

MINUTES**REGULAR MEETING**

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

President: "Good morning. Ah -- the June 2020 meeting of the Board of Estimates is now called to order. In the interest of promoting and maintaining health and safety as we continue to deal with COVID 19, the Board of Estimates continues to be streamed live virtually. I will direct the Board members attention to the memorandum from my office dated June 8, 2020 identifying matters to be considered as routine agenda items, together with any corrections, additions, and deferrals that have been noted by the Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

Acting City Solicitor: "Mr. President, I move approval of all of the items on the routine agenda."

Comptroller: "I second."

MINUTES

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:

Detwiler Roofing, LLC	\$ 8,000,000.00
Weber Steel Service & Associates, LLC	\$ 1,500,000.00

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:

Alpha Construction and Engineering Corporation	Engineer
C.C. Johnson & Malhotra, P.C.	Architect Engineer Land Survey
Design Collective, Inc.	Architect
Development Facilitators, Inc.	Engineer Land Survey
iCivil Inc.	Engineer
MK Consulting Engineers, L.L.C.	Landscape Architect Engineer
Morris & Ritchie Associates, Inc.	Architect Landscape Architect Engineer Land Survey Property Line Survey

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

Schnabel Engineering, LLC	Engineer
Setty & Associates Int'l, LLC A/K/A Setty & Associates International, PLLC	Engineer

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

MINUTES**CITY COUNCIL BILL**

20-0511 - An Ordinance concerning Sale of Property - Former Bed of Cromwell Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain parcels of land known as the former bed of Cromwell Street no longer needed for public use; and providing for a special effective date.

THE DEPARTMENT OF TRANSPORTATION HAS NO OBJECTION TO CITY COUNCIL BILL 20-0511, THROUGH THE AGENCY STRONGLY RECOMMENDS THAT THE FORMER BED OF CROMWELL STREET BE SOLD AT FAIR MARKET PRICE. SELLING THE PARCEL AT LESS THAN FAIR MARKET PRICE HAS THE POTENTIAL OF SETTING A PRECEDENT FOR FUTURE TRANSACTIONS RELATED TO THE SALE OF FORMER STREET BEDS AND PUBLIC PROPERTY.

ALL OTHER REPORTS WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved Bill No. 20-0511 and directed that the bill be returned to the City Council with the recommendation that it also be approved by that Honorable Body. The Mayor` **ABSTAINED**. The President **ABSTAINED**.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2078 - 2079

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
<u>Department of Recreation and Parks</u>		
1. \$248,000.00 General Funds	9938-916034-9475 (Reserve) Herring Run Trail Enhancements	
41,000.00 General Funds	9938-904126-9475 (Reserve)	
123,000.00 State (Program <u>Open Space)</u>	9938-904126-9475 (Reserve) Park Trail Improvements	
\$412,000.00	-----	9938-907126-9474 (Active) Park Trail Improvements

This transfer will provide funds to cover the costs associated with emergency repair of the trail washout in Herring Run Park.

Department of Housing and Community Development

2. \$ 30,000.00 29 th Comm. Dev. Bond	9910-901770-9588 W. Balto. Transit Oriented Dev.	
175,706.92 29 th Comm. Dev. <u>Bond</u>	9910-903208-9588 Woodbourne/McCabe	
\$205,706.92	-----	9910-905640-9588 Whole Block Demo - Land Management

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

This transfer moves appropriations to continue the acquisitions that support whole block demolition. Due to the variable nature of acquiring and disposing of property, there is a need to reprogram funding from completed projects to the Whole Block Demo - Land Management account. The fund is short of funds needed to complete acquisitions before the end of the fiscal year.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the F&P to approve a Subscription Agreement for its investment in the Nut Tree Offshore Fund, Ltd., a Cayman Islands Exempted Company.

AMOUNT OF MONEY AND SOURCE:

\$18,000,000.00 - (approximately) of F&P funds

\$270,000.00 - annual management fee (1.5% of funds invested)

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a Hedge Fund Manager. As a result of that search, selected Nut Tree Capital Management, LP to accept an initial investment of \$18,000,000.00, to be placed with Nut Tree Offshore Fund, Ltd. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER ON MAY 26, 2020.

UPON MOTION duly made and seconded, the Board approved the Subscription Agreement requested by the Board of Trustees of the F&P for its investment in the Nut Tree Offshore Fund, Ltd., a Cayman Islands Exempted Company. The Comptroller **ABSTAINED**.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Option</u>			
1. Lighthouse Ground Rents LLC	1716 N. Collington Ave.	G/R \$41.00	\$ 273.00

Funds are available in account no. 9910-904177-9588-900000-704040, Acquisition and Relocation, Southern Horizons.

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

Dept. of Housing and Community Development (DHCD) - Condemnations

2. William R. Porter	1738 N. Duncan Street	L/H	\$2,540.00
3. Alphonso L. Neal, Jr.	1743 N. Duncan Street	F/S	\$3,000.00
4. U.S. Bank N.A. Trustee	1737 N. Chester Street	F/S	\$5,300.00
5. Atlanta Realty Limited Partnership	1739 N. Chester Street	L/H	\$5,000.00

Funds are available in account no. 9910-904177-9588-900000-704040, Acquisition and Relocation, Southern Horizons.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
6. Bertha Harman	3123 Woodland Avenue	G/R \$60.00	\$ 70.00 \$ 180.00
Funds area available in account no. 9910-903183-9588-900000-704040, Park Heights, Park Heights.			
7. Margaret Sharfstein, Personal Rep. of the Estate of Reuben Shiling	325 N. Schroeder Street	G/R \$32.90	\$ 70.00 \$ 98.00
Funds area available in account no. 9910-914135-9588-900000-704044, Poppleton CW Phase 2-4 Acquisition-Demolition, Poppleton Planning.			
8. Melvin Thomas, Trustee and Morris J. Katz, Trustee	936 N. Madeira Street	G/R \$72.90	\$ 70.00 \$ 216.00
Funds area available in account no. 9910-910427-9588-900000-704044, EBDI, EBDI.			
9. Unregistered/ Forfeited Entity	4711 Homer Avenue	G/R \$56.00	\$ 70.00 \$ 168.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment, Park Heights Acquisition.			

MINUTES**OPTIONS/CONDEMNATIONS/QUICK-TAKES:**DHCD - Condemnations or Redemptions

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 properties.

UPON MOTION duly made and seconded, the Board approved the Option, Condemnations, and the Condemnations or Redemptions.

MINUTES

EXTRA WORK ORDER

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page:

2085

The EWO was reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES**EXTRA WORK ORDER**

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

Department of Transportation/Office
of Engineering and Construction

1. EWO #012, (\$147.77) - TR 08310, Rehabilitation of Central Avenue & Storm Drain: Eastern Avenue

\$27,776,125.47	\$ 1,307,628.02	Monumental Paving	-	100%
		& Excavating, Inc.		

As a result, of completing the project closeout audits, this final EWO represents a net credit in the amount of \$147.77. This final EWO reconciles contract bid items.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of the 38 City-owned properties in Upton to Upton Gateway I, LLC.

AMOUNT OF MONEY AND SOURCE:

\$38,000.00

The City will convey all its rights, title, and interest in the 38 properties listed below to Upton Gateway I, LLC for the price of \$38,000.00, which will be paid to the City at the time of settlement.

Purchase price is as follows:

828 Edmondson Avenue	\$ 1,000.00	Vacant Building
829 Edmondson Avenue	1,000.00	Vacant Building
830 Edmondson Avenue	1,000.00	Vacant Building
831 Edmondson Avenue	1,000.00	Vacant Building
832 Edmondson Avenue	1,000.00	Vacant Building
834 Edmondson Avenue	1,000.00	Vacant Building
836 Edmondson Avenue	1,000.00	Vacant Building
838 Edmondson Avenue	1,000.00	Vacant Building
840 Edmondson Avenue	1,000.00	Vacant Building
846-848 Edmondson Avenue	1,000.00	Vacant Building
804 Harlem Avenue	1,000.00	Vacant Building
808 Harlem Avenue	1,000.00	Vacant Building
810 Harlem Avenue	1,000.00	Vacant Building
812 Harlem Avenue	1,000.00	Vacant Building
814 Harlem Avenue	1,000.00	Vacant Building
817 Harlem Avenue	1,000.00	Vacant Building
818 Harlem Avenue	1,000.00	Vacant Building
819 Harlem Avenue	1,000.00	Vacant Building
820 Harlem Avenue	1,000.00	Vacant Building

MINUTES

Department of Housing and - cont'd
Community Development

821 Harlem Avenue	1,000.00	Vacant Building
822 Harlem Avenue	1,000.00	Vacant Building
823 Harlem Avenue	1,000.00	Vacant Building
824 Harlem Avenue	1,000.00	Vacant Building
825 Harlem Avenue	1,000.00	Vacant Building
828 Harlem Avenue	1,000.00	Vacant Building
830 Harlem Avenue	1,000.00	Vacant Building
831 Harlem Avenue	1,000.00	Vacant Building
834 Harlem Avenue	1,000.00	Vacant Building
837 Harlem Avenue	1,000.00	Vacant Building
838 Harlem Avenue	1,000.00	Vacant Building
839 Harlem Avenue	1,000.00	Vacant Building
840 Harlem Avenue	1,000.00	Vacant Building
843 Harlem Avenue	1,000.00	Vacant Building
845 Harlem Avenue	1,000.00	Vacant Building
847 Harlem Avenue	1,000.00	Vacant Building
851 Harlem Avenue	1,000.00	Vacant Building
853 Harlem Avenue	1,000.00	Vacant Building
857 Harlem Avenue	1,000.00	Vacant Building
Total	<u>\$38,000.00</u>	

BACKGROUND/EXPLANATION:

Upton Gateway I, LLC will purchase these 38 vacant buildings from the City of Baltimore for redevelopment.

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

MINUTES

Department of Housing and - cont'd
Community Development

The provisions of Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code, which established the Department of Housing and Community Development, and Article 28, Section 8-3 of the Baltimore City Code, and Article 13, Section 2-7(h)(2)(ii)(C) of the Baltimore City Code authorize the City to sell these properties.

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

In accordance with the City's appraisal policy, appraisals determined the market value of the vacant buildings to be \$4,000.00 each. These properties will be sold for \$1,000.00 each, which is less than the appraised value, because the poor condition requires extensive and immediate remediation. The renovations will be a specific benefit to the community, eliminate blight, and return vacant buildings to the tax rolls.

MBE/WBE PARTICIPATION:

The Developer has signed a Commitment to comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement for the sale of the 38 City-owned properties in Upton to Upton Gateway I, LLC.

MINUTES

Department of Housing and - Contract of Sale
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Contract of Sale with the Housing Authority of Baltimore City (HABC) to purchase properties as listed below:

<u>OWNER</u>	<u>PROPERTY ADDRESSES</u>	<u>INT.</u>
HABC	1009 Valley Street	FS
HABC	3114 Woodland Avenue	FS
HABC	121 N. Carrollton Avenue	FS
HABC	123 N. Carrollton Avenue	FS
HABC	125 N. Carrollton Avenue	FS
HABC	331 N. Carrollton Avenue	FS
HABC	1115 W. Mulberry Street	FS
HABC	1119 W. Mulberry Street	FS
HABC	1121 W. Mulberry Street	FS
HABC	1123 W. Mulberry Street	FS
HABC	1125 W. Mulberry Street	FS

The Board is also requested to approve the acquisition of this property SUBJECT to municipal liens in the amount of \$23,088.19 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

AMOUNT OF MONEY AND SOURCE:

<u>Address</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Project Name</u>
1009 Valley Street	\$18,000.00	9910-9588- 904154-900000- 704040	Ambrose Kennedy Park ACT	Ambrose Kennedy Park Expansion

MINUTES

Department of Housing and - cont'd
Community Development

3114 Woodland Avenue	32,000.00	9910-9588- 903183-900000- 704040	Park Heights - Major Redevelop	Park Heights Major Redevelopment Area
121 N. Carrollton Avenue	2,900.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
123 N. Carrollton Avenue	2,550.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
125 N. Carrollton Avenue	2,550.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
331 N. Carrollton Avenue	2,556.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1115 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1119 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1121 Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1123 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1125 W. Mulberry Street	<u>2,040.00</u>	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton

Total \$70,756.00

MINUTES

Department of Housing and - cont'd
Community Development

BACKGROUND/EXPLANATION:

This Contract of Sale enables the City of Baltimore to acquire the properties for redevelopment through the planning and development efforts of the Department of Housing and Community Development.

Pursuant to the provisions of Article 13, §2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties. These properties will be redeveloped.

The Board of Commissioners of the HABC and the U.S. Department of Housing and Urban Development have approved the disposition in accordance with 24 CFR, Part 970.

Also requested is approval to acquire this property SUBJECT to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens other than water bills, accrued through March 21, 2020. The HABC is exempt from real estate taxes. Therefore, no taxes are included in these figures. Water bills will be paid and are not listed.

