisition Costs | 7,728,857.00 |
| City Loan | 1,125,000.00 | Developer's Fees | 1,614,020.00 |
| FHLB Affordable Housing Program | 500,000.00 | Syndication Costs | 218,509.00 |
| Syndication Proceeds | 3,729,156.00 | Guarantees/Reserves | 431,806.00 |
| Deferred Fee | 464,000.00 | | |
| Interim Income | 85,000.00 | | |
| Transferred Replacement Res. | 106,895.00 | | |
| TOTAL | \$16,071,575.00 | TOTAL | \$16,071,575.00 |

Acct: 9910-908520-9610

BACKGROUND/EXPLANATION:

The RF Coldspring Limited Partnership (the "Borrower"), a newly - created "single purpose entity" that is an affiliate of Enterprise Homes, Inc. ("Enterprise"), has proposed to acquire, finance,

MINUTES

DHCD - cont'd

rehabilitate, and operate an existing rental housing development which is comprised of 99 units for income-eligible seniors ("the Project") located at 4803 Tamarind Road, Baltimore, Maryland.

The proposed rehabilitation of the Project will extend the Project's life and the comfort and living experience of both current and future residents. Exterior renovations are anticipated to include replacement of the Project's roof, gutters, downspouts and windows and repairs to sidewalks, parking lots, and plaza area retaining walls. The Borrower also plans to install new roll up garage doors and LED garage lighting at the Project and to complete repairs to the garage concrete areas as needed. With respect to interior renovations, the Borrower intends to upgrade unit interiors to replace the unit entryway, kitchen and bathroom flooring, kitchen cabinets, countertops, appliances, garbage disposals and bathroom vanities and countertops. The rehabilitation is also anticipated to include environmentally friendly improvements such as new packaged terminal air conditioner units, hot water heaters, low-flow plumbing fixtures, and LED lights. The common areas at the Project will also be updated during the course of the planned renovation. The community room kitchen will be updated with new cabinets and countertops and the community beauty salon will be expanded. The common area HVAC system will be replaced with a new split system and new LED lights will be installed throughout the common areas at the Project. All 99 units in the Development are affordable units with an approximate mix as follows: 91 one bedroom units and 8 two-bedroom units. Fifty units in the Project are affordable to households earning 60% or less of the area median income, adjusted for family size ("AMI"); 41 units in the Development are affordable to households earning 50% or less AMI; and the remaining eight units are targeted to extremely low-income households earning 30% or less AMI. The proceeds of the City Loan will be used solely to finance a portion of the hard construction costs of the Project.

MINUTES

DHCD - cont'd

An appraisal was prepared on June 28, 2019, by Newmark Knight Frank. The appraisal found the "as is" market value to be \$7,475,000. The appraised value is below the total cost of the project. This is common in transactions involving LIHTC and affordable housing. The LIHTC provides equity, which provides a source of funds through the syndication of federal tax credits rather than through the value of the property itself. Without the benefits of the LIHTC financing, projects with restricted rents could not be financed. The Department is comfortable recommending the HOME Loan under these circumstances.

The appraisal has been submitted to the Real Estate Department.

PARTICIPATING PARTIES:**A. BORROWER**

The Borrower is RF Coldspring Limited Partnership, whose general partner is EHI Coldspring GP, LLC, which is a joint venture between Enterprise and Unity Properties, Inc., (an affiliate of Bon Secours), which will own the property. Enterprise will provide all required guarantees.

B. GENERAL CONTRACTOR/ARCHITECT

Harkins Builders, Inc., will act as the general contractor and post a payment and performance bond. Moseley Architects will provide architectural services.

C. PARTICIPATING LENDERS**M&T LOAN - 1st Lien position**

M&T Realty Capital Corporation ("M&T") will provide a first priority construction/permanent loan to the Borrower insured by the Federal Housing Administration under Section 223(f) of the National Housing Act of 1934, as amended, and applicable regulations promulgated thereunder, in an approximate amount of \$6,336,546.00 (the "M&T Loan"). The M&T Loan is expected to have an interest rate of approximately 4.750% for a term of 35

MINUTES

DHCD - cont'd

years from the date of construction completion and conversion of the construction loan to a permanent loan. The M&T Loan will be paired with short-term, tax-exempt bonds issued by the Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development. During construction, proceeds of the First Loan will secure the tax-exempt bonds; after construction completion, the proceeds of the M&T Loan will be used to pay off the tax-exempt bonds, and the M&T Loan will convert to an FHA insured permanent loan. The tax-exempt bonds are to be privately placed with a bond purchaser, the agent of whom will be Stifel Nicolaus & Company, Incorporated (or an affiliate thereof). All subordinate debt, including the City Loan, will be subject to FHA requirements.

CDA LOANS - Shared 2nd Lien position

Several sources of financing originated from CDA will share a second mortgage lien position. These sources include: a new loan to Borrower from its Rental Housing Works Program in an approximate amount of \$1,428,985.00 (the "RHW Loan"); a new loan from its National Housing Trust Fund Program in the approximate principal amount of \$1,151,972.00 (the "NHTF Loan"); a new loan to Borrower in the approximate amount of \$250,000.00 for qualified energy conservation measures as detailed in an energy audit deemed acceptable to CDA from its MEEHA-EmPOWER program (the "EmPOWER Loan," and together with RHW Loan and the NHTF Loan, the "CDA New Loans"); and the assumption of a pre-existing loan from the Elderly Rental Housing program in the approximate principal amount of \$777,000.00 (the "ERHP Loan"). The proceeds of the CDA New Loans will be used to finance permitted development costs. The CDA New Loans will have a permanent loan period of forty (40) years following a construction period of up to twelve (12) months, which shall include up to three (3) months for cost certification. No regular interest will be charged on the CDA Loans but upon conversion to the permanent loan period, principal and contingent

MINUTES

DHCD - cont'd

interest will be due and payable in accordance with the CDA program requirements and applicable loan documents. The CDA New Loans will be secured by a subordinate mortgage against the Project. The assumed EHRP Loan will have a permanent loan period of 40 years following a construction period of up to 12 months, which shall include up to three months for cost certification and shall accrue simple interest at the greater of 4% or the applicable federal rate at the time of closing. Principal and interest will be due and payable in accordance with the CDA program requirements and applicable loan documents.

BALTIMORE CITY HOME LOAN OR OTHER FUNDS - 3RD LIEN POSITION

The loan in the approximate amount of \$1,125,000.00 (the "City Loan") will be made from the HOME program or other funds of the City. The City Loan will have the same construction loan period as the RHW Loan. Following construction completion, the HOME Loan will have a permanent loan period (the "HOME Permanent Loan Period") of 40 years. No regular interest will be charged on the City Loan, but during the HOME Permanent Loan Period, the City will receive a portion of the funds available to pay principal and contingent interest calculated in accordance with the program requirements and applicable loan documents. The outstanding principal balance and any deferred and accrued interest is due and payable on the last day of the HOME Permanent Loan Period. The HOME Loan will be long-term, subordinate debt.

FEDERAL HOME LOAN BANK LOAN - 4th Lien position

Enterprise has applied for a grant from the Federal Home Loan Bank of Atlanta's ("FHLB") Affordable Housing Program in an amount not to exceed \$500,000.00. If the grant is approved, then Enterprise will make a loan to the Borrower of the grant funds (the "AHP Loan"). During the construction loan period of the AHP Loan, no interest shall be charged on the outstanding principal balance of the AHP Loan. The permanent loan period of the AHP Loan shall be 40 years commencing at construction completion and during such period, interest on the AHP Loan shall accrue at 0% per annum. If the Borrower receives the grant from the FHLB, then one of the

MINUTES

DHCD - cont'd

conditions of such grant will require Enterprise Community Loan Fund, or an affiliate thereof, to make a loan to the Project in the approximate principal amount of \$500,000.00 (the "Enterprise Additional Loan"). The Enterprise Additional Loan will be a bridge loan and will not be secured by a lien on the Project (and thus will be subordinate to the City Loan).

MBE/WBE PARTICIPATION

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

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-----------------------|-----------------------|---------------------|
| \$1,125,000.00 | 9910-923006-9609 | 9910-908520-9610 |
| Other Fund | Home Program | Park View at Cold- |
| (Revenue) | (Reserve) | spring |

This transfer will provide Federal HOME Program Income funds to support a portion of the development costs including hard construction costs for the renovation of affordable rental units for senior tenants.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution to approve the loan of \$1,125,000.00 from the HOME Investment Partnerships Program loan or other Baltimore City funds to RF Coldspring Limited Partnership, a Maryland limited partnership, a joint venture consisting of affiliates of Enterprise Homes, Inc., Unity Properties, Inc., and M&T Bank. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Housing & Community Development Cannery Square Apartments (AKA) Miller's Court Apartments - Extension of Maturity to Support the Refinancing of the First Mortgage Loans

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the extension of the maturity of an existing City loan to support, the refinancing of existing first loans for Cannery Square Apartments.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law.

AMOUNT OF FUNDS AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On July 16, 2008, on December 23, 2015, and again on December 21, 2016, the Board approved the expenditure of Inclusionary Housing Funds in the principal amount of \$750,000.00 (the "City Inclusionary Housing Loan") to Small Point Borrower LLC (the "Borrower"). Proceeds of the Inclusionary Housing Loan were used to support a portion of the hard costs of the new construction of 40 one, two, and three bedroom loft style residential rental units targeted to new teachers in the Baltimore City School System (the "City Project"), which was part of a larger development known as Cannery Square Apartments, also known as Miller's Court Apartments.

Cannery Square Miller's Court was the historic restoration of a long vacant, classic industrial style brick warehouse into a multi-purpose educational life center and residential development using a combination of Historic and New Market Tax Credits in addition

MINUTES

DHCD - cont'd

to the Inclusionary Housing Loan, the project consisted of the redevelopment of a 77,000 square foot structure (the "Development") into two complementary parts: (i) the City Project and (ii) 35,000 square feet of affordable "flex" office space for non-profit organizations and approximately 1,000 square feet for a coffee shop or other retail use. The apartments and commercial space at Miller's Court are currently leased with a waiting list for new residents and commercial tenants.

In 2015, at the conclusion of the New Market Tax Credit Compliance period, TD Bank, N.A. ("TD Bank") offered new financing to take out SunTrust Bank as the tax credit investor. As part of this refinancing transaction, the City subordinated its Regulatory Agreement to TD Bank's senior loan and also substituted Seawall Development Company LLC as the guarantor of the City Inclusionary Housing Loan.

In 2016, due to the result of the structure of the State Historic Tax Credits, the development incurred an increased tax liability. TD Bank has approved an additional loan, in the amount of \$450,000.00, to assist with the tax obligation. In connection with this new loan, the City executed an updated subordination agreement.