MINUTES

Department of Housing and - cont'd
Community Development

<u>Property</u>	<u>Bill No</u>	<u>Bill Date</u>	<u>Balance</u>
1009 Valley Street			\$ 0.00
3114 Woodland Avenue	4328795	10/30/2006	393.39
121 N. Carrollton Avenue			0.00
123 N. Carrollton Avenue			0.00
125 N. Carrollton Avenue			0.00
331 N. Carrollton Avenue	0004689	05/03/2000	19,128.81
	9856485	01/05/2000	1,959.39
1115 W. Mulberry Street	3796521	10/07/2005	226.92
	9466830	03/19/1999	472.00
1119 W. Mulberry Street	3796505	10/07/2005	226.92
1121 W. Mulberry Street	3796497	10/07/2005	226.92
1123 W. Mulberry Street	3796489	10/07/2005	226.92
1125 W. Mulberry Street	3796471	10/07/2005	226.92
	Total		\$23,088.19

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Contract of Sale with the Housing Authority of Baltimore City to purchase the foregoing properties.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 25, to Greenman-Pedersen, Inc., under Project 1167, On-Call Engineering Services. The period of the task assignment is approximately 10 months.

AMOUNT OF MONEY AND SOURCE:

\$61,943.46 - 9938-908081-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include post award design services for Jones Falls Trail Phase V.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The Consultant has achieved 21.29% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 21.63% of the MBE goal at this time.

THE EAR WAS APPROVED BY MWBOO ON APRIL 22, 2020.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
30,000.00	9938-907081-9475 2 nd Parks & Public Facilities (Reserve)	
45,000.00	9938-907081-9475 State (Program Open Space) Park Trail Network (Reserve)	
<u>\$75,000.00</u>		9938-908081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #25, to Greenman-Pedersen, Inc.

MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved assignment of Task No. 25, to Greenman-Pedersen, Inc., under Project 1167, On-Call Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Baltimore Police Department - Ratification of Prior Amendment
and Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify a prior amendment and approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Bode Cellmark Forensics, Inc. The Amendment No. 3 extends the period of the agreement through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 1001-000000-2050-510001-401880

BACKGROUND/EXPLANATION:

On November 9, 2016, the Board approved the original agreement with Bode Cellmark Forensics, Inc. Bode Cellmark Forensics, Inc. was awarded a National Institute of Justice (NIJ) grant to perform missing persons cases. Bode Cellmark Forensics, Inc., selected the Baltimore Police Department as a subcontractor to perform services as needed with a maximum ceiling of \$100,000.00. The specific services to be provided are the review and upload into the Combined DNA Index System (CODIS) of results from the analysis of samples.

On February 14, 2017, the Department and Bode Cellmark Forensics, Inc. executed an in-house document denominated "Amendment One" which modified the first paragraph of the agreement to reflect a correction to the NIJ grant number. The modification to the agreement was not presented to the Board due to an administrative oversight. The Department therefore requests the Board to ratify this corrective modification.

MINUTES

Baltimore Police Department - cont'd

On May 2, 2018, the Board approved a Second Amendment, which was inadvertently labelled as a First Amendment to the Agreement. This Amendment extended the Agreement term from December 31, 2017 through December 31, 2019.

Bode Cellmark Forensics, Inc. and the Department now desire to extend the agreement by two years, through December 31, 2021. The agreement will continue to generate revenue for the City on a per case basis, with a maximum annual revenue of \$100,000.00. The Agreement value is unchanged by the Third Amendment; the Third Amendment deletes in its entirety Section 4.0, "Term," and replaces it with the following: "The period during which Bode Cellmark Forensics, Inc. may send data to the Agency under this Agreement will commence on the date that the Agreement is fully executed and extend until December 31, 2021."

The Amendment No. 3 is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the prior amendment and approved and authorized execution of Amendment No. 3 to Agreement with Bode Cellmark Forensics, Inc.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Park Avenue Partners, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$85,464.34 - 9950-906082-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the development. The Developer proposes to perform the scope of the work for 400 Park Avenue at 400, 406, 408, 410, 412, Park Avenue; 214 W. Mulberry Street, and 409 Tyson Street constructing an apartment building with 94 units, 5,301 square feet retail/restaurant, 13,265 square feet of restaurant, and 17,139 square feet of office for a total of 35,705 square feet.

The Developer agrees to make a one-time contribution in the amount of \$85,464.34 to fund the City's multimodal transportation improvements in the development's vicinity to extent practicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Park Avenue Partners, LLC.

MINUTES

Department of Transportation - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements.

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	MARYLAND GENERAL HOSPITAL, INC.	1502	\$300,618.45

Maryland General Hospital, Inc. would like to install utilities and sidewalk improvements for the construction of a new building located at 800 Linden Avenue, Baltimore, Maryland, 21201. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$300,618.45 has been issued to Maryland General Hospital, Inc., which assumes 100% of the financial responsibility.

2.	ALTA FEDERAL HILL, LLC	1690	\$430,000.00
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Alta Federal Hill, LLC, would like to install new water service and other utilities and services to improve their new construction located at 1800 South Hanover Street, Baltimore, Maryland 21230. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$430,000.00 has been issued to Alta Federal Hill, LLC., which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

City funds will not be utilized for these projects. Therefore, MBE/WBE participation is not applicable.

MINUTES

Department of Transportation - cont'd

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

MINUTES

Department of Public Works/Office - Amendment No. 5 to Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to Agreement with Johnson, Mirmiran & Thompson, Inc. for Project S.C. 920, PAS Improvements of the Gwynns Falls Sewershed Collection System - Area A. The original agreement expires on June 15, 2020. The Amendment No. 5 extends the original agreement through June 15, 2021.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Amendment No. 5 for Post Award Services for S.C. 920, Gwynns Falls Sewershed Collection System-Area A. Under this amendment, the designer will continue to assist the City during construction to oversee that the work performed by the contractor is completed in accordance with the design and as specified in the contract documents. Amendment 4 was approved by the Board on December 18, 2019. Under Amendment 4, the contract was extended for a term of six months until June 15, 2020. Amendment No. 3 was approved by the Board of Estimates on February 6, 2019. Under Amendment No. 3, the contract was extended for a term of ten months until December 15, 2019. Amendment No. 2 was approved by the Board on January 25, 2017, and extended the contract for a term of two years until February 15, 2019. Amendment No. 1 was approved by the Board on October 7, 2015. Under Amendment No. 1, additional scope of work was added to the contract.

MINUTES

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

The scope of the original agreement included review and provide written response/recommendations to Request For Information (RFI), conduct field investigations of construction problems, review and provide written recommendation for Proposed Change Orders (PCO) from contractor, attend all project meetings, review Closed Circuit Television (CCTV) and update recording drawings (as-built drawings) and Geographic Information Systems (GIS).

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 assigned to the original agreement.

MBE: 27%

WBE: 9%

THE EAR WAS APPROVED BY MWBOO ON APRIL 2, 2020.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 5 to Agreement with Johnson, Mirmiran & Thompson, Inc. for Project S.C. 920, PAS Improvements of the Gwynns Falls Sewershed Collection System - Area A.

MINUTES

Department of Public Works/Office - Partial Release of
of Engineering and Construction Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement to Monumental Paving and Excavating, Inc.

AMOUNT OF MONEY AND SOURCE:

\$195,492.90 - 2071-000000-5521-608903-603026

BACKGROUND/EXPLANATION:

As of November 20, 2019, Monumental Paving and Excavating, Inc., has completed 100% of all work for W.C. 1360-Repaving Utility Cuts and Sidewalk Restoration at Various Locations. The Contractor has requested a Partial Release of Retainage in the amount of \$195,492.90. Currently, the City is holding \$197,492.90, in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining amount of \$2,000.00 is sufficient to protect the interest of the City.

MWBOO APPROVED THE RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement to Monumental Paving and Excavating, Inc.

MINUTES

Department of Public Works/Office - Final Release of Retainage
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement for the Final Release of Retainage to Cianbro Corporation for WC 1295R, Towson Generator and Main Substation.

AMOUNT OF MONEY AND SOURCE:

\$104,216.88 - 9960-909728-9557-000000-200001

BACKGROUND/EXPLANATION:

As of June 12, 2019, the Office of Engineering and Construction granted a Certificate of Final Acceptance for WC 1295R, Towson Generator and Main Substation.

The Contractor has requested a Final Release of Retainage for \$104,216.88. Currently, the City is holding \$104,216.88, in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO HAS APPROVED THE FULL RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement for the Final Release of Retainage to Cianbro Corporation for WC 1295R, Towson Generator and Main Substation.

MINUTES

Health Department - Agreements

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

1. **MARYLAND COMMUNITY HEALTH RESOURCES** **\$350,000.00**
COMMISSION

Account: 5000-517120-3080-292300-405001

The Reproductive Planning & Access Now! Project, primarily serves women engaged in Substance Use Disorder (SUD) treatment and recovery services in Baltimore City. Women with SUD are less likely than their non-substance using counterparts to use contraception, and when they do, they use methods less effective for pregnancy prevention. Funds will be used to improve and expand the provision of clinical family planning services for clients at SUD treatment programs in Baltimore City. The period of the agreement is May 1, 2020 through June 30, 2020.

2. **UNITED WAY OF CENTRAL MARYLAND,** **\$ 90,000.00**
INC.

Account: 7000-713920-3044-767900-603051

The Department's Division of Aging and CARE services serves as the Local Area Agency on Aging and serves as Maryland Access Point (MAP). MAP is an Aging and Disability Resource Center. It provides older adults age 60 and over and persons with disabilities 18 and older with access to services designed to enable them to live independently in the community. The Department will utilize the funds to procure an electronic case management system to support the operation of the MAP Call Center. The period of the agreement is effective upon Board approval through June 30, 2020.

The agreements are late because of administrative delays.

MINUTES

Health Department - cont'd

3. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$100,400.00**

Account: 5000-569720-3023-273303-603051

AIDS Interfaith Residential Services, Inc. will provide Psychosocial Support services to assist eligible people living with HIV to address behavioral and physical health concerns. The period of the agreement is July 1, 2019 through June 30, 2020.

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

MWBOO GRANTED A WAIVER ON MAY 14, 2020

MINUTES

Health Department - cont'd

4. **AIDS ACTION BALTIMORE, INC.** **\$ 52,142.00**

Account: 4000-499020-3023-718000-603051

AIDS Action Baltimore, Inc. (AAB) has been dedicated to HIV prevention and the support of those living with HIV since 1987. AAB is a community-based organization Men Who Have Sex With Men (MSM) dedicated to preserving the health and well-being of MSM and Transgender individuals. For the purposes of this project, AAB will hire and retain one person from the MSM community and one person from the transgender community to conduct outreach, peer navigation services, and adherence and retention services. This initiative is known as the PrEP UP Program. AAB will conduct outreach, refer eligible clients to clinical and support services, assess and discuss social service barriers to care with persons interested in Pre-Exposure Prophylaxis (PrEP) and other HIV prevention services, including (but not limited to) transportation, housing, employment, behavioral health, insurance navigation. The period of the agreement is January 1, 2020 through December 31, 2020.

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

MWBOO GRANTED A WAIVER ON APRIL 8, 2020

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

MINUTESHealth Department - Amendment to Agreements

The Board is requested to approve and authorize execution of the Amendment to Agreements with the listed organizations.

AMENDMENT TO AGREEMENTS

1. **THE PALMS ASSISTED LIVING, INC.** **\$ 3,900.00**

Account: 5000-534020-3254-767800-607001

On September 11, 2019, the Board approved the original agreement in the amount of \$31,200.00 for the period of July 1, 2019 through June 30, 2020. This Amendment to Agreement decreased the total by \$3,900.00 to reallocate unused funds. This reduction makes the total agreement amount \$27,300.00.

2. **ROSEMARIE MANOR LLC** **\$ 5,200.00**

Account: 5000-534020-3254-7678000-607001

On October 2, 2019, the Board approved the original agreement in the amount of \$110,500.00 for the period of July 1, 2019 through June 30, 2020. The Department is increasing the agreement by \$5,200.00 for additional services. This increase makes the total agreement amount \$115,700.00.

The amendment to grant agreements are late because of administration delays.

MINUTES

Health 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 the foregoing Amendment to Agreements.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Agreement with the Johns Hopkins University. The period of the agreement was May 1, 2019 through September 29, 2019.

AMOUNT OF MONEY AND SOURCE:

\$53,887.00 - 4000-484719-3023-718000-603051

BACKGROUND/EXPLANATION:

The Johns Hopkins University, Center for Child and Community Health Research will provide services in the area of designing, implementing, and evaluating the Department's STD/HIV prevention projects.

Approval of this agreement will allow the Department to reimburse JHU for services provided.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON MARCH 20, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with the Johns Hopkins University. The Mayor **ABSTAINED**.
The President **ABSTAINED**.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Agreement with Park West Health System, Inc. The period of the agreement is January 1, 2020 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$36,577.00 - 4000-499020-3023-718000-603051

BACKGROUND/EXPLANATION:

The Park West Health System, Inc. will screen and refer all patients who are identified as HIV negative and at an increased risk for exposure or partners of HIV positive persons to Pre-Exposure Prophylaxis (PrEP). Park West will also provide testing for other sexually transmitted diseases including but not limited to gonorrhea, chlamydia, and syphilis, as well as Hepatitis C.

The agreement is late because of the administrative delays.