The year 2019 marks the 10-year anniversary of the project being placed in service, which means that the ten-year property tax abatement that Miller's Court qualified for will expire. The magnitude of the increase has put the project and its affordable rent program to teachers and nonprofits in an unstable financial position. TD Bank has agreed to reposition their current two loans into a new single first mortgage loan with a principal amount of approximately \$6,000,000.00 (the "TD Bank Refinancing Loan"). The TD Bank Refinancing Loan will have a ten-year term, will be amortized over 30 years, and will have an interest rate of approximately 3.0%. The longer term and lower interest rate will put the development back on stable ground and continue to honor its commitment to affordability.

MINUTES

DHCD - cont'd

The annual debt service on the new TD Bank Refinancing Loan is expected to be approximately \$303,555.00, which is \$152,109.00 less than the two existing TD Bank loans, which had an aggregate annual debt service of \$455,664.00.

A breakdown of the current and approximate proposed loan terms are as follows:

Current Loan Terms

| <u>Lender</u> | <u>Original Principal</u> | <u>Current Balance</u> | <u>Rate</u> | <u>Maturity</u> |
|--------------------------------------|---------------------------|------------------------|-------------|-----------------|
| TD Bank | (1) \$6,000,000.00 | \$5,326,052.00 | 4.07% | 10/1/2025 |
| TD Bank | (2) \$ 450,000.00 | \$ 391,162.00 | 4.90% | 10/1/2025 |
| City Inclusionary Housing Loan | \$ 750,000.00 | \$ 750,000.00 | 1.00% | 10/1/2025 |
| State Loan | \$ 700,000.00 | \$ 625,395.00 | 3.00% | 10/1/2025 |

Proposed Term Changes

| | | | |
|-----------------------------------|----------------|-------|-----------|
| TD Bank Refinancing Loan* | \$6,000,000.00 | 3.00% | 12/1/2029 |
| City Inclusionary Housing Loan | - - | | 12/1/2029 |
| State Loan | - - | | 12/1/2029 |

* Consolidated from the two prior TD Bank loans

As a condition of making the TD Bank Refinancing Loan, TD Bank is requiring the maturity date for both subordinate loans be extended to the maturity date of the TD Bank Refinancing Loan to avoid a situation where a subordinate loan would mature before the senior loan. The Department respectfully requests the Board's approval to execute the documents necessary to extend the City Inclusionary Housing Loan as described above. The Department will also collect an amendment fee of \$5,000.00. This transaction is solely a

MINUTES

DHCD - cont'd

refinancing transaction and no cash-out proceeds or other equity is being taken by the sponsor, or any affiliate thereof, as part of this transaction. All other terms and conditions of each of the Prior Board Memos and approvals contained herein remain in full force and effect.

MBE/WBE PARTICIPATION

N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the extension of the maturity of an existing City loan to support, the refinancing of existing first loans for Cannery Square Apartments. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law.

MINUTES

Department of Housing and - TRANSFER OF LIFE-TO-DATE
Community Development SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Katie Benden.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

| <u>Donors</u> | <u>Days</u> |
|-------------------|-------------|
| Shu Shen Chia | 5 |
| Seth Greer | 5 |
| Jason Hessler | 5 |
| Nadya Morgan | 3 |
| Mahesh Patel | 3 |
| Jay Sturgis | 3 |
| Rutvik Trivedi | 1 |
| Eric Uttenreither | <u>5</u> |
| Total | 30 |

Ms. Benden is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used as of October 23, 2019. This transfer will allow Ms. Benden to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Katie Benden.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with Parks and People Foundation, Inc. The period of the agreement was July 01, 2019 through August 10, 2019.

AMOUNT OF MONEY AND SOURCE:

\$22,000.00 - Account: 2089-208920-5930-427838-603051

BACKGROUND/EXPLANATION:

The purpose of the Agreement with Parks and People Foundation, Inc., was to provide Community Development Block Grant funding to subsidize the transportation costs of the SuperKids Camp 2019. The Superkids Camp 2019 served predominantly low-income, rising 1st - 5th grade students by offering a six week reading enrichment program designed to help students enrolled in the Baltimore City Public Schools Systems improve or maintain their reading skills during the summer.

On August 22, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan for the following formula programs:

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

MINUTES

DHCD - cont'd

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

AUDITS REVIEWED AND HAD NO OBJECTIONS.

UPON MOTION duly made and seconded, the Board ratified the Agreement with Parks and People Foundation, Inc.

MINUTES

Circuit Court for Baltimore City - Sub-Vendor Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Forensic Alternative Services Team (F.A.S.T). The period of the Sub-Vendor Contract is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$633,027.00 - 4000-400520-1100-576600-404001

BACKGROUND/EXPLANATION:

The F.A.S.T. program provides mental health evaluation of seriously mentally ill citizens in Baltimore, who have been arrested for criminal offenses and either placed in the Central Booking and Intake Center or other appropriate Detention Center. When indicated, the Program arranges with the Court to have the defendant transferred to either a mental health facility as an in-patient or an appropriate outpatient facility.

As in prior years the F.A.S.T. program will continue to divert this population from incarceration and the criminal justice system to appropriate mental health treatment resources. By providing such services, the population of mentally ill that are incarcerated has decreased. Furthermore, coordination and/or enhancement of community-based care plans assist program participants in remaining psychiatrically stable and avoiding additional interactions with the criminal justice system. This Program is a positive contribution to the reduction of trial dockets within the Courts and is a humane placement solution for the mentally ill.

In addition to the original F.A.S.T. Program, this contract is also funding portions of the Circuit Court Mental Health Court docket, which offers an alternative to incarceration and links participants to community-based programs.

MINUTES

Circuit Court - cont'd

The request is late because of delays in the signature process and delays in contract approval from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Forensic Alternative Services Team.

MINUTES

Circuit Court for Baltimore City - Sub-Vendor Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Competency and Responsibility Evaluation Contract Agreement. The period of the Sub-Vendor Contract is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$263,018.00 - 5000-500720-1100-117400-405001

BACKGROUND/EXPLANATION:

The Competency and Responsibility Evaluation Contract provides for all court ordered competency and responsibility evaluations that occur as a result of actions before the Circuit and District Courts in Baltimore City. These evaluations are conducted by the Medical Services Division of the Circuit Court.

A principal function of this program is to divert those who would normally be hospitalized in either Clifton T. Perkins Hospital Center or the various regional facilities within the State. As a result many of those defendants who would be hospitalized from 30 - 60 days are diverted into either community resources or resources within the local detention centers. The Pre-Sentence evaluation portion of the contract provides for evaluations after verdicts that provide proper use of outpatient's facilities.

The agreement is late because of delays in the signature process and delays in receipt of contract approval from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Circuit Court for Baltimore City - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Sub-Vendor Contract with Behavioral Health System Baltimore, Inc. for the Competency and Responsibility Evaluation Contract Agreement.

MINUTES

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Maryland Department of Transportation State Highway Administration (SHA). The period of the MOU is two years.

AMOUNT OF MONEY AND SOURCE:

| | | |
|---------------------|---|---------------------------------------|
| \$250,000.00 | - | 9950-905182-9527-000000-490360 |
| <u>62,500.00</u> | - | <u>9950-921019-9509-000000-490352</u> |
| \$312,500.00 | | |

BACKGROUND/EXPLANATION:

The Department in conjunction with the SHA needs to define the responsibilities and obligations of each party in regard to the Baltimore Greenway Trails Network: Middle Branch Segment.

The Department will complete planning and preliminary engineering from 30% to 100% design for a .8 mile shared use path corridor to improve connections to the Gwynns Falls Trail between Middle Branch Park and the Inner Harbor Promenade.

The SHA will be responsible for 80% of the cost and the Department will be responsible for the remaining 20%.

MBE/WBE PARTICIPATION:

This MOU is to establish the framework for roles and responsibilities for the subject project and the future procurement as a result of the outlined funding above will be considered for minority participation.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

AUDITS REVIEWED AND HAD NO OBJECTION.

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|---------------|-----------------------|----------------------|
| \$250,000.00 | 9950-944002-9507 | 9950-905182-9527 |
| FED | Constr. Reserve | Bike Network Project |
| | - Reserve for | - Design |
| | Closeouts | |

The transfer will move the appropriation in the account for the federal fund that will be received from the SHA for the Baltimore Greenway Trails Network: Middle Branch Segment project.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Maryland Department of Transportation, State Highway Administration. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to an Agreement with Whitman, Requardt & Associates under Project 1217, On-Call Construction Project Management Services. Amendment No. 3 will extend the period of the agreement through March 31, 2022.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Upset limit increase

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the subject Agreement for three years in the amount of \$2,000,000.00 with Whitman Requardt & Associates, LLP, which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

On December 6, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. On December 12, 2018, the Board approved Amendment No. 2 for a one year time extension an increase to the upset limit by \$1,000,000.00 to complete extra work and continue staffing ongoing capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. The Department is now requesting a two-year time extension and an increase to the upset limit by \$2,000,000.00 to continue staffing for ongoing capital projects to meet Federal Highway

MINUTES

Department of Transportation - cont'd

Administration, State Highway administration and Baltimore City standards and guidelines. Amendment No. 3. will result in an upset limit of \$6,000,000.00 and a revised expiration date of March 31, 2022.

MBE/WBE PARTICIPATION:

The On-Call Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Women's Business Opportunity goals established in the original agreement.

MBE: 27%

WBE: 10%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to the Agreement with Whitman, Requardt & Associates under Project 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with STV/PB Construction Managers Joint Venture under project 1217, On-Call Construction Project Management Services. The Amendment No. 3 will extend the period of the agreement through June 16, 2022 and increase the upset limit for the Agreement.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - Upset limit increase

BACKGROUND/EXPLANATION:

On June 17, 2015, the Board approved the subject agreement for three years in the amount of \$2,000,000.00 with STV/PB Construction Managers Joint Venture which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

On January 31, 2018, the Board approved Amendment No. 1 for a one year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. On December 12, 2018, the Board approved Amendment No. 2 for a one year time extension and an increase to the upset limit by \$1,000,000.00 to complete extra work and continue staffing ongoing capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines.

The Department is now requesting a two year time extension and an increase to the upset limit by \$2,000,000.00 to continue staffing

MINUTES

Department of Transportation - cont'd

for ongoing capital projects to meet Federal Highway Administration, State Highway Administration and Baltimore City Standards and Guidelines. Amendment No. 3 will result in an upset limit of \$6,000,000.00 and a revised expiration of date June 16, 2022.

MBE/WBE PARTICIPATION:

The On-call Consultant will comply Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Women's Business Opportunity goals established in the original agreement.

MBE: 27%

WBE: 10%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with STV/PB Construction Managers Joint Venture under Project 1217, On-Call Construction Project Management Services.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

* * * * *

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

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

5373 - 5375

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

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

- | | | | |
|----|--------------------------------------|--------------------------------|--------------|
| 1. | B50005870, Wash Bay Platform Lift | Alan Type & Associates, LLC | \$128,758.00 |
|----|--------------------------------------|--------------------------------|--------------|

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On July 19, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON JULY 19, 2019.

- | | | | |
|----|-----------------------------------|-------------------------------------|--------------|
| 2. | B50005861, Tire Service Trucks | Bayshore Ford Trucks Sales, Inc. | \$225,604.00 |
|----|-----------------------------------|-------------------------------------|--------------|

(Department of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement - cont'd3. a. Rescission of Award

| | | |
|-----------------------------------|----------------------------|--------------|
| B50005834, Polyethylene Liners | Fordion Packaging, Ltd. | \$574,320.00 |
|-----------------------------------|----------------------------|--------------|

(Citywide)

| | | |
|-----------------|---------------------------|--------------|
| b. <u>Award</u> | Central Poly-Bag Corp. | \$679,590.00 |
|-----------------|---------------------------|--------------|

The Board approved an award of this solicitation on September 25, 2019 to Fordion Packaging LLC. Due to a mathematical error on the apparent low bidder's sheet, the contract was awarded to Fordion Packaging LLC. This error has been noted. The Bureau of Procurement is now recommending rescission of the award to Fordion Packaging, Ltd. And the award to Central Poly-Bag Corp, the lowest responsive and responsible bidder.

MBE/WBE PARTICIPATION:**MWBOO GRANTED A WAIVER ON FEBRUARY 21, 2019.**Department of Transportation

| | | |
|---|-----------------------------|----------------|
| 4. TR 15307, Belair Road Streetscape: Cook Avenue to LaSalle Avenue | P. Flanigan & Sons, Inc. | \$2,187,272.25 |
|---|-----------------------------|----------------|

DBE PARTICIPATION:

P. Flanigan & Sons, Inc. have complied with the DBE goal. As part of its bid P. Flanigan & Sons, Inc. has committed to utilize the following:

| | | |
|---|---------------------|---------------|
| DBE: Priority Construction Company | \$141,500.20 | 6.47% |
| Traffic Systems Incorporated | 340,000.25 | 15.54% |
| | <u>\$481,500.45</u> | <u>22.01%</u> |

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

5. TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|------------------------------|---|---|
| \$2,012,290.47 FED | 9950-925008-9528 Constr. Res. Belair Road Reconstruction | |
| 283,175.24 GF (HUR) | " " | |
| <u>\$2,295,465.71</u> | | |
| \$1,995,272.25 | ----- | 9950-929004-9508-6 Structure & Improv. |
| 190,829.85 | ----- | 9950-929004-9508-5 Inspection |
| <u>109,363.61</u> | ----- | 9950-929004-9508-2 Contingencies Belair Road Complete Streets |
| \$2,295,465.71 | | |

This transfer will partially fund the costs associated with the award of Project No. TR 15307, Belair Road Streetscape: Cook Avenue to LaSalle Avenue p. Flanigan & Sons, Inc.

MINUTES

Department of Public Works/Office - On-Call Consultant Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Shah & Associates, Inc., under Project 1286S - On-Call Electrical Engineering 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:

\$1,000,000.00 - upset limit

BACKGROUND/EXPLANATION:

Shah & Associates, Inc. will provide design, hydrology studies, hydraulic analysis, inspections, and investigations related to repair, maintenance and new construction of storm drain facilities managed by the Office of Engineering and Construction, Department of Public Works. The amount will be determined with each individual task.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE 29% and WBE 10% goals established in the original agreement.

| | |
|-------------------------------------|--------------|
| MBE: Shah & Associates, Inc. | 0-29% |
| Dhillon Engineering, Inc. | 0-29% |
| Findling, Inc. | 0-29% |
| Johnson Control | 0-29% |
| (In the aggregate) | 0-29% |

MINUTES

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

WBE: Carroll Engineering, Inc. \$100,000.00 10%

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 19, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of an Agreement with Shah & Associates, Inc., under Project 1286S - On-Call Electrical Engineering Services.

MINUTES

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to EBA Engineering, Inc. under Project 1267E, On-Call Water Design and Engineering. The period of the task assignment is 18 months.

AMOUNT OF MONEY AND SOURCE:

\$200,000.03 - 9960-909982-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting the approval of Project 1267E, Task 002 - On-Call Design and Engineering Services. This request is for EBA Engineering, Inc. to provide on-call water design and engineering services for various water main appurtenances projects. It may also include planning, design for rehabilitation and construction phase services related to evaluation, assessment and inspection as well as repairs, maintenance and new construction for the improvements of City water system.

The scope of the original agreement includes, but is not limited to, responding to water main emergencies, providing engineering services and field supports during construction, preparing design, contract specifications and cost estimates for urgent need replacement and rehabilitation, providing geotechnical investigation, survey, utility location, and test pitting services.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Public Works - cont'd

MBE: 27.0%

WBE: 10.0%

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

AUDITS APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to EBA Engineering, Inc. under Project 1267E, On-Call Water Design and Engineering.

MINUTES

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 006 to EBA Engineering, Inc. under Project 1255, On-Call Materials Testing and Inspection. The period of the task assignment is 12 months.

AMOUNT OF MONEY AND SOURCE:

\$342,032.63 - 9960-902988-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of inspection services for WC 1388. The scope of the agreement includes construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supporting documents, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request For Information (RFI) reviews and responses, and construction contract administrative support.

The scope of the construction project includes rehabilitate, replace and repair 6-inch through 24-inch ductile iron pipe, valves up to 36-inch fittings, and appurtenances replacement/installation of fire hydrants, small (residential) meter settings and meter vaults, renewal and replacement of existing water services, sidewalk restoration, curb and gutter, and roadway paving, as required.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Public Works - cont'd

original agreement. MBE: 29% and WBE 10%. Currently, this On-Call agreement is not in compliance because the Consultant has just started work on this contract, and only a few invoices have been submitted. However, Task 2, and 3 have MBE and WBE participation assigned.

MBE: 29%

WBE: 10%

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 3, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFERS OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT</u> | <u>TO ACCOUNT</u> |
|---------------------------------|---|-------------------------------|
| \$369,395.24 (Revenue Bonds) | 9960-907122-9558 (WC 1388 URG infra- Structure III) | 9960-9029889557-3 (Design) |

This transfer will cover expenses for Project 1255 - (WC 1388) On-Call Materials Testing and Inspection Task 006.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 006 to EBA Engineering, Inc. under Project 1255, On-Call Materials Testing and Inspection. The Transfer of Funds was approved SUBJECT to receipt of a favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Full Release of Retainage of
of Engineering and Construction Sanitary Contract No. 857

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Full Release of Retainage Agreement with The Whiting-Turner Contracting Company for Sanitary Contract No. 857-Chlorination/Dechlorination Process Conversion at Patapsco Wastewater Treatment Plant (SC 857).

AMOUNT OF MONEY AND SOURCE:

\$640,882.43 - 9956-903572-9551-000000-20001

BACKGROUND/EXPLANATION:

As of July 9, 2019, The Whiting - Turner Contracting Company has completed 100% of all work for SC 857 and is requesting a full release of retainage in the amount of \$640,882.43. Currently, the City is holding \$640,882.43 in retainage for the referenced project and the Contractor is requesting to reduce the amount of Retainage to \$0.00.

MWBOO APPROVED THE RELEASES OF RETAINAGE ON NOVEMBER 4, 2019.

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 Full Release of Retainage Agreement with The Whiting-Turner Contracting Company for Sanitary Contract No. 857-Chlorination/Dechlorination Process Conversion at Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works/Office - Amendment No. 1 On-Call
of Engineering and Construction Consultant Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 with EA Engineering, Science, and Technology, Inc. under Project 1239 On-Call Environmental Services for Hazardous Waste Handling. The Amendment No. 1 will extend the period through December 21, 2020.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The request increases the upset fee by \$0.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Contractor will provide the Office of Engineering & Construction environmental services which include studies, design, post award services, and related services for hazardous waste handling at Patapsco Wastewater Treatment Plant. The requests for any engineering services will be made on an as needed basis. The period of the agreement expires December 21, 2019. This is the first amendment and it will increase the duration time of the contract by one year through December 21, 2020 for a total contract duration of four years.

THE SCOPE OF THE ORIGINAL AGREEMENT INCLUDES:

Sampling and analysis of hazardous waste, including determination of presence and extent of contamination, such as chromium and other metals, oils and other petroleum derivatives, chlorinated organics and other solvents, lead-based paint, asbestos, polychlorinated biphenyls (PCBs); Prepare reports and interpret federal, state,

MINUTES

DPW - cont'd

and local regulations. This may include, but is not limited to representing the City's interest to various Maryland Department of the Environment (MDE) programs, including, the Voluntary Cleanup Program, State Superfund Program, Hazardous Waste Program, Solid Waste Program, Oil Control Program, Stormwater Management Program, Asbestos and Industrial Hygiene Program, and affected programs in the Department of Water Management Administration and Environmental Lead Division, reports to document the results of an investigation, providing recommendations for corrective or remedial actions; or reviewing third party investigations and reports by other Consultants or City, State, or federal agencies; Design of methods as appropriate for disposal of hazardous materials and/or hazardous waste. As required, this may include soil and groundwater remediation, and Underground Storage Tanks (USTs), asbestos and lead-based paint abatement, and environmental cleanup projects; Oversight of construction projects impacted by the presence of hazardous waste. This may include characterization and assistance in proper disposal and cleanup of environmental hazards and hazardous waste; Provide rapid response to meet State and federal grant/loan requirements and address unexpected hazardous waste situations involving chemical and potential biological hazards. Advise the City regarding control, mitigation and elimination of hazards to human health, property, and the environment; Ensure rapid deployment of personnel in the appropriate disciplines required for specific tasks and timely completion of assignments; Preparation of engineering designs and specifications, bid documents, and cost estimates; Environmental engineering related to water, wastewater, and stormwater; assist the City in managing chromium contaminated soils located at the water and wastewater treatment plants. Provide sampling and analysis of groundwater monitoring wells. Review the technology, investigate the alternatives, and determine the cost for treatment, processing and removal of these soils. Conduct bench and pilot studies of alternatives. Prepare biannual reports for the City to be sent to MDE, as warranted. Address issues related to repair of broken underground pipes in areas of chromium

MINUTES

DPW - cont'd

contaminated soil. Address health and safety issues, revise and update the health and safety plan, and outline the worker training requirements; Investigate ventilation, indoor air quality, and worker exposure issues throughout the water and wastewater facilities; Review of available information, project management, contract administration, investigation, design, developing and implementing public information and education programs, emergency services, preparation of reports and contract documents, including construction cost estimates, permits applications, right-of-ways, shop drawing review and consultation during construction; and, any other task to be assigned by the Office of Engineering and Construction.

MBE/WBE PARTICIPATION:

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

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

| | | |
|---|---------------------|------------|
| MBE: Batta Environmental Assoc. Inc. | \$ 60,000.00 | 6% |
| Dhillon Engineering, Inc. | 60,000.00 | 6% |
| Environ-Civil Engineering, Ltd | 90,000.00 | 9% |
| Findling, Inc. | 60,000.00 | 6% |
| Total | \$270,000.00 | 27% |
| | | |
| WBE: Phoenix Engineering, Inc. | \$ 40,000.00 | 4% |
| Urban Green Environmental, LLC | 60,000.00 | 6% |
| Total | \$100,000.00 | 10% |

MINUTES

DHCD - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 7, 2016.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 with EA Engineering, Science, and Technology, Inc. under Project 1239 On-Call Environmental Services for Hazardous Waste Handling.