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 Agreement with Park West Health System, Inc.

MINUTES

Health Department - Update to the FY20 Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the Update to the FY20 Unified Grant Award for the period beginning July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

Grant Description	Type of Action	Base Award	Amount of Action	Total Award
Public Health Crisis Response COVID-19	NEW	\$0.00	\$550,000.00	\$550,000.00

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding Awards being issued. The most current Unified Funding Award Document will be the official award of record.

This 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.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved the Update to the FY20 Unified Grant Award for the period beginning July 1, 2019 through June 30, 2020.

MINUTES

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the revised Notice of Award (NoA) for the Ryan White HIV/AIDS Program Part A COVID-19 Response from the Department of Health and Human Services, Health Resources and Services Administration. The period of the project and budget is April 1, 2020 through March 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - 4000-438220-3023-606103-404001

BACKGROUND/EXPLANATION:

Acceptance of this grant award will allow the Department to provide critical support services to people with HIV during the COVID-19 pandemic. These services may include home-delivered meals, emergency housing and transportation.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the revised Notice of Award for the Ryan White HIV/AIDS Program Part A COVID-19 Response from the Department of Health and Human Services, Health Resources and Services Administration.

MINUTES

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the Department of Health and Human Services, Centers for Medicare & Medicaid Services for the Baltimore City Accountable Health Community project. The period of the project and budget is May 1, 2020 through April 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,152,698.00 - 4000-403321-3001-599000-404001

BACKGROUND/EXPLANATION:

The purpose of this grant is to allow the Department to identify and address health-related social needs of Baltimore City Medicaid and Medicare beneficiaries. The Department in partnership with Maryland Medicaid, Baltimore City health systems and federally qualified health centers, HealthCare Access Maryland, and community-based stake holders will design, implement, and evaluate an Accountable Health Communities model that creates clinical-community linkages to impact total healthcare costs, reduce utilization, and improve health outcomes for this vulnerable population.

The grant is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

MINUTES

Health Department - cont'd

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Award from the Department of Health and Human Services, Centers for Medicare & Medicaid Services for the Baltimore City Accountable Health Community project.

MINUTES

Health Department - Transfer of LIFE-TO-DATE 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. Joan Carey.

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>
Jaeson Smith	5
Sonney Pelham	5
Tanya Bobo-Lenoci	5
Pamela Whittle	5
Cheryl Gipson	3
Liban Jama	3
Nargis Husaini	2
Hilda Ndirangu	<u>2</u>
Total	30

Ms. Carey 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. This transfer will allow Ms. Carey 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. Joan Carey.

MINUTES

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with All-State Career, Inc. The period of the agreement is December 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$30,730.00 - 5000-512619-6312-467253-603051

BACKGROUND/EXPLANATION:

On July 10, 2019, the Board approved acceptance of the Grant Award ("Original Award") for the Maryland State Department of Labor, Licensing and Regulation in the amount of \$284,706.00 of PY18 SHA-HCCT Funds for the term of April 1, 2019 through December 31, 2019. This Agreement authorizes All-State Career, Inc. to provide highway or capital transit credentialed transportation construction-related training with a defined curriculum designed for hard-to-serve, low-skill, unemployed or underemployed Baltimore City residents. On February 26, 2020, the Board approved an Amendment to the "Original" Grant Award to increase the Grant Award by \$88,574.00; making the new total amount payable to the Department \$373,280.00. The period of this agreement was also extended six months from the original term of April 1, 2019 through December 31, 2019 to April 1, 2019 through June 30, 2020.

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

MINUTES

Mayor's Office of Employment Development - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with All-State Career, Inc.

MINUTES

Department of Transportation/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 17 to KCI Technologies, Inc., under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the Task Assignment is approximately seven months.

AMOUNT OF MONEY AND SOURCE:

\$129,421.53 - 1001-000000-1911-777600-603026

BACKGROUND/EXPLANATION:

This authorization provides for two part-time on site staff for plan reviews for construction permits, permits application and review and permit coordination with City and utility agencies.

MBE/WBE PARTICIPATION:

The Consultant has achieved 10.45% of the MBE goals and 20.00% of the WBE goals. However, the Consultant has the capacity to meet the remaining MBE goal.

MBE: 27%

WBE: 10%

MWBOO APPROVED THE EAR ON MARCH 26, 2020.

MINUTES

Department of Transportation/Office - cont'd
of Engineering and Construction

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. 17 to KCI Technologies, Inc., under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects.

MINUTES

Department of Transportation/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 43 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1217, On-Call Construction Management Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$199,921.75 - 2024-000000-5480-395700-603026

BACKGROUND/EXPLANATION:

This authorization provides the Conduit Division with the continuation of a Public Works Inspector II to continue construction management services needed. The scope of services includes, but is not limited to monitor and document contract daily work activities via inspector daily report, sketches, photographs, MOT status, and contract pay items and quantities. The services through this task are essential to provide adequate inspection and field monitoring of the conduit infrastructure work.

MBE/WBE PARTICIPATION:

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

The Consultant has achieved 24% of the MBE goals and 9% of the WBE goals. However, it has the capacity to meet the remaining goals

MINUTES

Department of Transportation/Office - cont'd
of Engineering and Construction

MWBOO APPROVED THE EAR ON JANUARY 8, 2020.

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. 43 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1217, On-Call Construction Management Services.

MINUTES

Mayor's Office of Homeless Services - Agreements

The Board is requested to approve and authorize acceptance of the grant awards.

1. **EMERGENCY SOLUTIONS GRANT (ESG)** **\$6,571,738.00**

Account: 4000-438320-3572-760000-404001

The City has received a U.S. Department of Housing and Urban Development grant to undertake the ESG Program. The City has been awarded funds to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. Funds may be used for related COVID-19 expenses dating back to the Declaration of National Emergency Concerning the Novel Coronavirus Disease on March 13, 2020, in additional subsequent related expenses thereafter for the Fiscal Year 2020 (FY2020).

The delay in submission is because of a delay at the administrative level.

2. **EMERGENCY SOLUTIONS GRANT (ESG)** **\$1,905,084.00**

Account: 4000-407120-3571-760000-404001

The City, through the Department, has been awarded funds under the ESG Program operated by the U.S. Department of Housing and Urban Development. Through the ESG, providers will operate outreach, housing, and supportive services to clients who are at risk and/or homeless in the City of Baltimore.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Mayor's Office of Homeless Services - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the foregoing grant awards.

MINUTES

Department of General Services - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant from the Maryland Energy Administration (MEA). The period of the award is from May 27, 2020 to December 10, 2021.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 5000-509220-1914-718200-405001

BACKGROUND/EXPLANATION:

In the fall of 2019, MEA announced a funding opportunity under the Maryland Smart Energy Communities program. Funding for this program is awarded to local municipalities for projects that increase energy efficiency, renewable energy use and reduce petroleum fuel use. Approximately 80 counties and municipalities are eligible for awards. On April 13, 2020, MEA informed the City that it is awarding \$50,000.00 for the transportation-related measures. MEA delivered the grant agreement on May 6, 2020. The Department's Fleet proposal is to use the grant funds to incentivize incremental costs of 19 electric vehicles in annual purchasing procedure.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant from the Maryland Energy Administration.

MINUTES

Bureau of the Budget & Management Research (BBMR) - FY 2021 Budget and Property Tax and Public Utility Surcharge Rates - Midtown Community Benefits District

ACTION REQUESTED OF B/E:

The Board is requested to approve the Midtown Community Benefits District (MCBD) FY 2021 budget and property tax surcharge rate.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.132 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2020. The total FY 2021 budget for MCBD is \$1,450,147.00.

BACKGROUND/EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the MCBD. Property owners in the MCBD will pay the same surcharge rate on their property taxes in Fiscal 2021 as in Fiscal 2020. The rate is set at \$0.132 per \$100.00 of assessable value.

The Fiscal 2021 estimated surcharge tax revenue has increased 2.5% from \$1,373,625.00 in Fiscal 2020 to \$1,407,700.00 in the Fiscal 2021 proposed budget. The budget includes a \$35,193.00 allowance for over-estimated surcharge tax revenue, resulting in a net projection of \$1,372,507.00. The MCBD will augment this revenue with \$77,640.00 in grant contributions and service fees. As of May 1, the total cash reserves for MCBD were \$365,000.00, which meets the desired benchmark for three months of operating costs.

MINUTES

BBMR - cont'd

The MCBBD provides the Bolton Hill, Charles North, Madison Park and Mount Vernon neighborhoods with enhanced cleaning, safety and maintenance services, including daily sidewalk cleaning, alley trash collection and weeding, leaf collection, public green space maintenance and increased safety patrols.

The Department of Finance recommends that the Board approve District's proposed budget and surcharge tax rate.

MBE/WBE PARTICIPATION:

N/A

MIDTOWN COMMUNITY BENEFITS DISTRICT
FY 2021 Budget

Projected Income			FY 2021 Total	FY 2020 Total	FY 2019 Total
Property Tax Surcharge			\$1,407,700	1,373,625	1,293,973
Allowance for over-estimated surtax 2.5%			(\$35,193)	(\$34,341)	(\$32,349)
Net Income			\$1,372,507	\$ 1,339,284	\$ 1,261,624
Contributions			\$25,000	\$ 40,000	\$ 40,000
Parking & Storage (In-Kind)			\$17,340	\$ 17,340	\$ 17,340
Interest Earned			\$300	\$ 300	\$ 300
Service Fees			\$35,000	\$ 20,000	\$ 18,000
Total Income			\$1,450,147	\$ 1,416,924	\$ 1,337,264
Projected Expenses			FY 2021 Total	FY2020 Total	FY 2019 Total
Category Allocation	Program Services	Support Services	FY 2021 Total	FY2020 Total	FY 2019 Total
	<i>Public Space</i>	<i>Management/General</i>	\$1,450,147	\$1,416,924	\$ 1,337,264
Accounting	8,632	1,768	10,400	10,400	10,400
Advertising	664	136	800	800	800
Audit	9,130	1,870	11,000	10,800	10,000

MINUTES

BBMR - cont'd

Bank service charges	664	136	800	800	600
Bookkeeping	16,932	3,468	20,400	20,000	
Computer expenses	3,752	768	4,520	7,000	2,200
Consultants	20,750	4,250	25,000	20,000	3,000
Depreciation	45,769	9,374	55,143	52,880	45,100
Dues & Subscriptions	2,166	444	2,610	2,750	400
Employee benefits	78,373	16,052	94,425	97,991	94,401
Equipment rental	650	0	650	1,500	350
Fuel	24,000	0	24,000	22,000	24,000
Fundraising	415	85	500	500	2,500
Insurance	72,418	14,833	87,250	80,077	68,500
Insurance - workers comp	29,050	5,950	35,000	42,500	45,700
Interest	2,075	425	2,500	5,300	5,300
Leased Equipment	2,789	571	3,360	3,360	5,700
Legal fees	1,245	255	1,500	2,500	500
Licenses & Permits	800	0	800	650	650
Meals	1,660	340	2,000	2,000	1,000
Meetings & Conferences	2,490	510	3,000	2,500	1,800
Miscellaneous	166	34	200	200	200
Newsletter	830	170	1,000	600	600
Occupancy (rent/storage)	48,475	9,929	58,404	56,843	55,260
Office expenses	3,901	799	4,700	3,500	3,200
Parking & Storage (in-kind)	17,340	0	17,340	17,340	17,340
Payroll Service	8,964	1,836	10,800	11,000	10,000
Postage	2,490	510	3,000	2,000	3,700
Printing	2,490	510	3,000	2,000	4,500
Program Expense - Clean/Green	22,300	0	22,300	25,000	18,500
Program Expense - Safety	5,264	0	5,264	0	3,300

MINUTES

BBMR - cont'd

Program Expense - temporary labor	25,000	0	25,000	0	5,000
Repair & maintenance - equipment	13,000	0	13,000	26,500	26,500
Repair & maintenance - facilities	415	85	500	500	500
Repair & maintenance - vehicles	18,000	0	18,000	20,000	15,000
Salaries	632,764	129,602	762,366	746,433	707,000
Simple IRA	8,300	1,700	10,000	10,000	5,000
Small equipment	7,500	0	7,500	3,500	5,000
Telephone & DSL	4,150	850	5,000	4,500	4,500
Telecommunications system	19,000	0	19,000	20,000	18,100
Taxes - other	2,656	544	3,200	3,200	3,200
Taxes - payroll	47,654	9,761	57,415	65,000	63,630
Training	4,980	1,020	6,000	3,000	1,500
Travel	2,075	425	2,500	2,000	500
Uniforms	9,000	0	9,000	7,500	17,000
TOTAL EXPENSES	\$1,231,137	\$219,010	\$1,450,147	\$ 1,416,924	\$ 1,311,931
FY 2021 % of total budget	85%	15%			

UPON MOTION duly made and seconded, the Board approved the Midtown Community Benefits District FY 2021 budget and property tax surcharge rate.

MINUTES

Bureau of the Budget & Management Research (BBMR) - FY 2021 Budget and Property Tax Surcharge Rate Public Utilities Surcharge Rate
Downtown Management Authority

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY 2021 Budget and Property Tax and Public Utility Surcharge Rate for the Downtown Management Authority (DMA).

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is 22.39 cents per \$100.00 of assessed value.

BACKGROUND AND EXPLANATION:

The Board has the authority to approve the annual financial plans and surcharge tax rates for the Downtown Management Authority (DMA). The DMA's proposed Fiscal 2021 budget maintains the surcharge rate for taxable commercial properties located within DMA's boundaries at 22.39 cents per \$100.00 of assessed value.

The DMA is also authorized to impose a surcharge on public utilities. For public utilities, the proposal rate will be maintained at 55.97 cents per \$100.00 of assessed value, which is 2.5 times the real property taxes set by Maryland Code 6-302.

Based on the Fiscal 2021 projected assessable values, the proposed rates will generate \$8,199,391.00 in revenues from the property surcharge.

MINUTES

BBMR - cont'd

The proposed Fiscal 2021 Budget's total revenues also include \$1,164,102.00 in budgeted revenue from other sources, including: \$40,000.00 from individual State agencies, \$378,851.00 from the Department of Public Works contracts with Downtown Partnership, an estimated \$99,700.00 in contributions from non-governmental tax exempt property owners, \$40,000.00 from late payment fees, \$214,701.00 from Center Plaza, \$5,500.00 from Parks Activation, \$30,000.00 from interest income, \$15,000.00 in miscellaneous income, \$11,000.00 from supplemental services, \$138,000.00 from service contracts including One South Street and University of Maryland Medical Center, \$28,783.00 from CARES Act refund.

Per the June 2019 audit report, DMA held \$1,398,293.00 in the Management Restricted Operating Reserve fund. The reserve balance stated in the audit report represented a total value of 15.2% of the DMA's annual budget. The Department of Finance encourages DMA to work toward building a reserve fund at a minimum of at least 25% of its annual budget, which equals to approximately three months of the annual operating budget. The projected reserve for FY 2021 for property assessment appeals and special projects will be \$2,303,620.00. That equates to approximately 3 months reserve.

The Department of Finance recommends approval of the proposed budget plan and surcharge tax rate.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Revenues	Budget	Proj. Results	Budget	FY'21 Budget to Proj Rsults		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Property Surcharge	\$ 8,518,946	\$ 8,234,414	\$ 8,199,391	\$ (35,022)	0%	(1)
DPW Grant	384,140	371,423	378,851	7,428		
Tax-Exempt properties	118,700	99,450	99,700	250		(2)
State Agency contributions	40,000	40,000	40,000	-		
Interest	38,000	33,144	30,000	(3,144)		
Center Plaza Contract Services	332,462	207,497	214,701	7,204		(3)
Late Payment Fees	50,000	26,121	40,000	13,879		
Parks Activation	12,800	4,350	5,500	1,150		
Miscellaneous Income	5,000	24,544	15,000	(9,544)		
Contract Services	192,000	129,180	138,000	8,820		(4)
Supplemental Services-General	11,000	11,076	11,000	(76)		
Cares Act Refund	-	400,167	28,783	(371,385)		(5)
Special Projects Revenue	-	973,172	-	(973,172)		(6)
TOTAL REVENUE	\$ 9,683,048	\$ 10,554,537	\$ 9,200,926	\$ (1,353,611)	-13%	

Summary of Expenses, % of FY '21 budget:

Hospitality & Safety	29%	\$ 2,710,811	\$ 2,339,325	\$ 2,607,865	\$ (268,540)	
Public Space Maintenance	26%	2,353,487	2,276,803	2,371,564	(94,761)	
Community Outreach	3%	280,462	267,357	271,785	(4,428)	
Capital Improvements	3%	301,765	296,944	302,100	(5,156)	
Communications & Marketing	7%	711,601	580,836	638,992	(58,156)	
Parks & Programming	14%	1,380,011	1,068,678	1,290,090	(221,412)	
Administration	13%	1,214,166	1,342,883	1,171,349	171,533	
Special Projects	4%	750,747	2,301,356	400,000	1,901,356	
TOTAL EXPENSES	100%	\$ 9,683,048	\$ 10,474,181	\$ 9,053,746	\$ 1,420,434	14%
NET		\$ 0	\$ 80,355	\$ 147,180	\$ 66,823	

Restricted Assets:

Carryover from 18/19 Mgmt. restricted Special Projects to Improve DT Baltimore \$ 266,388

Net Change in Assets after restricted asset adjustment **\$ 346,744** **\$ 147,180** (7)

NOTES:

(1) Property Surcharge - Projected Results reflect a decrease in tax surcharge of \$284,533 of which 2 Light Street properties declined by \$206,448
FY 21 Budgeted revenue declined an additional \$35,000 as a result of Appeal accruals

(2) Tax Exempt Properties - Loss of contribution

(3) Center Plaza contract services - Reduced Events, offset by savings in expenses

(4) Contract Services - Loss of UM BioPark contract

(5) Cares Act Refund - Employee Retention Payroll Tax Credit - Refundable payroll tax credit up to \$5,000 for each employee.

(6) Special Projects Revenue - State Grant, City Grant and Private contributions.

Summary:

Carryover Revenue \$266,388

19/20 Revenue \$973,172

Budgeted Expenses \$750,747 19/20

Expenses (\$2,301,356)

NET

(\$311,049)

Additional IDA and McKelkin Expenses

(7) Net Change in Assets FY20 \$346,744 includes \$337,916 of NET COVID19 funds carried over into 20/21, with \$8,828 remaining as positive change in net assets. Net change in Assets FY21 \$147,180 is for additional reserve funds.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses				FY'21 Budget to Proj Rslts		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Variance Dollar	Variance Percent	
Hospitality & Safety						
Salary, Taxes, Benefits	\$ 1,670,342	\$ 1,578,670	\$ 1,683,351	\$ (104,681)		(8)
Workman's Comp Insurance	46,774	43,417	43,583	(165)		
Retirement Fund Contribution	18,534	19,728	23,816	(4,087)		
Training	16,850	11,034	16,850	(5,816)		
Equipment/Furniture & Fixtures	3,500	1,856	3,500	(1,644)		
Private Security	457,140	306,704	501,664	(194,960)		
Police OT	181,481	78,087	-	78,087		(9)
Public Safety Coalition - Program	7,000	2,355	5,000	(2,645)		
Printing/Postage	50	73	50	23		
Program Supplies	1,100	787	1,100	(313)		
Telephone	2,802	1,621	600	1,021		
Uniforms	15,000	15,000	15,000	-		
Vehicle Expenses	8,941	6,222	6,941	(719)		
Recruitment	3,000	867	3,000	(2,133)		
Travel	3,000	-	4,000	(4,000)		
Overhead	277,298	273,103	299,410	(26,308)		(10)
Total Hospitality & Safety	\$ 2,710,811	\$ 2,339,325	\$ 2,607,865	\$ (268,540)	-11%	

Notes:

- (8) Salary, Taxes and Benefits - FY 20 Projected results reflect savings as a result of attrition. FY21 Budget is for 25 DBG's, 3 Supervisors and 1 Chief of Staff.
- (9) Police OT - Increase in Baltimore City Police presence within the DMA district.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses	Budget	Proj Results	Budget	FY'21 Budget to Proj Ralts		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Public Space Maintenance						
Salary, Taxes, Benefits	\$ 1,797,122	\$ 1,755,267	\$ 1,790,047	\$ (34,780)		(11)
Workman's Comp Insurance	63,278	58,704	59,726	(1,022)		
Retirement Fund Contribution	16,723	24,023	23,203	820		
Training	13,470	11,684	14,937	(3,253)		
Equipment/Furniture & Fixtures	3,000	1,979	5,179	(3,200)		
Program Supplies	60,000	34,048	61,000	(26,954)		
Telephones	2,648	3,715	-	3,715		
Uniforms	13,400	13,400	13,400	-		
Mechanical Sweepers	17,100	24,795	17,100	7,695		
Vehicle Expenses	64,000	51,107	66,614	(15,507)		
Recruitment	2,065	1,588	2,065	(477)		
Overhead	300,682	296,495	318,292	(21,797)		(10)
Total Public Space Maintenance	\$ 2,353,487	\$ 2,276,803	\$ 2,371,564	\$ (94,761)	-4%	

Notes:

- (11) Salary, Taxes and Benefits - FY 20 Projected results reflect savings as a result of attrition. FY21 Budget is for 25 CSA's, 3 Supervisors, 1 Chief of Staff and 1 Quartermaster.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses				FY'21 Budget to Proj Rsults		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Dollar Variance	Percent	
<i>Community Outreach</i>						
Salary, Taxes, Benefits	\$ 223,265	\$ 233,241	\$ 225,089	8,172		
Workman's Comp Insurance	712	894	724	(30)		
Retirement Fund Contribution	5,197	2,533	2,452	81		
Equipment	-	-	1,445	(1,445)		
Training & Conferencos	-	-	2,519	(2,519)		
Community Supplies & Outreach	5,000	5,000	2,620	2,380		
Outreach Grid	-	-	6,000	(6,000)		
Constituent Relationships	-	-	3,500	(3,500)		
Overhead	26,288	25,889	27,457	(1,568)		(10)
Total Community Outreach	\$ 260,462	\$ 267,357	\$ 271,785	\$ (4,428)	-2%	

Notes:

(10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses	Budget	Proj Results	Budget	FY'21 Budget to Proj Rsults		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Capital Improvements						
Salary, Taxes, Benefits	\$ 264,847	\$ 262,258	\$ 267,164	(4,905)		
Workman's' Comp Insurance	2,302	2,137	2,147	(10)		
Retirement Fund Contribution	8,963	9,470	8,813	657		
Capital Repairs	5,000	2,500	4,000	(1,500)		
Telephone	1,440	1,440	-	1,440		
Vehicle Expense	100	100	100	-		
Constituent Relationships	1,000	1,000	1,000	-		
Overhead	18,313	18,039	18,877	(838)		(10)
Total Capital Improvements	\$ 301,765	\$ 298,844	\$ 302,100	\$ (5,156)	-2%	

Notes:

(10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses				FY'21 Budget to Proj Rslts		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Variance		
				Dollar	Percent	
Communications & Marketing						
Communications						
Salary, Taxes, Benefits	\$ 181,335	\$ 127,431	\$ 181,347	\$ (53,916)		(12)
Workman's' Comp Insurance	565	524	575	(50)		
Retirement Fund Contribution	5,894	4,268	3,751	517		
Awards/Promotions/Sponsorships	4,000	45,091	4,000	41,091		(12)
Communications Supplies	1,000	1,000	1,000	-		
Overhead	13,231	13,032	13,638	(606)		(10)
Subtotal Communications	206,025	191,346	204,311	(12,984)		
Marketing						
Salary, Taxes, Benefits	\$ 158,782	\$ 153,564	\$ 164,717	\$ (11,153)		
Workman's' Comp Insurance	458	425	493	(67)		
Retirement Fund Contribution	2,498	2,177	1,689	508		
Consumer, Bus. Retention & Attraction Marketing	128,900	128,900	128,900	-		
DMA Marketing	190,000	84,673	115,000	(30,327)		(13)
Website - Maintenance, and Hosting	1,500	1,509	-	1,509		
Program Supplies	1,000	1,111	1,000	111		
Photography	7,000	1,775	7,000	(5,225)		
Travel	1,000	1,114	1,000	114		
Overhead	14,458	14,241	14,903	(662)		(10)
	505,576	389,489	434,681	(45,192)		
Total Communications & Marketing	\$ 711,601	\$ 580,835	\$ 638,992	\$ (58,156)	-10%	

Notes:

- (12) Salary, Taxes and Benefits - FY20 Projected results reflects vacancy of Director of Communication offset by consultant services in Awards/promotions/sponsorship.
- (13) DMA Marketing - FY 20 Projected results and FY 21 budgeted results reflect savings of expenses.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses, Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses	Budget	Proj Results	Budget	FY'21 Budget to Proj Rslts		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Parks & Programming						
Salary, Taxes, Benefits	\$ 878,054	\$ 723,383	\$ 878,962	\$ (155,579)		(14)
Workman's' Comp Insurance	10,729	9,959	10,795	(836)		
Retirement Fund Contribution	10,415	12,388	12,861	(474)		
Program Supplies	20,000	18,649	20,000	(1,351)		
Telephone	4,080	3,045	-	3,045		
Equipment	5,000	2,780	4,000	(1,220)		
Park Activities & Amenities	35,000	22,341	40,000	(17,659)		
Park Utilities	1,200	401	1,200	(799)		
Holiday Lighting	55,000	25,000	55,000	(30,000)		
Landscaping	37,000	51,820	45,500	6,320		
Training	2,000	520	1,500	(980)		
Vehicle	14,300	9,833	14,300	(4,467)		
Uniforms	2,750	1,515	2,500	(985)		
Rodent Control	8,500	7,532	7,500	32		
Travel	1,500	-	1,500	(1,500)		
Center Plaza Activities & Amenities	147,799	34,922	44,999	(10,077)		(15)
Overhead	148,685	144,591	149,473	(4,882)		(16)
Total Parks & Programming	\$ 1,380,011	\$ 1,068,678	\$ 1,290,080	\$ (221,412)	-21%	

NOTES:

- (14) Salary, Taxes and Benefits - FY 20 Projected result reflects savings as a result of attrition. FY21 Budget is for 10 Park Stewards, 2 Park Leader and 1 Director.
- (15) Center Plaza Activities and Amenities - Reduction in events for FY 20 and FY21.
- (16) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$80,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

MINUTES

BBMR - cont'd

Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget

Expenses				FY'21 Budget to Proj Rslts		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Variance Dollar	Percent	
Administration						
Salary, Taxes, Benefits	\$ 968,303	\$ 1,035,776	\$ 942,189	\$ 93,587		(16)
Workman's' Comp Insurance	1,874	1,740	2,042	(302)		
Retirement Fund Contribution	22,756	23,067	23,905	(818)		
Training & Development	343	343	326	17		
Equipment/Furniture & Fixtures	3,208	4,489	7,834	(3,346)		
Human Resources	5,039	6,275	3,969	4,306		
Insurance	8,207	8,547	7,128	1,419		
Maintenance/Repair	4,739	3,378	3,749	(371)		
Office Expenses	6,381	4,425	5,114	(689)		
Professional Fees	6,565	5,374	5,820	(447)		
Printing/Postage	579	409	530	(120)		
Rent/Utilities/Loan - Interest	36,395	36,310	36,282	28		
Telephone/Fax	9,423	9,423	9,773	(350)		
Travel	1,717	867	594	273		
Miscellaneous	944	519	733	(214)		
Increase reserve for fund balance	50,000	50,000	-	50,000		
Gain/Loss on Sale of Fixed Assets	-	-	-	-		
Loan Management Fee - principal	87,695	87,671	92,579	(4,908)		(17)
COVID-19 Direct Expenses	-	62,251	28,783	33,468		(18)
Total Administration	\$ 1,214,166	\$ 1,342,883	\$ 1,171,349	\$ 171,533	13%	
Special Projects	\$ 750,747	\$ 2,301,356	\$ 400,000	\$ 1,901,356		
Total Expenses	\$ 9,683,048	\$ 10,474,181	\$ 9,053,746	\$ 1,420,434		
Revenues	\$ 9,683,048	\$ 10,554,537	\$ 9,200,926	\$ (1,353,611)		
Change in Net Assets	\$ 0	\$ 80,356	\$ 147,180	\$ 66,823		
Restricted Assets:						
Carryover from 18/19 Mgmt. restricted Special Projects		\$ 266,388				
Net Change in Assets after restricted asset adj		\$ 346,744	\$ 147,180			
Non-cash / Depreciation	\$ 133,368	\$ 97,466	\$ 82,545	\$ (14,922)		
Capital Budget funded from existing fund balance:						
2 Billy Goat street cleaning machines			6,000			
Pick up truck for Clean team			30,000			
Arkus - Development of Salesforce Phase II			60,000			
Total			\$ 96,000			

NOTES:

- (16) Salary, Taxes, Benefits - Proj FY 20 includes additional expense for year end bonuses that were paid in Dec 2019. FY 21 - elimination of Receptionist position at Welcome Center.
- (17) Loan Management Fee - principal - Loan payment to DPOB for DMA's FTE share
- (18) COVID-19 Direct Expenses - Projected FY 20 expenses of \$62,251 and budgeted FY21 expenses of \$28,783

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the FY 2021 Budget and Property Tax and Public Utility Surcharge Rate for the Downtown Management Authority.

MINUTES

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mrs. Wendy Lee for expenses incurred on April 8, September 25, and November 2, 2019.

AMOUNT OF MONEY AND SOURCE:

\$334.00	-	4000-401418-2254-785400-603026
234.50	-	4000-401418-2254-785400-604002
\$568.50		

BACKGROUND/EXPLANATION:

Mrs. Lee incurred work related expenses for Supervised Visitation Network's membership dues, training manual, domestic violence awareness pins, and Nurturing Parents for Supervised Visitation Curriculum.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mrs. Wendy Lee for expenses incurred on April 8, September 25, and November 2, 2019.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Personnel matter

listed on the following page:

2145

The Personnel matter has been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES**PERSONNEL**Department of Health

	<u>Rate of Pay</u>	<u>Amount</u>
1. ANNA SCHAUER	45.00	\$90,000.00

Account: 2030-000000-1890-189300-601009

Ms. Schauer, will work as a Contract Services Specialist II. Her duties will include, but are not limited to overseeing, directing, and managing all activities related to COVID-19 case investigation and contact notification and tracing; ensuring COVID-19 cases are assigned appropriately, cases are de-duplicated, available phone numbers are identified, case investigations and contact notifications are completed by staff; overseeing three teams: 1) staff who are assigning cases, 2) staff who are conducting case investigations and contact notifications, and 3) staff who are answering the general Acute Communicable Diseases call in line; supervising managers of the teams, and providing support, guidance, leadership and oversight of their work. The agreement is effective upon Board approval for one year through June 30, 2021.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|---------|---------|
| 1. ABC RADIATOR & WELDING CORPORATION | \$ 0.00 | Renewal |
| Contract No. B50004548 - Automotive Air Conditioning System Repairs - Department of General Services, Fleet Management - P.O. No.: P535834 | | |

On June 8, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained two renewal options. On May 29, 2019, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period June 8, 2020 through June 7, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION

On March 15, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MARCH 15, 2016.

- | | | |
|-----------------------------------|--|-------------------------|
| 2. CHESAPEAKE FLOW SOLUTIONS, LLC | \$100,000.00
<u>100,000.00</u>
\$200,000.00 | Increase
and Renewal |
|-----------------------------------|--|-------------------------|

Contract No. B50004772 - Instruments and Instrumentation Parts - Department of Public Works - Wastewater Facilities - P.O. No.: P537536

On November 9, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained four renewal

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

options. Subsequent actions have been approved and three renewal options have been exercised. This increase in the amount of \$100,000.00 and final renewal in the amount of \$100,000.00 is for the period November 15, 2020 through November 14, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION

On September 12, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2016.

- | | | |
|---|--------------|---|
| 3. XEROX CORPORATION | \$ 30,366.00 | Non-competitive/
Procurement/Sole Source |
| Contract No. 08000 - Magnetic Ink Character Recognition (MICR) Printers - Department of Finance - Bureau of Accounting and Payroll Services - Req. No.: R854590 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

Due to the Workday Implementation Project, the City needs to upgrade to four secured, certified Magnetic Ink Character Recognition printers to print paychecks. Two will be needed in the Print Shop for auto runs and two within Central Payroll

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

for manual (off-cycle) pay runs. The printers have multiple security features, including key locks and a removable USB drive. These printers include an initial 36-month warranty for hardware and software support, which can be extended. The period of the award is effective upon Board approval for 36 months. 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, §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 manufacturer, distributor and are not available from subcontractors.

- | | | |
|---|-------------|---------|
| 4. THE MYCO COMPANIES,
INC. | \$13,000.00 | Renewal |
| Contract Number 06000 - Parts & Service for Smartwash Storm Touchless Gantry Washer - Department of General Services, Fleet Management Division - P.O. No.: P538397 | | |

On February 6, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. Subsequent actions

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

were approved. This first renewal in the amount of \$13,000.00 is for the period March 31, 2020 through March 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

5. HIGHLANDER CONTRACTING
COMPANY, LLC
TECHNICAL SPECIALTIES,
INC.

\$0.00

Renewal

Solicitation Number B50004854 - Copper Cable Installation, Maintenance and Repair Services - Baltimore City Office of Information Technology - P.O. Nos.: 539217 and 539218

On April 12, 2017, the Board approved the initial award in the amount of \$1,000,000.00. The Board approved the renewal of the contract for the third awardee SCD on May 6, 2020 on receiving compliance report. The Board is requested to approve the first of two, one-year renewal options available on this contract. The period is April 25, 2020 through April 24, 2021 with one one-year renewal remaining.

The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On December 12, 2016, MWBOO set goals of 15% MBE and 5% WBE. Highlander Contracting was found non-compliant but making a good faith effort on April 23, 2020 and Technical Specialties was found noncompliant but making a good faith effort on April 6, 2020.

Highlander Contracting Company, LLC

MBE: Paniagua Enterprises, Inc. 15%

WBE: Fleet Electric, Inc. 5%

Technical Specialties, Inc.

MBE: Realistic Computing, Inc. 15%

WBE: Linkit, LLC 5%

6. AARON SHAWN BELL
d/b/a A.S.B. \$150,000.00 Renewal
 Contract Number B50004643 - Carpet, Floor, Drapery and Upholstered Furniture Cleaning - Department of General Services - P.O. No.: P536188

On July 14, 2016, the City Purchasing Agent approved an initial award in the amount of \$24,999.00 with subsequent actions approved. The Board is requested to approve the third of four, one-year options. The period covered is July 18, 2020 through July 17, 2021, with one one-year renewal option available.

The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On May 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The Contractor, A.S.B is a City-certified MBE.

MWBOO GRANTED A WAIVER ON MAY 6, 2016.

7. LION TOTAL CARE,
 INC. \$500,000.00 Renewal
 Baltimore County Contract Number #1540 – Firefighter Turnout
 Gear Repair and Cleaning – Baltimore Fire Department – P.O.
 No.: P541907

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 6, 2017, the Board approved an initial award in the amount of \$1,500,000.00. The Board is requested to approve the second of three renewal options.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On September 29, 2017, MWBOO set goals of 1% MBE and 1% WBE. MWBOO found the vendor compliant on May 4, 2020.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Sue-Ann's Office Supply, Inc.	1%	\$4,454.81	1.37%
WBE: Fitchco, Inc.	1%	\$2,727.88	0.84%

This is a Baltimore County Cooperative Agreement. The City did not completely bid this contract. The City awarded the contract on December 6, 2017. At the time of award, the BOE memorandum stated that "On September 29, 2017, Lion Total Care, Inc. proffered M/WBE goals of 1% MBE and 1% WBE". The goals established for the contract are voluntary as there is no binding language in the Baltimore County contract with established M/WBE goals. The City has not established guidelines for M/WBE goals when joining a cooperative agreement from another jurisdiction. At this time, the Vendor is not legally bound to comply with Article 5, Subtitle 28, therefore, MWBOO cannot determine compliance. MWBOO will however track utilization of the M/WBE subcontractors for statistical purposes.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

10. B.A.F.S. INC./THE		Non-competitive/
MILL OF BEL AIR	\$ 0.00	Procurement/Extension
Contract No. B50005012 - Dog Food for the K9 Unit - Baltimore Police Department - P.O. No.: P539819		

This request meets the condition that there is no advantage in seeking competitive responses. This is an extension of a competitively bid requirements contract.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On June 14, 2017, the Board approved the initial award in the amount of \$28,380.10. On January 16, 2019, the Board approved an increase in the amount of \$30,000.00. This extension in the amount of \$0.00 is necessary to continue K9 food and supplies until a new solicitation is in place. The period of the extension is June 13, 2020 through September 30, 2020. 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>
---------------	------------------------	--------------------

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Acting City Solicitor **ABSTAINED** on item no. 6.

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Wendy Lee	National Coalition Against Domestic Violence Washington, DC Sept. 16 - 18, 2019 (Reg. Fee \$825.00)	Federal Grant	\$825.00

On September 16 - 18, 2019, Ms. Lee traveled to Washington, DC to attend the National Coalition Against Domestic Violence. The allowed subsistence rate for this location is \$327.00

The registration cost of \$825.00 was paid using Ms. Lee's personal credit card. Therefore, the reimbursement to Ms. Lee is \$825.00.

This request is late because of the administrative review process. The Department requests retroactive travel approval.

The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$825.00 - Registration

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES**TRAVEL REIMBURSEMENT**

UPON MOTION duly made and seconded, the Board approved the Retroactive Travel approval and the Travel Reimbursement for Wendy Lee. The Mayor **ABSTAINED**.

MINUTES

Bureau of the Budget and Management Research (BBMR) - FY 2021 Budget and Property Tax Surcharge Rate - Waterfront Management District

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY 2021 Budget and Property Tax Surcharge Rate for the Waterfront Management District (District).

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.17 per \$100.00 of assessable value. The surcharge rate is the same as the prior year.

BACKGROUND/EXPLANATION:

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2021, which maintains the same surcharge rate on property taxes in Fiscal 2021 as the prior year.

The total Fiscal 2021 Budget for the District is \$4,071,297.00. The Fiscal 2021 estimated surcharge revenue has reduced 1.0% from the \$3,241,088.00 in Fiscal 2020 Budget to \$3,202,429.00 in Fiscal 2021 proposed budget. The decrease is due to granted assessment appeals.

Revenue from surcharge tax collections represents 78.7% of the District's total budget and the City's General Fund contribution of \$434,775.00 represents 10.7% of the District's total budget. The District will also receive \$434,093.00 in additional grant revenue and service fees.

The District performs safety and hospitality services, landscaping, cleaning, creation of family friendly events, marketing the waterfront to local residents, and more recently, creating new attractions and adding amenities to existing park areas.

MINUTES

BBMR - cont'd

The Department of Finance recommends that the Board of Estimates approve the District's proposed budget and surcharge tax rate.