MINUTES

Baltimore City Office of - Non-Construction Consultant Agreement
Information Technology

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Construction Consultant Agreement with Skyline Technology Solutions, LLC in the amount of \$233,376.00. The period of the agreement is effective upon Board approval for four months.

AMOUNT OF MONEY AND SOURCE:

\$233,376.00 - 1001-000000-1474-165700-603026

BACKGROUND/EXPLANATION:

Through its employees Art Ray and Roman Sheriff, Skyline will perform the following task:

- Art Ray (\$170.17/hr.) - Acting Director of Infrastructure at BCIT.

Work closely with the City CIO and the organization's top management to provide direction, implementation, and support for IT solutions that enhance mission-critical business operations; Collaborate with the City CIO and other Baltimore City Office of Information Technology management to develop and manage IT service portfolios for each business unit/department, to include the development of service level agreements for the user community within the organization.

- Roman Sheriff (\$194.48/hr.) - Acting Deputy Director of Infrastructure:

Oversee operations of data center facilities, Help Desk, desktop/2nd level support, network services, storage, Local Area Network (LAN), Wide Area Network (WAN), and mainframe, networking across the enterprise, Internet infrastructure and telecommunications of the City; and assist the Director of Infrastructure as needed on all aspect of infrastructure operations.

MINUTES

Baltimore City Office of Information Technology - cont'd

MBE/WBE PARTICIPATION:

No goals set because of no opportunity to segment the contract.

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 Non-Construction Consultant Agreement with Skyline Technology Solutions, LLC in the amount of \$233,376.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On July 6, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 6, 2016.

- | | | |
|---|----------------|---------|
| 3. USALCO, LLC | \$3,000,000.00 | Renewal |
| Contract No. B50005612 - Aluminum Sulfate - Department of Public Works - Water and Wastewater - P.O. No.: P546412 | | |

On January 9, 2019 the Board approved the initial award in the amount of \$3,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$3,000,000.00 is necessary to continue acquiring liquid and granular aluminum sulfate used for water filtration. This renewal is for the period January 9, 2020 through January 8, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 16, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON NOVEMBER 16, 2018.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|--------|-----------------|-------------|
|--------|-----------------|-------------|

Bureau of Procurement - cont'd

| | | |
|---|---------|---------|
| 4. CHEMRITE, INC. | \$ 0.00 | Renewal |
| Contract No. B50005544 - Department of Public Works - Waste Facilities Division - P.O. No.: P546226 | | |

On December 12, 2018, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is necessary to continue procuring the phosphoric acid required for the wastewater facilities. The period of the renewal is January 1, 2020 through December 31, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 24, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 24, 2018.

| | | |
|---|--------------|----------|
| 5. A.S.B. | \$ 20,000.00 | Increase |
| Contract No. B50004995 - Mowing and Landscaping Services at Enoch Pratt Free Library Branches - P.O. No.: P539592 | | |

On May 22, 2017, the City Purchasing Agent approved the initial award in the amount of \$20,525.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$20,000.00 is for mowing and landscaping services at the Enoch Pratt Free Library Branches with A.S.B. This increase will make the award amount \$84,300.00. The contract expires on May 22, 2020.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

6. CINTAS CORPORATION

| | | |
|---|----------------|----------|
| NO. 2 | \$4,200,000.00 | Increase |
| Omnia Cooperative Contract Number RBB19002 - Facilities Management Products and Solutions - Departments of Public Works, General Services, etc. - P.O. No.: P547587 | | |

On April 24, 2019, the Board approved the initial award in the amount of \$700,000.00. The award contained two 2-year renewal options. An increase in the amount of \$4,200,000.00 is necessary for uniform rental and cleaning services through the cooperative inter-local agreement competitively bid by the Prince William County Public Schools. This increase in the amount of \$4,200,000.00 will make the award amount \$4,900,000.00. The contract expires on October 31, 2023, with two 2-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract. Uniforms must be tracked with proprietary software and tagging system throughout the process to keep the assigned uniforms associated with the appropriate employee.

MWBOO GRANTED A WAIVER ON APRIL 3, 2019.

7. BELTWAY INTERNATIONAL,

| | | |
|--|--------------|----------|
| LLC | \$ 89,523.00 | Increase |
| Contract No. B50005417 - Tow Trucks with Self Loader Wrecker Bodies - Department of General Services, Fleet Management - P.O. No.: R838837 | | |

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 December 12, 2018, the Board approved the initial award in the amount of \$358,092.00. This increase in the amount of \$89,523.00 is necessary to purchase one additional tow truck with self-loader wrecker body, which will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. This increase will make the award amount \$447,615.00. The contract expires on December 18, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO APPROVED A WAIVER ON FEBRUARY 1, 2019.

8. WM RECYCLE AMERICA,
 LLC \$1,000,000.00 Increase
 Contract No. B50004514 - Single Stream Recycling - Department
 of Public Works - Solid Waste - P.O. No.: P535575

On May 18, 2016, the Board approved the initial award in the amount of \$904,560.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,000,000.00 is necessary to continue the services of accepting the entire volume of residential, commercial, and municipal Single Stream Recycling (SSR) loads from the Quad Facility located at 6401 Quad Avenue, Baltimore,

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

Maryland 21205 to the Vendor's Material Recycling Facility located at 7175 Kit Kat Road, Elkridge, Maryland 20175, for further processing. This process is necessary until the city's final acceptance of the newly constructed improvement at the Northwest Transfer Station. Currently, the City is unable to accept the City's SSR for processing at the City's Northwest Transfer Station as contemplated per the original agreement, due to delayed ongoing construction. This increase in the amount of \$1,000,000.00 will make the award amount \$5,704,560.00. The contract expires on May 31, 2020, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On December 1, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. There is only one certified MBE/WBE recycling Vendor, and the work cannot be segmented. The Department of Public Works collects the recyclable materials and delivers them to the vendor's facility.

MWBOO GRANTED A WAIVER ON DECEMBER 1, 2015.

| | | | |
|----|--------------------------|----------------|--|
| 9. | PREMIER MAGNESIA, LLC | \$1,862,960.00 | Non-Competitive Procurement/ Sole Source |
|----|--------------------------|----------------|--|

Contract No. 08000 - Thioguard Chemical Application Technology - Department of Public Works - Water and Wastewater - Req. No.: R835907

This product is critical to the operation of the Patapsco Wastewater Treatment Plant in the removal of hydrogen sulfide and other chemicals and is proprietary to the vendor. The period of the award is November 13, 2019 through November 12,

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

2020, with four 1-year renewal options. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

| | | |
|---------------------|--------------|--|
| 10. ATLANTIC SIGNAL | | Non-Competitive Procurement/ Sole Source |
| | \$ 72,865.00 | |

Contract No. 08000 - SWAT Radio Headset Communications - Baltimore Police Department - Req. No.: R823817

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with devices currently in use and meet MIL-STD-810F testing requirements.

This is a fully funded Homeland Security Grant one-time purchase. 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 equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

- | | |
|---|-----------------|
| 11. INTERACTIVE COMMUNICATION | First Amendment |
| SOLUTIONS GROUP, INC. \$ 32,500.00 | to Agreement |
| Contract NO. 06000 - E-Learning Management System - Department of Human Resources - P.O. No.: P544368 | |

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Interactive Communication Solutions Group, Inc. The First Amendment to Agreement is for the period July 1, 2019 through June 30, 2020, with two 1-year renewal options remaining.

On July 2, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. This First Amendment will extend the contract one additional year to include two 1-year renewal options and allow for the purchase of 7,000 additional software licenses of the E-Learning Management System (LMS). The Department of Human Resources Learning and Development Division currently utilizes the Asentia LMS platform for virtual e-learning and multi-dimensional training sessions.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

This amendment will allow for continuity of services to include continued use of the e-learning software, maintenance, and support. The Amendment will increase the contract amount by \$32,500.00 for a total value of \$57,000.00. 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.

| | | |
|---|-------------|------------------------------|
| 12. SKILLSOFT CORPORATION | \$ 4,091.39 | First Amendment to Agreement |
| Contract No. 06000 - Skillsoft Licenses Agreement - Department of Human Resources - P.O. No.: P549070 | | |

The Board is requested to approve and authorize execution of the First Amendment to Agreement (First Amendment) with Skillsoft Corporation. The First Amendment to Agreement is for the period September 11, 2019 through November 10, 2019.

On September 21, 2019, the City Purchasing Agent approved the initial award in the amount of \$24,481.25. This First Amendment will provide a temporary extension to the existing agreement while a new agreement is executed. The First Amendment will also increase the contract amount by \$4,091.39 for a total value of \$28,572.64.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

This sole source agreement is below the MBE/WBE subcontracting threshold of \$50,000.00.

| | | |
|-----------------------|--|---------------|
| 13. AD ASTRA, INC. | Non-Competitive Procurement Master Foreign Language Interpretation and Translation Service Agreement | \$ 130,000.00 |
|-----------------------|--|---------------|

Solicitation No. 050B840001 - Statewide Foreign Language and Interpretation Services, Category II (On-Site Interpretation) and Category III (Written Document) - Citywide - Req. No.: to be determined

The Board is requested to approve and authorize execution of a Master Foreign Language Interpretation and Translation Agreement with Ad Astra, Inc. The period of the agreement is November 14, 2019 through February 28, 2022.

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The requested action is an award of a cooperative contract for foreign language translation services, both on-site (Category

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

II) and written documents (Category III). This cooperative contract was competitively bid by the State of Maryland. This contract will enable the City to procure foreign language translation services for various agencies Citywide.

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 April 16, 2019, MWBOO set goals of 6% MBE and 3% WBE. On October 31, 2019, the Vendor was found in compliance.

Category II

MBE: Aghalarov, Samid Mirahad \$ 3,600.00 6%

WBE: Cuba Life Travels, LLC \$ 1,800.00 3%

MWBOO FOUND VENDOR IN COMPLIANCE ON OCTOBER 31, 2019.

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

Category III

| | | |
|--------------------------------------|-------------|----|
| MBE: Aghalarov, Samid Mirahad | \$ 4,200.00 | 6% |
| WBE: Cuba Life Travels, LLC | \$ 2,100.00 | 3% |

| | | |
|---|---------|-------------------------|
| 14. BRINK'S, INCORPORATED | \$ 0.00 | Assignment Agreement |
| Contract No. B50003386 - Armored Transport Services - Department of Finance - BBMR - P.O. No.: P528141 | | |

The Board is requested to approve and authorize execution of an Assignment Agreement with Dunbar Armored, Inc. The contract expires on July 31, 2020.

On July 23, 2014, the Board approved an award of Contract No. B50003386 to Dunbar Armored, Inc. Brink's Incorporated has acquired the rights, title, and interest in Dunbar Armored, Inc. and is requesting assignment of Contract Number B50003386 to Brink's Inc.

MBE/WBE PARTICIPATION:

On April 17, 2014, it was determined that no goals would be set because of no opportunity to segment the 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 Procurement - cont'd

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|---|----------------|-----------|
| 15. MCKESSON MEDICAL- SURGICAL, INC. | \$2,100,000.00 | Agreement |
| US Communities Medical and Pharmacy Program Contract No. 12151 - Health and Fire - P.O. No.: P547429 | | |

The Board is requested to approve and authorize execution of an Agreement with McKesson Medical-Surgical, Inc. The period of the agreement is November 21, 2019 through December 31, 2020.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 12, 2018, the Board approved the initial award in the amount of \$700,000.00 to Premier Healthcare Alliance, L.P., under County of Dane Purchase of Services Agreement 12151. Subsequent actions have been approved. This agreement acknowledges McKesson Medical-Surgical, Inc. as the primary supplier of medical supplies and medication through the cooperative contract. This cooperative contract enables the City to procure medical products at a reduced cost through strategic sourcing that combines volumes and the purchasing power of public agencies nationwide. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 20, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

| | | |
|---|--------------|------------------------|
| 16. SHI INTERNATIONAL CORPORATION | \$667,075.35 | Amendment to Agreement |
| Cooperative Contract Number 060B2490024 - Microsoft Software and Services Large Account Reseller Contract - Baltimore City Information Technology - P.O. No.: P525454 | | |

The Board is requested to approve and authorize execution of an Amendment to Agreement with SHI International Corporation.

On November 6, 2013, the Board approved the initial award in the amount of \$10,264,697.91. Subsequent actions have been approved. The State of Maryland DOIT has extended the cooperative contract through April 16, 2020. However, the software manufacturer Microsoft Corporation will not honor the cooperative contract extension being extended to the City of Baltimore and has instead offered an extension while a pending new Enterprise Agreement is negotiated and finalized. This extension will provide Microsoft Software licenses and renewals for the City through the remainder of the Enrollment Agreement. The period of the extension is November 1, 2019 through December 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 29, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

| | | |
|---|---------|--|
| 17. XYLEM DEWATERING SOLUTIONS, INC. d/b/a GODWIN PUMPS OF AMERICA, INC. | \$ 0.00 | Non-Competitive Procurement/ Extension |
| Contract No. 08000 - Service/Labor/Repair Parts for Godwin Pumps - Department of Public Work, Bureau of Solid Waste - P.O. No.: P527885 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On June 25, 2014, the Board approved the initial award in the amount of \$240,000.00. The award contained two renewal options. Subsequent actions have been approved. Services and parts that are only available under this contract are required to maintain pumps necessary to ensure sewage does not contaminate water sources. An extension is necessary to allow time to negotiate a new sole source contract. The contract expires on December 31, 2019. The period of the extension is January 1, 2020 through June 30, 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 equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. These commodities are only available from the vendor and 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> |
|---------------|------------------------|--------------------|
|---------------|------------------------|--------------------|

Bureau of Procurement - cont'd

| | | |
|--|--------------|--|
| 18. UNIVERSITY OF BALTIMORE, SCHAEFER CENTER FOR PUBLIC POLICY | \$633,380.00 | Non-Competitive Procurement/ Selected Source |
| Contract No. 06000 - Election Judge Training Services - Baltimore City Board of Elections - Req. No.: R835123 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The University of Baltimore, Schaefer Center for Public Policy will provide training for 3,000 election judges for the 2020 Primary and General elections. Services include but are not limited to curriculum development, program management and administration, classroom facilities, online training scheduling and reminder calls. The University has been providing election judge training to the City for more than 12 years by utilizing Baltimore County's contract with the University of Baltimore. The period of the award is January 1, 2020 through October 31, 2020. 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 October 14, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON OCTOBER 14, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

| | | |
|---|-------------|-------|
| 19. VALLEY SUPPLY & EQUIPMENT COMPANY, INC. | \$49,103.11 | Award |
| B50005891, Skid Steer Loader - Department of General Services, Fleet Management - Req. No. R818427 | | |

Vendors were solicited by posting on CitiBuy. Three bids were received and opened on September 17, 2019. Award is recommended to be made to the lowest responsive and responsible bidder for the purchase of one Skid Steer Loader. The period of the award is November 13, 2019 through November 12, 2020.

MBE/WBE PARTICIPATION:

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

| | | |
|---|-------------|-------|
| 20. WITMER PUBLIC SAFETY GROUP, INC. | \$35,452.50 | Award |
| B50005922, Portable Lights - Fire Department - Req. No. R835076 | | |

Vendors were solicited by posting on CitiBuy. Nine bids were opened on October 10, 2019. Award is recommended to be made to the lowest responsive, responsible bidder. This is 50% grant funded. This is a one-time partially grant funded purchase.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

| | | |
|---|--------------|-------|
| 21. CORRELLI, INC. | \$ 29,998.00 | Award |
| B50005913, Portable Generator - Department of General Services, Fleet Management - Req. No. R819085 | | |

Vendors were solicited by posting on CitiBuy. Three bids were received and opened on October 1, 2019. Award is recommended to be made to the lowest responsive and responsible bidder for the purchase of one Portable Generator. The period of the Award is November 13, 2019 through November 12, 2020.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the foregoing informal awards, renewals, increases to contracts, and extensions. The Board further approved and authorized execution of the First Amendment to Agreement with Interactive Communication Solutions, Inc. (item no. 11), the First Amendment to Agreement with Skillsoft Corporation (item no. 12), the Non-Competitive Procurement, Master Foreign Language Interpretation and Translation Service Agreement (item no. 13), the Assignment Agreement with Brink's Incorporated (item no. 14), the Agreement with McKesson Medical-Surgical, Inc. (item no. 15), and the Amendment to Agreement with SHI International Corporation (item no. 16).

MINUTES

Department of Planning - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Agreement with South Baltimore Gateway Partnership (SBGP). The period of the agreement is effective upon Board approval through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$33,000.00 - 2026-000000-3041-783500-603050

BACKGROUND/EXPLANATION:

The Department of Planning (DOP) wishes to provide a grant to the South Baltimore Gateway Community Impact District Management Authority, d/b/a South Baltimore Gateway Partnership (SBGP) to support piloting a grocery access rideshare program. This program addresses transportation challenges for low-income residents of South Baltimore in purchasing healthy food. The pilot will provide eligible low-income, residents of South Baltimore with subsidized rides to grocery stores. DOP will administer this grant in parallel with a separate grant to Baltimore Development Corporation (BDC) for piloting a grocery access rideshare program in West Baltimore.

SBGP has collaborated with the Baltimore City Health Department (BCHD), Family Health Centers of Baltimore and Lyft to plan and implement the Project. Funding from the grant will directly support the rides provided to eligible residents. SBGP will contribute funds to the Project for personnel to administer and manage the program. SBGP also plans to use this grant to test proof-of-concept for a more comprehensive program that will provide subsidized rides for employment and health care trips, in addition to grocery store access. SBGP plans to initially support that larger program with its own funds, while seeking to leverage other sources of findings to expand the program further in the future.

MINUTESDepartment of Planning - cont'd

The grant source for the Project is Casino Local Impact Grant Funds, which were appropriated through the Department of Health for Food Access Strategies. This Project is a collaboration of the Department of Planning through its Food Policy Initiative, BCHD and SBGP. Grantee in partnership with Lyft (and its other partners) has agreed to be responsible for any additional costs for this pilot, which is expected to run for six months.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with South Baltimore Gateway Partnership. The Mayor **ABSTAINED**.

MINUTES

Department of Planning - Baltimore City Public School System
Capital Improvement Program for
FY 2021-2026

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the report of the Planning Commission on the Baltimore City Public School System's (BCPSS) Capital Improvement Program (CIP) for FY 2021-2026.

AMOUNT OF MONEY AND SOURCE:

\$292,270,000.00 - FY 2021-2026 in State funding
\$114,000,000.00 - Local General Obligation (GO) bonds for
FY 2021-2026
\$112,894,000.00 - FY 2021 State funding
\$ 19,000,000.00 - Local GO bond for FY 21

BACKGROUND/EXPLANATION:

Annually the BCPSS must submit an updated and detailed CIP for the upcoming fiscal year and the following five years to the State of Maryland. This CIP submission receives approval from the Board of School Commissioners, the City of Baltimore Planning Commission, Board of Finance, and the Board of Estimates.

On October 3, 2019, the Planning Commission approved the BCPSS CIP for FY 2021-2026.

The requested funding will complete the much larger 21st Century Schools initiative by providing funding for critical systemic improvements, such as fire alarms, HVAC systems and other urgent needs in schools that are not currently funded through 21st Century Schools. It will also allow for renovation and replacement of additional schools to take place. The Board of Estimates' support of this plan will assist the BCPSS' effort to provide enhanced learning environments and improve educational opportunities for the children of Baltimore City.

MINUTES

FY 2021-2026 CAPITAL IMPROVEMENT PROGRAM
BALTIMORE CITY PUBLIC SCHOOLS
BOE RECOMMENDATIONS

REVISED 09/13/19

| BALTIMORE CITY PUBLIC SCHOOLS | FY2021 | FY2021 | FY2021 | FY2022 | FY2022 | FY2022 | FY2023 | FY2023 | FY2023 | FY2024 | FY2024 | FY2024 | FY2025 | FY2025 | FY2025 | FY2026 | FY2026 | FY2026 | Total |
|-------------------------------|----------------|---------------|----------|---------------|---------------|----------|---------------|---------------|----------|---------------|---------------|----------|---------------|---------------|----------|---------------|---------------|----------|----------------|
| PROPOSED FY 2021-2026 CIP | State | Local | Federal | State | Local | Federal | State | Local | Federal | State | Local | Federal | State | Local | Federal | State | Local | Federal | |
| Systemic Renovations | 100,844 | 15,250 | 0 | 39,408 | 16,107 | 0 | 24,664 | 16,250 | 0 | 36,528 | 17,756 | 0 | 17,904 | 18,500 | 0 | 45,048 | 18,500 | 0 | 366,759 |
| Armistead Gardens PK-8 | 5,000 | 1,250 | 0 | 3,775 | 1,250 | 0 | 3,775 | 1,250 | 0 | 3,774 | 734 | 0 | | | | 45,048 | 18,500 | 0 | 20,808 |
| Marce G. Farring | 2,250 | 1,000 | 0 | 2,250 | 1,143 | 0 | 2,250 | 1,000 | 0 | | | | | | | | | | 9,893 |
| Northeast Renovation | 4,800 | 1,000 | 0 | | | | | | | | | | | | | | | | 3,800 |
| Programmatic Space Upgrades | 0 | 500 | 0 | 0 | 500 | 0 | 0 | 500 | 0 | 0 | 500 | 0 | 0 | 500 | 0 | 0 | 500 | 0 | 3,000 |
| Totals | 112,894 | 19,000 | 0 | 45,433 | 19,000 | 0 | 30,689 | 19,000 | 0 | 40,302 | 19,000 | 0 | 17,904 | 19,000 | 0 | 45,048 | 19,000 | 0 | 406,270 |

Total Local: 114,000
Total State: 292,270
Total Federal: None

Programmatic Space Upgrades: The funds allocated for programmatic space upgrades will provide local funding to support academic initiatives that impact facilities. One example could be if a program were to be relocated to a different space to better support the program and/or to better utilize the facilities in the portfolio, the receiving facility may need some modifications or improvements to support that program. As an additional example, various academic missions to improve the educational programs in the schools, such as expanding the early learning programs, have a facility impact. Types of programs which may be considered for this could be early learning expansions, alternative program expansions, etc.