FY21 Approved Budget

	FY20 Budget	FY21 Budget	% Change	Notes
Revenue and support				
Private taxable property owners	3,241,088	3,202,429	-1%	Decrease due to granted appeals
Baltimore City contract	434,775	434,775	0%	
Nonprofit property owners/Parking Auth.	90,847	62,294	-31%	Decrease due to market uncertainty/COVID-19
Corporate partners	133,500	201,707	51%	Increase due to Corporate Partnership/Membership
Amount held in Reserves for granted tax appeals, non payments,	0	(50,000)	-100%	Decrease due to market uncertainty/COVID-19
Sponsorship & Event Coordination	114,285	106,875	-6%	
Contract service fees	85,029	88,217	4%	
Interest income	22,200	12,500	-44%	Decrease due to market uncertainty/COVID-19
Other Income	0	12,500	100%	
Total Revenue and support	4,121,724	4,071,297	-1%	
Expenses				
Hospitality and Safety	1,366,685	1,378,141	1%	
Exterior Janitorial	1,167,134	1,197,699	3%	
Landscaping	435,368	427,104	-2%	
Marketing	225,301	228,815	2%	
Park Programming & Events	273,198	231,267	-15%	
Federal Hill Park	58,068	66,488	14%	
Healthy Harbor	165,486	173,972	5%	
Waterwheel	0	15,000	100%	
Administration	287,536	296,753	3%	
Fundraising	137,709	56,057	-59%	
Total Expenses	4,116,488	4,071,297	-1%	
Change in Net Assets before non-operating expenses	5,236	(0)	-100%	
Non-operating expenses				
Waterwheel Depreciation	70,100	70,100	0%	
Harris Creek Waterwheel Depreciation	51,240	51,240	0%	
Total Non-operating expenses	121,340	121,340	0%	
Change in Net Assets	(116,104)	(121,340)	5%	

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the FY 2021 Budget and Property Tax Surcharge Rate for the Waterfront Management District.

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:

General Paving and Contracting, Inc.	\$ 8,000,000.00
Johnson Controls, Inc.	\$ 61,440,000.00
L.F. Mahoney, Inc.	\$ 8,000,000.00
Thomas Construction Group, LLC	\$ 1,500,000.00
Wenrich Painting Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

BVF Engineering Inc.	Engineer
Dulles Geotechnical and Material Testing Services, Inc.	Engineer
KUMI Construction Management Corporation	Engineer
Marine Solutions, Inc.	Engineer
Mincin Patel Milano, Inc.	Engineer

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

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

MINUTES

Department of Real Estate/ - Second Renewal of
Department of General Services Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of the Lease Agreement with Park Heights Renaissance, Inc., Tenant, for the rental of a portion of the property known as 3939 Reisterstown Road, Suites 268 and 283, consisting of approximately 4,109 square feet. The period of the second renewal option is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$20,558.88	\$1,713.24

BACKGROUND/EXPLANATION:

On November 22, 2017, the Board approved the original Lease Agreement with Park Heights Renaissance, Inc. for the period July 1, 2017 through June 30, 2018, with the right to renew at terms to be negotiated 60 days prior to the lease expiration. On January 30, 2019, the Board approved the Amendment to the Lease Agreement. The Amendment defined subsequent renewal provisions as three one-year renewal options.

On January 30, 2019, pursuant to the original lease, the Board approved the one-year renewal option effective July 1, 2018 through June 30, 2019.

On October 16, 2019, the Board approved the first renewal option under the amended lease effective July 1, 2019 through June 30, 2020.

MINUTES

Department of Real Estate/ - cont'd
Department of General Services

Park Heights Renaissance, Inc. is exercising its second renewal option effective July 1, 2020 through June 30, 2021.

The Leased Premises will continue to be used for office space to provide community based planning, human development, and housing services. The Landlord will remain responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal, and utilities including water, gas and electric. The Tenant will remain responsible for liability insurance, security, and janitorial services.

All other terms and conditions of the original Lease and the Amendment to Lease Agreement remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the second renewal option of the Lease Agreement with Park Heights Renaissance, Inc., Tenant, for the rental of a portion of the property known as 3939 Reisterstown Road, Suites 268 and 283, consisting of approximately 4,109 square feet.

MINUTES

Department of Real Estate - Second Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of the Lease Agreement with the Dayspring Programs, Inc., Tenant, for the rental of the property known as 5427 Belair Road consisting of 7,472 square feet. The period of the second renewal will commence on July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00

BACKGROUND/EXPLANATION:

The Board approved the Lease Agreement on September 23, 2015 and approved an Amendment to the Lease Agreement on July 28, 2017. The amendment extended the lease term to four years commencing July 1, 2015 through June 30, 2019 and added the option to renew for three one-year terms.

The first renewal commencing July 1, 2019 through June 30, 2020 was approved by the Board on May 29, 2019.

Dayspring Programs, Inc. is exercising their second renewal option commencing July 1, 2020 through June 30, 2021.

The leased premises will continue to be used for Dayspring Head Start operations, providing education, health, social services and parent-community involvement opportunities to low income, 3-5 year old children and their families.

MINUTES

Department of Real Estate - cont'd

All other terms and conditions of the Lease Agreement dated September 23, 2015 and amended June 28, 2017 remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the second renewal option of the Lease Agreement with the Dayspring Programs, Inc., Tenant, for the rental of the property known as 5427 Belair Road consisting of 7,472 square feet.

MINUTES

Department of Real Estate - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of a Lease Agreement with Harbel Community Organization, Inc., Lessee, for the property known as 5807 Harford Road, consisting of approximately 8,688 square feet, and a lot and parking lot of approximately 40,100 square feet. The period of the lease renewal is July 1, 2020 through June 30, 2035.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00

BACKGROUND/EXPLANATION:

On October 6, 2010, the Board approved the original lease agreement.

On March 13, 2019, the Board approved an Amendment to the Lease Agreement which added the option to renew for one 15-year term renewal option and clarified the Leased Premises to include lot and parking lot and maintenance.

The Tenant will continue to use the space as community offices and will bear responsibility for all utilities, janitorial and security services related to the leased premises.

The Tenant will maintain the entirety of the Leased Premises comprising the lot, parking lot, and interior and exterior of the building, including the responsibility to inspect the Leased Premises for termites, structural soundness and environmental hazards.

MINUTES

Department of Real Estate - cont'd

All other terms of the Lease Agreement dated October, 6, 2010 and Amendment dated march 13, 2019 remain in full force and effect.

UPON MOTION duly made and seconded, the Board approved the renewal of a Lease Agreement with Harbel Community Organization, Inc., Lessee, for the property known as 5807 Harford Road, consisting of approximately 8,688 square feet, and a lot and parking lot of approximately 40,100 square feet.

MINUTES

Mayor's Office of Homeless Services - Emergency Donation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Emergency Donation and Release Agreement with IKEA US Retail LLC.

AMOUNT OF MONEY AND SOURCE:

\$7,887.40 - COVID-19 Response Donation

BACKGROUND/EXPLANATION:

In March 2020, a health emergency involving the novel coronavirus (COVID-19) was declared by the City. IKEA US Retail LLC donated certain goods to the City, at no cost.

The donation included bath and bedding goods to homeless individuals placed in shelters, hotels, motels, and other isolated locations as a result of the effects of COVID-19. The donation is valued at \$7,887.40.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Emergency Donation and Release Agreement with IKEA US Retail LLC.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

2171 - 2172

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$61,788.00	9910-909060-9600	9910-903361-9601
1 st Comm. Dev.	Constr. Res.	Business Park
and Eco. Bond	(Business Park	Upgrades
Fund	Upgrades)	

This transfer will provide funding for landscape ground maintenance and upgrades within the City's business and industrial parks ensuring the continual near appearance of each park site.

Department of Planning

2. \$ 10,000.00	9904-902152-9129	
2 nd Comm. and Eco.	Baltimore City	
Dev. Loan	Heritage Area	
	Reserve	
100,000.00	9904-902152-9129	
3 rd Comm. and Eco.	Baltimore City	
<u>Dev. Loan</u>	Heritage Area	
	Reserve	
\$110,000.00	-----	9904-901152-9127
		Baltimore City
		Heritage Area -
		Active

MINUTES**TRANSFERS OF FUNDS**Department of Planning - cont'd

This transfer is to fund the Heritage Area's Small Cap Grant program that makes small, but strategic capital grants to improve, protect and restore historic and cultural sites within the Baltimore National Heritage Area. Small Cap Grants require the grantee match the funds 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of four City-owned lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue (Block 3341, Lots 019, 020, 021, 022) to Holy Nativity and St. Johns Development Corporation, Developer.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 3837 Park Heights Avenue
 1,000.00 - 3839 Park Heights Avenue
 1,000.00 - 3841 Park Heights Avenue
 1,000.00 - 3843 Park Heights Avenue
\$4,000.00

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest to 3837, 3839, 3841, and 3843 Park Heights Avenue to Holy Nativity and St. Johns Development Corporation for the price of \$1,000.00 each, which will be paid to the City of Baltimore at the time of settlement.

The Developer wishes to purchase the vacant lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue with the intention of beautifying and creating public spaces that promote individuals' health, happiness, and well-being through art. The purchase and improvements to the site will be financed through private sources.

MINUTES

Department of Housing and - cont'd
Community Development

The authority to sell the lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue comes by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code. The properties were Journalized and approved for sale.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISAL VALUE:

Not applicable. Pursuant to the Appraisal Policy of Baltimore City properties assessed below \$2,500.00 do not require an Appraisal. The properties at 3837, 3839, 3841, and 3843 Park Heights Avenue are assessed for \$1,000.00 each and will be sold for \$1,000.00 each.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement for the sale of four City-owned lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue (Block 3341, Lots 019, 020, 021, 022) to Holy Nativity and St. Johns Development Corporation, Developer.

MINUTES

Department of Housing and - Expenditure of Funds
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Expenditure of Funds to reimburse TRF Development Partners for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street in the Greenmount West Community.

AMOUNT OF MONEY AND SOURCE:

\$42,262.05 - 9910-902487-9588-900000-704040

BACKGROUND/EXPLANATION:

On June 17, 2009, the Board approved the sale and Land Disposition Agreement of a vacant undeveloped site located at 1500 Greenmount Avenue in the Greenmount West Community to TRF Development Partners-Baltimore, LLC, Jubilee Baltimore Inc., and Homes for America Inc. The project consisted of 10 newly constructed town homes and one multifamily building with 70 rental units.

As part of the Land Disposition Agreement, Article 10 states that "All Environmental Costs incurred after the Settlement Date shall be paid by the City to the Developer within (30) days following the submission to the City of evidence that said costs have been incurred."

In accordance with this agreement and to facilitate the furtherance of the project, TRF Development Partners had spent \$42,262.05 of its private funds for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street. The breakdown of the costs is shown below:

MINUTES

Department of Housing and - cont'd
Community Development

<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
Whiteford, Taylor, Preston	04/27/20	\$ 3,348.75
BB&T		<u>38,913.30</u>
		\$42,262.05

TRF Development Partners is seeking reimbursement for these expenses utilizing the budget account established for the Greenmount West Project.

The Law Department has reviewed the request and is in agreement that the reimbursement is in accordance with the Reimbursement Costs in the paragraphs in Article X of the Land Disposition Agreement.