Note: Numbers are in thousands

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Department of Planning - cont'd

UPON MOTION duly made and seconded, the Board **NOTED** the report of the Planning Commission on the Baltimore City Public School System's Capital Improvement Program for FY 2021-2026.

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Board of Finance - Baltimore City Public School
System Capital Improvement
Program, FY 2021 - 2026

ACTION REQUESTED OF B/E:

The Board is requested to approve the Baltimore City Public School System (BCPSS) Fiscal Year 2021-2026 Capital Improvement Program (CIP).

BACKGROUND/EXPLANATION:

Procedures for administration of the school capital program require that the BCPSS submit annually an updated detailed capital program for the upcoming year and ensuing five fiscal years to the State Interagency Committee on School Construction. As a condition of receiving State school construction aid, the BCPSS is required to submit the CIP by the end of November of each year.

This action requires approval of this program by the appropriate local governing body. As a condition of gaining approval of this local government, a review process has been established that includes the School Board, Planning Commission, Board of Finance, and the Board of Estimates, to serve as the means by which the Mayor will support and endorse the program.

The Board of Finance, at a scheduled meeting on October 28, 2019, considered and endorsed the FY 2021 Capital Budget totaling \$131,894,000.00 and the FY 2021-2026 CIP totaling \$406,270,000.00. The annual program distributions are as follows:

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BCPSS Fiscal Year 2021 – 2026
Capital Improvement Plan (\$000)

| Source/FY | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| State | 112,894 | 45,433 | 30,689 | 40,302 | 17,904 | 45,048 | 292,270 |
| City | 19,000 | 19,000 | 19,000 | 19,000 | 19,000 | 19,000 | 114,000 |
| Total | 131,894 | 64,433 | 49,689 | 59,302 | 36,904 | 64,048 | 406,270 |

UPON MOTION duly made and seconded, the Board approved the Baltimore City Public School System Fiscal Year 2021-2026 Capital Improvement Program.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve assignment of Task No. 009 to Johnson, Mirmiran & Thompson, Inc. under project 1802, WC 1257, 1274, 1275 and 1252 Task 009 On-Call Project and Construction Management Assistance Services. The duration of the Task Assignment is for 12 months.

AMOUNT OF MONEY AND SOURCE:

\$ 38,281.51 - WC 1257 - 9960-902973-9557-900020-703032
 11,562.68 - WC 1274 - 9960-903974-9557-900020-703032
 38,281.51 - WC 1275 - 9960-904975-9557-900020-703032
38,281.50 - WC 1252 - 9960-905721-9557-900020-703032
\$126,407.20

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Johnson, Mirmiran & Thompson, Inc. to provide project engineering services of four project areas for the replacement and rehabilitation of distribution water main contracts, WC 1252, WC 1257, WC 1274, and WC 1275. These projects were previously put on hold due to funding issues.

The scope of the original agreement includes assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contract's application for payment, attendance at progress meetings, preparation of record drawings, reviews of contract claims and support, estimating, scheduling, project engineering, constructability reviews and construction contract administration support.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals established in the original agreement.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 15, 2019.

MINUTES

DPW - cont'd

TRANSFER OF FUNDS

| | <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|----|----------------------|------------------------------------|----------------------------|
| 1. | \$ 91,344.03 | 9960-909072-9558 | 9960-902973-9557-3 |
| | Revenue Bonds | (WC 1257 Falls Rd. Water Mains) | (Design) |

The transfer will cover the costs of Project 1802 WC 1257 On-Call Project and Construction Management Assistance Services for Task 009.

| | | | |
|----|--------------------------|---------------------------------|--------------------|
| 2. | \$ 62,487.69 | 9960-907138-9558 | 9960-903974-9557-3 |
| | (Water Utility Funds) | (WMM Replace Carrollton Ave) | (Design) |

The transfer will cover the costs of Project 1802 WC 1274 On-Call Project and Construction Management Assistance Services for Task 009.

| | | | |
|----|--------------------------|--|--------------------|
| 3. | \$ 95,095.35 | 9960-909100-9558 | 9960-904975-9557-3 |
| | (Water Utility Funds) | (Water Infrastruc- ture Rehabilitation) | (Design) |

The transfer will cover the costs of Project 1802 WC 1275 On-Call Project and Construction Management Assistance Services for Task 009.

MINUTES

DPW - cont'd

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 009 to Johnson, Mirmiran & Thompson, Inc. under Project 1802, WC 1257, 1274, 1275 and 1252 Task 009 On-Call Project and Construction Management Assistance Services. The Transfers of Funds were approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Amendment No. 4 to the
of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 4 to Agreement for Project 1200 Development and Staffing of Project Control Office with Johnson, Mirmiran & Thompson, Inc. The amendment to agreement will extend the period of the agreement through May 17, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00 - 2070-000000-5601-398500-603018

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of continued project Controls Services under Project 1200.

The scope of the original agreement includes: Contract Management and Project Control Services to address various planning, scheduling, document management invoicing, project controls, project tracking, training, claims reviews, etc. related to Department of Public Works activities including design and construction projects of the Office of Engineering and Construction and the Bureau of Solid Waste Services.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE 10% and WBE 3%.

AUDITS NOTED THE TIME EXTENSION

THE EAR WAS APPROVED BY MWBOO ON AUGUST 30, 2019.

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Department of Public Works - cont'd

TRANSFER OF FUNDS

| <u>AMOUNT</u> | <u>FROM ACCOUNT/S</u> | <u>TO ACCOUNT/S</u> |
|-------------------------------|---|---------------------|
| \$1,350,000.00 | 9956-933001-9549 | 9956-903954-9551-6 |
| (Wastewater Revenue Bonds) | (Construction Reserve - Waste water Division) | (Construction) |

This transfer will cover costs of Project No. 1200 - Amendment No. 4 Development and Staffing of Projects Control Office.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 4 to Agreement for Project 1200 Development and Staffing of Project Control Office with Johnson, Mirmiran & Thompson, Inc. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Audits - Audit Reports

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

1. Department of Finance Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.
2. Department of Housing and Community Development Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on Page 105, Department of Audits, Audits Report, item one, Department of Finance Biennial Performance Audit Report Fiscal Years Ended June 30, 2018 and 2017. Will the parties please come forward."

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, Board members. My name is Josh Pasch I am the City Auditor. I am here today to present the Department of Finance Biennial Performance Audit for Fiscal Years Ended June 30, 2018 and June 30, 2017. The selected performance measures that were included in this Audit were Service 148 Collection Rate on Real Property Tax; Service 699, Number of Vendors Registered in CitiBuy; and Service 700, Revenue Generated Annually. According to the Budget Book, the target for the selected measurements were all met. We did have some Control Findings that I would like to

MINUTES

present. Finding One, the Surplus Property Disposal did not maintain documentation to support the property sales reported. We note that the budget book agreed to the general ledger, but when we tried it back to the supporting property disposal log, there was not sufficient documentation to support all of the disposals. Finding Two, for Service Center 699, the CitiBuy system collects um -- contains duplicate vendors. So, we noted that the metric actually counts the number of vendors registered in CitiBuy and during our review we noted that there were duplicate vendors included in CitiBuy. When we did some investigation to check why, we noticed that the CitiBuy system only allows vendors to enter in one employer identification number, and if they try to duplicate it, it rejects them. However, that field will allow you to enter the number in a different format. For example, the common is the first two digits, dash and then the rest of the digits, but if you don't add a dash you can enter the same number again and this resulted in duplicate vendors. Finding Number Three, Service Center -- Service 700 the target for selected performance measures for Service 700 is not reasonable. And we noted that the revenue

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generated annually the target for Fiscal Year 17 and 18 were set at \$450,000.00. The actuals for 17 and 18 was \$681,764.00 and \$956,949.00 which is, the actuals were 50% -- 52% higher in 2017 and 113% in Fiscal Year 18. Reviewing this, we recommended that the Department of Finance review their metrics on a periodic basis to see if they're actually reflective of actual. Typically if we find that the actuals exceed the metrics by such a great amount, that the metrics ah -- could be re-evaluated or should be re-evaluated. We looked at prior Findings. There were 13 prior Audit recommendations. Seven or 54% were fully implemented, four or 31% were partially implemented, and two or 15% were not implemented. The two recommendations that were not implemented were related to a sensitive classification study where the Department of Human Resources is -- has to be involved. Thank you."

President: "Mr. Director."

Director of Finance: "Good morning President Scott, Mayor Young, Comptroller Pratt, Honorable members of the Board. I'm Henry Raymond, Director of Finance. We acknowledge receipt of the Department of Finance Performance Audit conducted by the Depart-

MINUTES

ment of Audits for Fiscal Years 2017 and 2018. The Department concurs with the three current Findings and agrees to the recommendations for correction. As it relates to the 13 repeat items, the Department of Finance made significant progress including seven fully implemented, four partially implemented and only two not implemented. The Department of Finance takes ah -- these follow-up Findings seriously and will implement them as outlined in the report."

President: "Mr. Director, can you tell me why the two repeat Findings that have no action -- have had no action?"

Director of Finance: "Yes. Ah -- on page 11, uh--Table Five, the first item has to do with ah -- not meeting the measure for paying bills within 30 days. We are going to ah -- refer this to CitiStat because this measure does not just include the Accounting Department. The Accounting Department cannot pay the bills until they are received by the agencies. So, it doesn't take 30 days for the Finance Department to prepare the checks. It's because we're getting the bills late from the agencies. So, we're going to revise the measure. We implemented ah -- training videos on how to pay bills etcetera but we're going to refer the matter to CitiStat for

MINUTES

additional assistance. So, that's why that one, we don't meet the goal of paying bills within 30 days. On the second Finding, which is the last Finding on ah -- Table Seven, all the way at the back of the report. We cannot implement what we need to do until the Department of Human Resources performs a study on sensitive classifications. So once, DHR performs that study, we'll be able to use the data to enforce ah -- the random sampling. The sensitive classes have to do with additional classifications of employees that would be subject to random testing. We cannot implement that until we have the report from DHR."

President: "Just a follow-up, has DHR asked you for the money to do that study?"

Director of Finance: "Yes."

President: "Because they have asked for money for multiple studies."

Director of Finance: "Well let -- le -- let me correct that. They have not asked for funding, but they have indicated that the summer will -- excuse me -- that the ah -- that they will complete the report ah -- this summer."

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President: "Okay second question. Ah -- back to the procurement and CitiBuy. Can you tell me how many vendors actually use that system to report like sub payments?"

Director of Finance: "I'll follow-up with you on that. I'm not sure off hand."

President: "And while you're doing that --."

Director of Finance: "Um -- um."

President: "Can you give me a full list of all those using it and also tell me how many get contract extensions or change orders."

Director of Finance: "Okay. So just so I'm clear. You want a list of all the vendors in CitiBuy."

President: "Yep. How many ah -- get have contract extensions and have gotten change orders in addition to using it for sub payments. Mr. Mayor."

Mayor: "Thank you ah -- Mr. President. Um -- we need you to come back within three to six months to let us know what you have done to correct most of the Findings. Um -- because you know -- um when I was President that troubled me and it still troubles me. And we need to work with all our agencies, need to get all of their

MINUTES

invoices in ah -- in a timely manner. When the work is done and they have their Inspectors out inspecting the job if it's okay, they should not be sitting on somebody's desk. So um -- I'll mention that in our next Cabinet meeting. Because they -- these Contractors need to get paid. Okay."

Director of Finance: "We agree. Ah -- coming back, will six months be satisfactory?"

Mayor: "Yes."

Director of Finance: "Okay. Thank you."

City Auditor: "I would just like to clarify, um -- the paying the vendors within 30 days was a partially implemented um -- prior Finding. The other and then the DHR with the sensitive class was the other one. The other non--non-appointed was related to the BBMR had a ah - metric, dollars saved from recommendations, and we noted that the metric the target was based on estimated dollars saved from initiatives and then the actuals also based on an estimate saved from initiatives and so our Finding was that -- the first Finding was, we couldn't recalculate it because it was just

MINUTES

an estimate not the actual and our recommendation was that whenever we have a -- a metric there's within the design of the metric, the ability to calculate the actual and so that was our recommendation for that one."

President: "Thank you. The Report has been Noted."

President: "The second item on the non-routine agenda can be found on Page 105, Department of Audits, Audit Report item 2, Department of Housing and Community Development Biennial Performance Audit Fiscal Year Ended June 30, 2018 and 2017. Can the parties please come forward."

City Auditor: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, Board members. My name is Josh Pasch, I'm the City Auditor. I am here to present the Department of Housing and Community Development Biennial Performance Audit for Fiscal Years Ended June 30, 2018 and June 30, 2017. The selected performance measures that were included in the Audit were Service 593, percentage of activities carried out by sub recipients and City agencies that met contractual goals, and Service 751 with performance measures, number of inspections and number of inspec-

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tions per inspector per day. According to the budget books, two of the three metrics achieved their goals. Number of inspectors -- number of inspections per inspector per day, the target was 16 and the actual was 15 in both years. During our Audit we noted that the Performance Measures were not accurately reported and not supported for Service Center 593, Community Support projects percent of activities carried out by sub recipients and Baltimore City agencies that met their contractual goals. The reasons why these were found not to be calculated correctly is that the DHCD used significant performance in lieu of contract minimums to determine sub recipient and agency performance outcomes. The -- and also because the current process for tracking subrecipient activities involves multiple databases and these databases are not integrated and when they have to combine them to do reports, there is a lot of reconciliation and that led to some -- two activities not being included. Additionally, we observed the following control weaknesses related to the accuracy and reasonableness of the performance measures. Service Center 593, Community Support

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Projects percentage of activities carried out by sub recipients and agencies that met contractual goals. The DHCD does not have a verification process to ensure that all subrecipients and the corresponding contracted activities are identified, monitored or viewed by senior management, and for Service 751, Building and Zoning Inspections and Permits, number of inspections, the DHCD did not periodically evaluate the reasonableness of the target. This is another case where um -- the actuals were at 25% and 30% higher than the targets and the recommendation there was to periodically review the targets to make sure they are in-line with the current environment. We reviewed -- we looked at, we had 13 prior year audit -- prior period audit Findings that we looked at. Four recommendations were no longer performance measures so we did not evaluate those. Of the remaining nine, eight recommendations were implemented and one recommendation was not implemented. Thank you."

Mr. Steve James: "Good morning Mr. President, Mr. Mayor, Madam Comptroller, I'm Steve James, Deputy Commissioner with the Department of Housing."

President: "Deputy, you have to pull the mic a little closer."

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Mr. James: "Okay. Is that better? I'm Steve James, Deputy Commissioner with the Department of Housing and Community Development. Ah -- DHCD concurs with the two Findings and the recommendations. And as concerns the 13 repeat, the one that was um -- not corrected is being worked on. There was a change in, in staff, and it sort of fell through and will be taken care of."

President: "Thank you. Deputy Commissioner to go to that Finding, it says that that was implemented in 2014, hasn't changed since. To me that is unacceptable, especially when we're talking about blight elimination. Ah -- this is Baltimore, so can you give more reasoning as to how ah -- one staff change isn't enough. That's not excuse enough for me."

Mr. James: "Okay. Sure, absolutely."

President: "So what's -- what's the reason?"

Mr. James: "Well, it basically it was the whole scale the Deputy Commissioner that over saw that Division and the Assistant Commissioner left. New persons came in and this one just -- they had several Findings, others got corrected, this one didn't. It will be addressed."

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President: "Okay. So, we're going to need you guys to come back in two months to tell us how you're addressing issue. Mr. Mayor."

Mayor: "Yeah, um -- really, this is unacceptable as far as I'm concerned. Um -- we should have SOP's Standard Operating Procedure for any employee that leaves, someone can come in and fill that position. Um -- and Housing being such an important part of City government, we have to have it right."

Mr. James: "Absolutely."

Mayor: "We have no room for error, no room for mistakes. So, um -- I would like to see you all come back in a two-month period that the President had um -- advised you to do um -- with some real reason why it was not done. Um -- the reason you gave was unacceptable to me also. Um -- and what your plan is moving forward to make sure that we are not back here again with findings."

Mr. James: "Okay. And how --"

Mayor: "But I would like to see all agencies coming here um -- with no Findings."

Mr. James: "Okay. How -- we are going to correct that one carryover out of the 13; okay."

MINUTES

Mayor: "Okay."

President: "Thank you. Madam Comptroller."

Comptroller: "I don't have any questions."

President: "Thank you. The Report has been Noted."

* * * * *

MINUTES**RETROACTIVE TRAVEL/TRAVEL REIMBURSEMENT**Baltimore City Health Department

| <u>Name</u> | <u>To Attend</u> | <u>Source</u> | <u>Amount</u> |
|-----------------|---|---|---------------|
| 1. Daphne Hicks | Nurse-Family Partnership Administrator Orientation Session Denver, CO Aug. 19 - 22, 2019 (Reg. Fee \$568.00) | Child Health Systems Improvement | \$1,667.04 |

Ms. Hicks traveled to Denver, Colorado to attend the Nurse-Family Partnership Administrator Orientation Session from August 19 - 22, 2019.

The subsistence rate for this location was \$257.00 per night. The cost of the hotel was \$165.00 per night, plus hotel taxes of \$25.98 per night.

The airfare, hotel cost, and hotel tax were prepaid on a City-issued procurement card assigned to Jennifer Martin. The Department is requesting reimbursement of \$83.14 for meals and incidentals. Therefore, Ms. Hicks will be reimbursed \$83.14

This request is late because the pre-approval process began on July 10, 2019. The BHCD policy as it relates to pre-approval travel "travel arrangements cannot be made until the routing document is completely signed by all parties." The final signature for the pre-approval was not received until August 6, 2019. The Board of Estimates was in recess on August 14, 2019. Therefore, the travel process was still incomplete and too late to go to the Board of Estimates for approval. Ms. Hicks traveled on August 19, 2019. It is explained to all

MINUTES

Health Department - cont'd

TRAVEL REIMBURSEMENT

travelers to bring in the receipts within 10 days of their return. The receipts were received and certified on September 23, 2019. Upon its completion, the packet was routed to administration.

\$83.14 - Meals and incidentals

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

| <u>Name</u> | <u>To Attend</u> | <u>Source</u> | <u>Amount</u> |
|-------------------------------------|--|------------------|---------------|
| <u>Department of Transportation</u> | | | |
| 2. Margaret Young | National Association of City Transportation Officials (NACTO) Designing Cities Conference Toronto, Canada Sept. 9 - 12, 2019 (Reg. Fee \$900.00) | General Funds | \$1,085.52 |

On September 8 - 12, 2019, Ms. Young traveled to Toronto, Canada to attend the National Association of City Transportation Officials (NACTO) Designing Cities Conference. The allowed subsistence rate for this location was \$209.00 per day. The hotel Airbnb was \$172.14 per night, cleaning fee was \$17.54 per day, and service fee was \$24.47 per night. Therefore, the reimbursement to Ms. Young is \$1,085.52.

Ms. Young personally paid \$1,085.52 for expenses incurred with a credit card and US dollars. All of the hotel blocks were sold out. The Airbnb was used because it was \$100.00 less than the available hotel rooms.

The Department believes that this request for subsistence of \$1,085.52 is both reasonable and economical for this trip to Toronto, Canada.

This request is late because Ms. Young was waiting for approval of a waiver of the \$900.00 registration fee because she was invited to speak at the conference. The requested travel reimbursement is as follows:

MINUTES

Department of Transportation - cont'd

Pursuant to AM 240-5, the Board of Estimates must take action on a Travel Request outside of the continental United States, each City representative must include a proposed amount for a daily allowance on the Travel Request, which the representative believes to be both reasonable and economical. The Board will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

TRAVEL REIMBURSEMENT

| | |
|-------------------|------------------------|
| \$ 443.07 | - Airfare |
| 516.42 | - Hotel (\$172.14 x 3) |
| 52.62 | - Cleaning fee |
| <u>73.41</u> | - Service fee |
| \$1,085.52 | - Total |

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Baltimore Police Department - Consulting Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consulting Agreement with PFM Group Consulting LLC. (Consultant) The period of the agreement is effective upon Board approval for one year with two additional 1-year renewal options.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 1001-000000-2041-195700-603026
(Not to exceed)

BACKGROUND/EXPLANATION:

Under this agreement, PFM Group Consulting, LLC will serve as a Consultant having previously worked with the city completing work for Baltimore City's Finance Department that involved consulting on a Ten-Year Financial Plan.

Using this same expertise, PFM Group Consulting LLC will assist the Baltimore Police Department to achieve consensus and sustainability in budgeting and funding a Constitutional-compliant Baltimore Police Department. The Consultant's team will provide analytical and budget forecasting support to the City and the Baltimore Police Department in the development of a dynamic, multi-year budget forecasting model and Consent Decree compliance. A crafted fiscal year 2021 budget will be developed to incorporate staffing, hiring, training, workload, police operations, and other assumptions in concert with the City and the Baltimore City Police Department.

This effort is being procured to create more detail and transparency projections surrounding financial reporting and operational imperatives.

MINUTES

Baltimore Police Department - 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 a Consulting Agreement with PFM Group Consulting LLC.