The request is late because of delays in the administrative review.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board ratified the Expenditure of Funds to reimburse TRF Development Partners for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street in the Greenmount West Community. The Acting City Solicitor **ABSTAINED**.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in 804 N. Stricker Street (Block 0087 Lot 061) as a gift from City of Baltimore Rehab Associates.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owner has offered to donate to the City, title to the property to 804 N. Stricker Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property, subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 4, 2020, other than water bills, are as follows:

MINUTES

DHCD - cont'd

804 N. Stricker Street

Tax Sale	2015-2017	\$442,980.50
Real Property Tax	2019-2020	0
Real Property Tax	2017-2018	82.14
Real Property Tax	2016-2017	128.76
Real Property Tax	2015-2016	145.32
Real Property Tax	2014-2015	213.22
Real Property Tax	2013-2014	178.44
Real Property Tax	2012-2013	196.50
Real Property Tax	2011-2012	264.44
Real Property Tax	2010-2011	229.86
Real Property Tax	2009-2010	298.14
Real Property Tax	2008-2009	275.67
Real Property Tax	2007-2008	279.90
Miscellaneous Bill	3757648	196.86
Miscellaneous Bill	4236832	161.73
Miscellaneous Bill	4585774	378.12
Miscellaneous Bill	4691614	181.84
Miscellaneous Bill	5153622	290.61
Miscellaneous Bill	5159793	355.02
Miscellaneous Bill	5195946	165.90
Miscellaneous Bill	5809819	254.29
Miscellaneous Bill	6092175	281.35
Miscellaneous Bill	6147508	273.47
Miscellaneous Bill	6297915	242.60
Miscellaneous Bill	6312326	239.43
Miscellaneous Bill	6332456	249.97
Miscellaneous Bill	6424816	239.69
Miscellaneous Bill	6545677	163.25
Miscellaneous Bill	6647721	327.16
Miscellaneous Bill	6764310	381.12

MINUTES

DHCD - cont'd

Miscellaneous Bill	6898027	164.76
Miscellaneous Bill	6920576	279.73
Miscellaneous Bill	7143498	272.42
Miscellaneous Bill	7313943	263.17
Miscellaneous Bill	7353923	188.80
Miscellaneous Bill	7574247	243.56
Miscellaneous Bill	8169476	230.67
Environmental Fine	53728051	\$ 1,500.00
	Total Taxes Owed:	\$452,798.41

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in 804 N. Stricker Street (Block 0087 Lot 061) as a gift from City of Baltimore Rehab Associates.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1508 W. Lanvale Street (Block 0087 Lot 005) by gift from City of Baltimore Rehab Associates, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owner has offered to donate to the City, title to the property to 1508 W. Lanvale Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property, subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 4, 2020, other than water bills, are as follows:

MINUTES

DHCD - cont'd

1508 W. Lanvale Street

Tax Sale	2015-2017	\$1,020,402.94
Real Property Tax	2019-2020	0.00
Real Property Tax	2017-2018	112.20
Real Property Tax	2016-2017	180.13
Real Property Tax	2015-2016	145.32
Real Property Tax	2014-2015	161.88
Real Property Tax	2013-2014	229.82
Real Property Tax	2012-2013	207.78
Real Property Tax	2011-2012	213.18
Real Property Tax	2010-2011	229.86
Real Property Tax	2009-2010	258.14
Real Property Tax	2008-2009	275.67
Real Property Tax	2007-2008	279.90
Miscellaneous Bill	0882928	890.95
Miscellaneous Bill	2493906	208.28
Miscellaneous Bill	3733151	234.86
Miscellaneous Bill	3737913	34.00
Miscellaneous Bill	4058657	212.73
Miscellaneous Bill	4091930	183.69
Miscellaneous Bill	4169595	93.59
Miscellaneous Bill	4287371	201.52
Miscellaneous Bill	4868568	221.46
Miscellaneous Bill	5010871	425.23
Miscellaneous Bill	5082235	321.68
Miscellaneous Bill	5090220	627.63
Miscellaneous Bill	5331004	453.52
Miscellaneous Bill	5522149	436.92
Miscellaneous Bill	6029391	540.46
Miscellaneous Bill	6079008	773.08
Miscellaneous Bill	6188015	314.76
Miscellaneous Bill	6438915	639.04
Miscellaneous Bill	6592141	515.97
Miscellaneous Bill	6627517	296.90

MINUTES

DHCD - cont'd

Miscellaneous Bill	6678270	394.26
Miscellaneous Bill	6746937	1,466.00
Miscellaneous Bill	7224082	314.36
Miscellaneous Bill	7303118	293.49
Miscellaneous Bill	7306491	335.07
Miscellaneous Bill	7487770	311.34
Miscellaneous Bill	7783871	276.07
Miscellaneous Bill	8090904	324.97
Miscellaneous Bill	8328866	232.00
Miscellaneous Bill	8956690	244.75
Environmental Fine	53728044	\$ 1,500.00
Total Taxes Owed:		\$1,036,015.40

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1508 W. Lanvale Street (Block 0087 Lot 005) by gift from City of Baltimore Rehab Associates, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2009 Christian Street (Block 0698 Lot 107) by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owners agree to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owners have offered to donate to the City, title to the property at 2009 Christian Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

MINUTES

DHCD - cont'd

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 17, 2020, other than water bills, are as follows:

2009 Christian Street

Tax Sale	05275	\$52,084.00
Real Property	2019-2020	144.17
Real Property	2018-2019	129.36
Real Property	2017-2018	113.58
Miscellaneous	8458069	301.94
Miscellaneous	8482275	302.81
Miscellaneous	8618241	234.00
Miscellaneous	8776544	117.00
Miscellaneous	8948879	156.75
Registration	082089	431.60
Total Taxes Owed		\$54,015.21

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 2009 Christian Street (Block 0698 Lot 107) by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Acquisition by Gift
Community Development (DHCD)

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 3036 Presstman Street (Block 2452 Lot 058) by gift from Dawn Smith, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owner has offered to donate to the City, title to the property at 3036 Presstman Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 17, 2020, other than water bills, are as follows:

MINUTES

DHCD - cont'd

3036 Presstman Street

Tax Sale	345903	\$28,157.33
Real Property	2019-2020	146.79
Real Property	2018-2019	Included in Tax Sale
Real Property	2017-2018	Included in Tax Sale
Real Property	2016-2017	Included in Tax Sale
Real Property	2015-2016	Included in Tax Sale
Real Property	2014-2015	Included in Tax Sale
Real Property	2013-2014	Included in Tax Sale
Real Property	2012-2013	Included in Tax Sale
Miscellaneous	6972871	Included in Tax Sale
Miscellaneous	7124803	Included in Tax Sale
Miscellaneous	7588510	Included in Tax Sale
Miscellaneous	7776750	Included in Tax Sale
Miscellaneous	8090920	Included in Tax Sale
Miscellaneous	8202947	Included in Tax Sale
Miscellaneous	8397838	Included in Tax Sale
Miscellaneous	8766149	Included in Tax Sale
Miscellaneous	9003682	\$ 286.02
Total Taxes Owed		\$28,590.14

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 3036 Presstman Street (Block 2452 Lot 058) by gift from Dawn Smith, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

The Board is requested to approve and authorize execution of the various Community Development Block Grant Agreements.

1. **COMMUNITY MEDIATION PROGRAM, INC.** **\$60,000.00**

Account: 2089-208920-5930-425926-603051

The purpose of this agreement is to subsidize Community Mediation Program, Inc., which will work to reduce interpersonal and community violence by utilizing non-violent conflict-resolution strategies in providing free conflict-resolution and mediation services to low-and moderate income persons in Baltimore City. The period of the CDBG is July 1, 2019 through June 30, 2020.

FOR FY 2020, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

2. **HARBEL COMMUNITY ORGANIZATION, INC.** **\$85,000.00**

Accounts: 2089-208920-5930-432235-603051
 2089-208920-5930-432291-603051

This agreement will provide operating support to assist crime awareness and prevention efforts carried out by the Northeast Citizens Patrol, a partnership between HARBEL and the Northeast Citizens Police. HARBEL will also provide homebuyer education and individual housing counseling services to low-and moderate-income persons. The period of the CDBG is September 1, 2019 through August 31, 2020.

MINUTES

DHCD - cont'd

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

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

MINUTES

Department of Finance - Targeted Homeowners' Tax Credit Rate

ACTION REQUESTED OF B/E:

The Board is requested, pursuant to Article 28 §10-16 of the Baltimore City Code, to set the Targeted Homeowners' Tax Credit rate at \$0.283 per \$100.00 of improved assessed value.

AMOUNT OF MONEY AND SOURCE:

The Targeted Homeowners' Tax Credit will result in a reduction of an estimated \$35,763,000.00, from the City's property tax collections.

BACKGROUND/EXPLANATION:

The Targeted Homeowners' Tax Credit is limited to offsets to City tax liability, excluding Special Benefit Districts.

The Targeted Homeowners' Tax Credit is available to all owner-occupied homes in Baltimore City who qualify for the Homestead Exemption under State Property-Tax Article §9-105.

The credit is calculated by multiplying the Targeted Homeowner's Tax Credit rate by the eligible property's improved assessment. The credit when taken singularly or with other credits will be limited to the City tax liability and will not cause a refund to any taxpayer.

MINUTES

Department of Finance - cont'd

MBE/WBE PARTICIPATION:

N/A

Pursuant to Article 28 §10-16 of the Baltimore City Code, the Board, UPON MOTION duly made and seconded, set the Targeted Homeowners' Tax Credit rate at \$0.283 per \$100.00 of improved assessed value.

MINUTES

Department of Transportation - Developer's Agreement No. 1679

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1679 with Haven Rock, LLC.

AMOUNT AND SOURCE:

\$465,451.59 - Performance Bond

BACKGROUND/EXPLANATION:

Haven Rock, LLC would like to provide storm drain , utilities, and streetscape improvements to support a new 70-unit single family residential development at 601 South Haven Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$465,451.59 has been issued to Haven Rock, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION: N/A

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1679 with Haven Rock, LLC.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1023 W. 36 th Street \$52.80 - Flat Charge	Alcalnicks, LLC	A-frame Sign 48" x 24"
2. 3318 Keswick Road \$52.80 - Flat Charge	Schwing LLC	A-frame Sign 50" x 27 ¾"
3. 2118 E. Madison Street \$1055.80 - Annual Charge	The Ulman Cancer Fund For Young Adults, Inc.	Basement Entrance 18' x 4'2"
4. 323 N. Charles Street \$211.20 - Flat Charge	C & P Telephone Company of Maryland	Two Flat Signs 5.34' each

MINUTES

Department of Transportation - cont'd

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Applications.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 022 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$19,829.49 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization will allow the Consultant to conduct a field review to measure the approach grades, review aerial imagery to measure intersection widths, calculate that required yellow time and red time for each approach, compile a memorandum documenting the files gathered approach grades, and a final summary.

DBE PARTICIPATION:

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

ON MAY 4, 2020, IT WAS DETERMINED THAT THIS EAR DOES NOT REQUIRE MWBOO APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00	9950-924080-9513	9950-901069-9512
GF (HUR)	Traffic Safety	Neighborhood Traffic
	Impr. Citywide	Calming

This transfer will cover the deficit and fund the costs associated with Project BD34083, Task No. 022, Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 022 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 023 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The period of the Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$145,522.03 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides onsite/offsite, Traffic Studies, Traffic Signal plan review, Traffic Signal and Intelligent Transportation System product research and recommendations, Computer Aided Design and Drafting support for traffic calming, bicycle facility, and other traffic control device plans.

DBE PARTICIPATION:

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

ON MAY 4, 2020, IT WAS DETERMINED THAT THIS EAR DOES NOT REQUIRE MWBOO APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$170,000.00	9950-924080-9513	9950-901069-9512
GF (HUR)	Traffic Safety	Neighborhood Traffic
	Impr. Citywide	Calming

This transfer will fund the costs associated with Project BD34083, Task No. 023, Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services with STV, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 023 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 031 to Whitman Requardt & Associates, under Project No. 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$110,249.37 - 2024-000000-5480-395700-603026
110,249.37 - 9962-909075-9562-900000-705032
\$220,498.74

BACKGROUND/EXPLANATION:

This authorization provides the Conduit Division with a Public Works Inspector III for field services, and observation and monitoring of Conduit Capital Maintenance Contracts (TR 19017, TR 1801, and DAS Program).

DBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29.00% MBE and 10.00% WBE goals established in the original agreement. The Consultant has achieved 31% MBE and 16% WBE.

THE EAR WAS APPROVED BY MWBOO ON MAY 15, 2020.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 031 to Whitman Requardt & Associates, under Project No. 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:

2201 - 2203

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The President **ABSTAINED** on item nos. 1, 2, 3, and 4.

The Comptroller **ABSTAINED** on item nos. 1, 2, 3, and 4.

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

- | | | | |
|----|---|--|--------------|
| 1. | B50005944, Double
Drum Asphalt
Compactors | Valley Supply &
Equipment Co., Inc. | \$ 94,338.00 |
|----|---|--|--------------|

(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.

- | | | | |
|----|-------------------------------------|-------------------------|--------------|
| 2. | B50005911, All-
Terrain Vehicles | Finch Services,
Inc. | \$ 54,509.00 |
|----|-------------------------------------|-------------------------|--------------|

(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/REJECTIONS**Bureau of Purchases

- | | | | |
|----|---|---------------------|---------------|
| 3. | B50005936, One-Ton Dual Real Cutaway Van with RV Body | Pacifico Ford, Inc. | \$ 110,998.00 |
|----|---|---------------------|---------------|

(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.

- | | | | |
|----|--|---|----------------|
| 4. | B50005942, Rear Loading Refuse Collection Trucks | Aviant Chesapeake Trucks dba Kenworth MidAtlantic | \$4,360,230.00 |
|----|--|---|----------------|

(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 Purchases - cont'd

5. B50005835, City of MGT Consulting Group \$ 665,135.00
 Baltimore and HABC
 Disparity Study

(Housing Authority of
 Baltimore City, Law Department)

MBE/WBE PARTICIPATION:

On November 27, 2019, MWBOO set goals of 20% MBE and 13% WBE.
 MGT Consulting Group was found compliant on May 28, 2020.

MBE: Walker Benefit Services, LLC (HABC)	\$ 58,200.00	22%
Walker Benefit Services, LLC (City)	<u>87,900.00</u>	22%
	\$146,100.00	
WBE: Chrysalis Collaborations, LLC (HABC)	\$ 34,300.00	13%
Chrysalis Collaborations, LLC (City)	<u>52,675.00</u>	13%
	\$ 87,475.00	

MWBOO FOUND THE VENDORS IN COMPLIANCE ON MAY 28, 2020.

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 - Condemnation</u>			
1. Dorothy L. Rose (deceased), and William F. Rose (deceased). Dorothy L. Rose, deceased, having Dorothy Linda Ford and Elizabeth Hopper, Personal Representatives of the Estate of Dorothy Ella Rose, aka Dorothy L. Rose	4721 Park Heights Ave.	G/R \$90.00	\$ 750.00

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

UPON MOTION duly made and seconded, the Board approved the above Condemnation.