MINUTES

Baltimore Police Department (BPD) - Marketing Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Marketing Service Agreement (Agreement) with idfive, LLC. The period of the agreement is effective upon Board approval through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$75,500.00 - 1001-000000-2041-716600-603026

BACKGROUND/EXPLANATION:

The Baltimore Police Department would like to continue its police recruitment marketing campaign through the Marketing Service Agreement. The Agreement is for targeted marketing services.

Law enforcement recruitment has become a challenge nationally. Departments across the country have been turning to professional marketing companies for assistance. The BPD recruitment marketing campaign will target Baltimore City residents, minorities, women and millennials. It will aim to:

- Increase the number of officers available for patrol to reduce crime in Baltimore.
- Fill vacant patrol officer jobs to help reduce mandatory overtime, staff burnout, and attrition.
- Promote law enforcement as a viable career option for young people in Baltimore and create awareness about the salaried cadet positions that are available for 18 - 21 year olds.

MBE/WBE PARTICIPATION

N/A

MINUTES

Baltimore Police Department - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Marketing Service Agreement with idfive, LLC.

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

The Board is requested to approve and authorize execution of the License Agreement between the Department of Transportation, Licensor, and New Cingular Wireless PCS, LLC (New Cingular), Licensee, for the use of City-Owned poles to allow attachment of communication facilities. The period of the License Agreement is 10 years with three five-year renewals.

AMOUNT OF MONEY AND SOURCE:

\$4,670.00 - Base Charge for Installation with a new or replacement pole

\$4,600.00 - Base Charge installation on an existing pole.

BACKGROUND/EXPLANATION:

New Cingular will be solely responsible for the cost of any remedial work to make the City poles suitable for their use and will be responsible for liability insurance, utilities, maintenance, providing public notice of their proposed use of a City Pole, repairs to their equipment and compliance with all FCC rules and regulations. New Cingular will not attach to any City Pole without the review and approval of its plans by the Department of Transportation, the Department of Planning, and the Department Real Estate.

On January 9, 2019 the Board approved an annual recurring fee of \$270.00 per attachment. Based on this fee the City will collect \$29,970.00 annually upon full build out. In addition to the recurring fee, the Board approved fees known as "Base Charges"; one-time charges for the initial installation of a telecommunication facility on the public rights-of way. The Base Charges reflect the actual cost incurred by the City in regulating the initial installation of a telecommunication facility on City rights-of-way.

The list below shows the locations of 111 poles that New Cingular wishes to use for its attachments as of the date of this Agreement:

MINUTES

Space Utilization Committee - cont'd

2200 Clifton Avenue
2301 Gwynn Falls Parkway
1802 W. North Avenue
3020 Gwynn Falls Parkway
3439 Clifton Avenue
2817 W. North Avenue
3117 W. North Avenue
1701 Moreland Road
600 Whitmore Avenue
2501 W. Franklin Street
2340 W. Fayette Street
2701 Fairmount Avenue
2531 W. Lafayette Avenue
400 Smallwood/W. Mulberry
1915 W. Mulberry Street
18 N. Pulaski Highway
2 N. Fulton Avenue
3500 San Martin Drive
5601 Loch Raven Boulevard
5600 The Alameda
4700 York Road
4802 Walther Avenue
3607 Harford Road
4006 Loch Raven Blvd
400 E. 33rd Street
3101 Greenmount Avenue
3414 Greenmount Avenue
Across from 200 N. Central Avenue
1300 E. Madison Street
1501-1509 Orleans Street
540 N. Caroline Street
2234 E. Baltimore Street
3086 Orleans Street
4101 Patterson Avenue
5921 Moravia Road

MINUTES

Space Utilization Committee - cont'd

3401 E. Baltimore Street
3101 E. Baltimore Street
2638 E. Baltimore Street
110 W. Lafayette Avenue
3901 Dillon Street
4701 O'Donnell Street
3000 Iona Terrace
2412 E. Cold Spring
4604 Harford Road
4505 Walther Avenue
1401 E. Cold Spring Lane
Across from 3109 N. Charles Street
3130 Remington Avenue
2619 Saint Paul Street
300 East 29th Street
2711 Barclay Street
326 E. 25th Street
410 N. 23rd Street
Intersection W. 28th & Sisson Street
2500 Huntingdon Avenue
2400 Orleans Street
2701 E. Monument Street
2421 E. Monument Street
2208 F. Monument Street
1800 Orleans Street
2910 Harford Road
824 E. 33rd Street
1212 Windemere Avenue
3619 Old York Road
Diag across from 1734 E. Eager St.
1600 Edison Highway
1801 E. Preston Street
Across from 2130 East Biddle St.
2500 E. Biddle Street
1300 E. North Avenue

MINUTES

Space Utilization Committee - cont'd

1900 E. North Avenue
1603 N. Broadway Street
1230 E. Chase Street
Across from 916 North Caroline Street
700 Exeter Hall Road
4621 Harford Road
4325 Belair Road
5001 Pulaski Highway
4407 York Road
6802 Eastern Ave (nearest address)
SE Corner of Blair and Moravia Road
4400 Moravia Road
6000 Eastern Avenue (nearest address)
6230 Eastern Avenue (nearest address)
6408 Eastern Avenue (nearest address)
5600 E. Lombard Avenue
NE Corner of Pulaski Highway & North Point Road
1513 Lester Morton Court (along E. Monument Street)
700 N. Broadway
733 N. Broadway
1615 E. Chase Street
1611 E. Fayette Street
1780 E. Fayette Street
1950 E. Fayette Street
25 N. Broadway Street
2010 E. Pratt Street
2027 E. Monument Street
2118 Orleans Street
3800 E. Baltimore Street
2719 E. Fayette Street
NW Corner of W. North and Mt. Royal (1900 Mt. Royal
Terrace)

MINUTES

Space Utilization Committee - cont'd

Across from 712 F. North Avenue
2126 Maryland Avenue
1819 E. Baltimore Street
N. Gay and N. Chester S.W. Corner
2538 E. Oliver Street
1030 E. North Avenue
1508 Harford Road
1601 E. Preston Street
900 Fleet Street

The Space Utilization Committee approved this License Agreement on October 22, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement between the Department of Transportation, Licensor, and New Cingular Wireless PCS, LLC, Licensee, for the use of City-Owned poles to allow attachment of communication facilities.

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

The Board is requested to approve and authorize execution of the License Agreement between the Department of Transportation, Licensor, and Cellco Partnership d/b/a Verizon Wireless (Verizon), Licensee, for the use of City-Owned poles to allow attachment of communication facilities. The period of the License Agreement is 10 years with three five-year renewals.

AMOUNT OF MONEY AND SOURCE:

\$4,670.00 - Base Charge for Installation with a new or replacement pole

\$4,600.00 - Base Charge installation on an existing pole.

BACKGROUND/EXPLANATION:

Verizon will be solely responsible for the cost of any remedial work to make the City poles suitable for their use and will be responsible for liability insurance, utilities, maintenance, providing public notice of their proposed use of a City Pole, repairs to their equipment and compliance with all FCC rules and regulations. Verizon will not attach to any City Poles without the review and approval of its plans by the Department of Transportation, Department of Planning, and the Department of Real Estate.

On January 9, 2019 the Board approved an annual recurring fee of \$270.00 per attachment. Based on this fee the City will collect \$20,520.00 annually upon full build out. In addition to the recurring fee, the Board approved fees known as "Base Charges"; one-time charges for the initial installation of a telecommunication facility on the public rights-of way. The Base Charges reflect the actual cost incurred by the City in regulating the initial installation of a telecommunication facility on City rights-of-way.

The list below shows the locations of 76 poles that Verizon wishes to use for its attachments as of the date of this Agreement:

MINUTES

Space Utilization Committee - cont'd

2800 Falls Road
1021 W. 38th Street
900 W. 38th Street
3701 Beech Avenue
3824 Beech Avenue
1030 W. 41st Street
653 W. University Parkway
4401 Roland Avenue
4404 Falls Road
922 W. University Parkway
Wyman Park Drive
4303 Wickford Road
4309 N. Charles Street
4000 N. Charles Street
2640 Saint Paul Street
2801 N. Charles Street
210 E. 28th Street
2840 Greenmount Avenue
3051 Abell Avenue
3200 Guilford Avenue
2713 Fox Street
301 E. University Parkway
314 Birkwood Place
3900 Saint Paul Street
4004 Greenway
3923 Juniper Road
3 Chancery Square
3356 San Martin Drive
60-48 Art Museum Drive
3173 Keswick Road
629 W. 33rd Street
MD-25 (Falls Road & Roland)
3446 Chestnut Avenue

MINUTES

Space Utilization Committee - cont'd

1278 Woodbourne Avenue
5700 Loch Raven Boulevard
5827 The Alameda
923 E. Lake Ave
1168 E. Northern Parkway
6200 Loch Raven Boulevard
5500 The Alameda
901 Evesham Avenue
5900 Loch Raven Boulevard
800 Reverdy Road
3021 Fallstaff Road
6603 Western Run Drive
6305 Western Run Drive
2700 Jenner Drive
3020 Fallstaff Road
6200 Verdene Avenue
6301 Benhurst Road
2604 Gage Court
3100 Bancroft Road
3121 Bancroft Road
2594 Edmondson Avenue
1203 Ashburton Street
1022 North Bentalou Street
2117 Edmondson Avenue
1950 W. Lafayette Avenue
1840 Presstman Street
1538 N. Rosedale Street
3921 Edmondson Avenue
400 S. Beechfield Avenue
631 Markham road
2411 W. Fayette Street
1956 W. Fayette Street
2040 W. Saratoga Street

MINUTES

Space Utilization Committee - cont'd

200 N. Bentalou Street
2000 Frederick Avenue
112 S. Catherine Avenue
2609 Frederick Avenue
2628 Lehman Street
2140 Wilkens Avenue
482 S. Bentalou Street
2661 Wilkens Avenue
1900 Wilkens Avenue

The Space Utilization Committee approved this License Agreement on October 22, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement between the Department of Transportation, Licensor, and Cellco Partnership d/b/a Verizon Wireless, Licensee, for the use of City-Owned poles to allow attachment of communication facilities.

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/Office - WC 1373, Water Infrastructure
of Engineering and Construction Replacement and Rehabilitation
at Various Location
BIDS TO BE RECV'D: 12/11/2019
BIDS TO BE OPENED: 12/11/2019

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

MINUTES

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

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

Prior to the reading of bids received today and the opening of bids scheduled for today, the Comptroller announced that the following agency had issued an Addendum extending the dates for receipt and opening of bids on the following contract. There were no objections.

Department of Public Works - WC 1241, Water Main Replacements,
Various Locations

BIDS TO BE RECV'D: 12/11/2019

BIDS TO BE OPENED: 12/11/2019

MINUTES

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


Bureau of Procurement - B50005914, Riding Litter Vacuum Machine

Tennant Sales and Service Co.
Green Dream International, LLC*

*UPON FURTHER MOTION, the Board found the bid of Green Dream International, LLC **NON-RESPONSIVE** due to the company's failure to proffer a bid guarantee as mandated by the solicitation instructions.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, November 20, 2019.


JOAN M. PRATT
Secretary