MINUTES

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with EBA Engineers Inc. under Project No. 1267E, On-Call Water Design and Engineering Services. The Amendment No. 1 to Agreement will extend the period of the Agreement through August 14, 2021 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No funds are required at this time.

BACKGROUND/EXPLANATION:

On August 15, 2018, the Board approved EBA Engineers Inc. for On-Call Water Design and Engineering Services for two years with an upset limit of \$1,000,000.00. The City wishes to exercise its option to utilize the one-year time extension under the original agreement with no change in the upset fees.

This Amendment No. 1 to Agreement will allow the Consultant to continue to provide the services as stated under the original terms such as: respond to water main emergencies, prepare design, specifications, and cost estimates for urgent need water work, update the Standard Details and Materials List, develop Standard Operation Procedures, construction services, provide CAD drafting support, GIS support, geotechnical investigation, survey, utility locating, test pitting, utility records research, Easement Plat, Right of Entry, Right-of-Way Agreements, and Federal, State, and local government regulation compliance.

MINUTES

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

The current expiration date of the original Agreement is August 15, 2020. The Amendment No. 1 to Agreement is within the original scope of work and was requested by the Agency.

MBE/WBE PARTICIPATION:

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

AUDIT NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with EBA Engineers Inc. under Project No. 1267E, On-Call Water Design and Engineering Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 013 to Hazen & Sawyer, PC, under Project No. 1804 (WC 1407), On-Call Project and Construction Management Assistance and Inspection Services. The period of the Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$35,527.00 - 9960-913007-9557-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of inspection services for the ongoing emergency work on Greenmount Avenue. The work required is within the original scope of the agreement.

The scope of the original agreement included assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request For Information (RFI) reviews and responses, and construction contract administrative support. The original contract will expire October 23, 2022.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals assigned to the original agreement. Currently, this On-Call agreement is not in compliance

MINUTES

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

because of the first 12 tasks assigned, 29% MBE has been assigned and 9% WBE has been assigned. The additional assignment of this Task 13 will bring the WBE up to 10% for compliance.

THE EAR WAS APPROVED BY MWBOO ON MARCH 3, 2020.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,854,935.88	9960-936001-9558	9960-913007-9557
Revenue Bond	Constr. Res.	Greenmount Avenue Emergency Water Rehabilitation

This transfer will cover the deficit for WC 1407, Greenmount Avenue Emergency Water Rehabilitation.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 013 to Hazen & Sawyer, PC, under Project No. 1804 (WC 1407), On-Call Project and Construction Management Assistance and Inspection Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the

MINUTES

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

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. 11 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 11 to Agreement (Amendment No. 11) with WSP USA Solutions, Inc. Amendment No. 11 will extend the period of the agreement through September 8, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On March 8, 2011, the Board approved the original agreement with MWH Americas/Louis Berger Water Services, Inc. under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services for a period of three-years ending on March 7, 2014, with an option to renew for up to five, one-year terms.

This Amendment No. 11 will provide a six-month extension utilizing existing funds, through September 8, 2020, so that Louis Berger Water Services, Inc. can continue to provide as-needed program management services for the Consent Decree compliance and help the City to transition the program services related to construction management and trainings with the new program team under Project 1294. This will be the last amendment under this contract.

MINUTES

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

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 11 to Agreement with WSP USA Solutions, Inc.

MINUTES

Department of Public Works/ - Amendment No. 2 to Agreement
Office of Asset Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Agreement for Project No. 1251, Valve and Fire Hydrant Assessment, Operation, and Maintenance throughout the Baltimore Metropolitan Water System. The Amendment No. 2 will extend the term of the agreement for 12 months, from July 26, 2020 through July 25, 2021.

AMOUNT OF MONEY AND SOURCE:

\$3,542,879.48 - 2071-000000-5521-798200-603026
9960-905129-9557-900020-706063

BACKGROUND/EXPLANATION:

On January 25, 2017, the Board approved a 30 month agreement with Pure Technologies, Inc. DBE Wachs Water Services to perform assessment, operation, and maintenance of valves between 2 and 120-inches in size; assessment, operation, and maintenance of fire hydrants; in-situ assessment and repair of large valves; executing planned shutdowns in support of water main renewal, replacement and assessment; the electronic collection of associated field data; facility improvements and water meter replacements; and assist with reactive response associated with system emergencies and customer complaints. The project Amendment No. 1 executed in 2019 extended the project until July 2020. Under the proposed Amendment No. 2, the Consultant will continue to provide the above mentioned services. The Consultant will also perform quality assurance of all field data and follow data management procedures

MINUTES

Department of Public Works/ - cont'd
Office of Asset Management

set forth by the city. All work will be performed throughout Baltimore City and Baltimore County. The current project is due to expire on July 25, 2020 and the proposed Amendment 2 will extend the agreement by a period of 12 months up to July 25, 2021. All other terms and condition of the agreement will remain unchanged.

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 assigned to the original agreement which are MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON MAY 6, 2020.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works/Office of Engineering and Construction</u>		
\$ 632,577.46	9960-909100-9558	
Water Utility Funds	Water Infrastructure Rehabilitation	
\$ 632,577.46	9960-909100-9558	
County Revenue	Water Infrastructure Rehabilitation	
<u>\$1,265,154.92</u>		
\$1,265,154.92	-----	9960-905129-9557-6 Construction

MINUTES**TRANSFER OF FUNDS**

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

This transfer will cover the deficit for Project 1251 - Amend 2 Value & Fire Hydrant Assessment Operation & Maintenance through the Baltimore Metropolitan Water System.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to the Agreement for Project No. 1251, Valve and Fire Hydrant Assessment, Operation, and Maintenance throughout the Baltimore Metropolitan Water System. 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

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00 - 200 Amazon gift cards @ \$20.00 ea.
1,000.00 - 50 Target gift cards @ \$20.00 ea.
4,000.00 - 200 CVS gift cards @ \$20.00 ea.
30.00 - Shipping and Handling
\$9,030.00 - 4000-436720-3023-513200-603026

BACKGROUND/EXPLANATION:

The incentive cards will be disbursed to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS. Also, to enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedure in place to address the safeguarding and accountability of incentives purchased.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for:

- 1) a single means of procuring all incentive cards through the Board of Estimates,
- 2) the documentation of each incentive card and its recipient,
- 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and

MINUTES

Health Department - cont'd

- 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for distribution to clients that participate in program activities.

MINUTES

Health Department - Revised Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify and authorize acceptance of Amendment No. 3 and Amendment No. 4 to the revised Notice of Award (NoA) from the Department of Health and Human Services (HHS), the Centers for Medicare and Medicaid Services (CMS), for the project titled Baltimore City Accountable Health Community (AHC). The period of Revised Notice of Award was May 1, 2019 through April 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On May 29, 2019, the Board approved the initial NoA in the amount of \$713,311.00, for the period of May 1, 2019 through April 30, 2020.

On October 16, 2019, the Board approved Amendment No. 1 for a change in the scope of the work to add Johns Hopkins Hospital and Johns Hopkins Bayview as clinical delivery sites for Accountable Health Communities project. The Board also approved Amendment No. 2 for carryover funds in the amount of \$426,489.00. This made the total amount of available funding for this budget period \$1,139,800.00.

On September 17, 2019 the Department received Amendment No. 3, which incorporated the revised program terms and conditions of the NoA.

MINUTES

Health Department - cont'd

On April 23, 2020, the Department received Amendment No. 4, which approved the expansion of the geographic target area to Baltimore County, and added clinical delivery site MedStar Franklin Square Medical Center.

All other terms and condition remain in effect.

Amendment No. 3 and No. 4 are late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified and authorized acceptance of Amendment No. 3 and Amendment No. 4 to the revised Notice of Award from the Department of Health and Human Services, the Centers for Medicare and Medicaid Services, for the project titled Baltimore City Accountable Health Community. The Mayor **ABSTAINED**.

MINUTES

Health Department - Agreements

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

1. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$230,047.00**

Accounts: 4000-430220-3070-268400-603051

Behavioral Health System Baltimore (BHSB) will provide administrative and communicative support services for the CHARMCare resource directory. BHSB will subcontract with a peer outreach group to provide on-going case management, including linkages to treatment and other services that support recovery, for individuals who survive an overdose and consent to receive services under this program. CHARMCare will be used by the case manager when making linkages to providers. The period of the agreement is September 30, 2019 through September 29, 2020.

MWBOO GRANTED A WAIVER ON APRIL 8, 2020.

2. **G.S. HOUSING, INC.** **\$ 33,580.00**

Account: 4000-432920-3255-761200-604014

G.S. Housing, Inc. will provide nutritional meal services to elderly residents at the Belvedere Green Apartments located at 1651 E. Belvedere Avenue. The organization will serve weekday and weekend dinner meals to 23 elderly clients at a cost of \$4.00 per meal. All meals shall be reviewed by a licensed dietician or licensed nutritionist and/or the Maryland Department of Aging, allowing periodic menu conferences between a representative of G.S. Housing, Inc. or the Department as requested by either party. The period of the agreement is October 1, 2019 through September 30, 2020.

MINUTES

Health Department - cont'd

These agreements are late because of administrative delays.

3. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC. (MOWCM)** **\$2,577,300.00**

Accounts: 1001-000000-3150-811500-604014

On April 22, 2020, the Board approved the initial agreement in the amount of \$302,500.00 for the month of April 2020 with monthly option to renew for four additional 1-month periods, not to exceed \$2,879,800.00. At this time, the Department wishes to exercise the monthly renewal options for the months of May, June, July and August 2020. This will allow Meals on Wheels of Central Maryland, Inc. to provide 426,000 emergency meals for homebound residents of the city.

MBE/WBE PARTICIPATION:

It was determined that an emergency exists that requires goods or services to be provided with such immediacy, that no advantage will result in seeking, nor would it be practicable to obtain competitive bids. MOWCM will make every effort to subcontract to minority and women's businesses enterprises if subcontracting is utilized.

PURSUANT TO ARTICLE VI, §II(e)(ii) OF THE BALTIMORE CITY CHARTER, IT IS HEREBY CERTIFIED NO ADVANTAGE WILL RESULT IN SEEKING NOR IS IT PRACTICABLE TO OBTAIN COMPETITIVE BIDS.

ON MAY 22, 2020, A WRITTEN REQUEST WAS SENT TO THE DIRECTOR OF FINANCE TO EXERCISE THE MONTHLY RENEWAL OPTIONS FOR THE MONTHS OF MAY, JUNE, JULY AND AUGUST 2020. THE DIRECTOR OF FINANCE APPROVED THE REQUEST.

MINUTES

Health Department - cont'd

4. **SOLID ROCK HEALTH EDUCATORS, LLC** **\$140,400.00**

Accounts: 6000-607621-3110-306700-603018
6000-607622-3110-306700-603018

The Adult Evaluation and Review Services (AERS) is a Maryland Medicaid Program. It provides comprehensive evaluations for aged and functionally disabled adults who need long-term care and are not at risk for institutionalization. Solid Rock Health Educators, LLC will perform AERS program services. The Consultant will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment and Plan of Services into Long Term Services and Support Maryland Tracking System for submission to the Department of Health and Mental Hygiene (DHMH), and submit all evaluations and completed DHMH forms to the Department's AERS program staff. The period of the agreement is July 1, 2020 through June 30, 2022.

MWBOO GRANTED A WAIVER ON MAY 14, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Pawpaw Design, LLC (dba Jonathan Ceci, Landscape Architects) under Project 1317, On-Call Landscape Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The upset fee is \$1,500,000.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide landscape architectural design services for renovation and improvement of various Parks and Recreation facilities.

MBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and 19% MBE and 14% WBE goals established in the original agreement.

MBE: Living Design Lab, LLC	\$0-285,000.00	0-19%
Columbia Engineering, Inc.	\$0-285,000.00	0-19%
KES Engineering, Inc.	<u>\$0-285,000.00</u>	<u>0-19%</u>
(in the aggregate)	\$0-285,000.00	0-19%

MINUTES

Department of Recreation and Parks - cont'd

WBE: Cityscape Engineering, LLC	\$0-210,000.00	0-14%
MK Consulting Engineers, LLC	\$0-210,000.00	0-14%
Chesapeake Environmental Management, Inc.	<u>\$0-210,000.00</u>	<u>0-14%</u>
(in the aggregate)	\$0-210,000.00	0-14%

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 17, 2020.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Pawpaw Design, LLC (dba Jonathan Ceci, Landscape Architects) under Project 1317, On-Call Landscape Architectural Design Services.

MINUTES

Department of Recreation and Parks - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Agreement with Rummel, Klepper and Kahl, LLP, under Project No. 1315, On-Call Civil Engineering Design Services. The period of the On-Call Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,750,000.00 - Upset fee to be determined with each individual project. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide civil engineering services for renovation and improvement of various Parks and Recreation facilities.

MWBOO SET GOALS OF 28% MBE AND 14% WBE.

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

MBE: C.C. Johnson & Malhotra, P.C.	\$0-490,000.00	0-28%
Daniel Consultants, Inc.	0-490,000.00	0-28%
Soil and Land Use Technology, Inc.	0-490,000.00	0-28%
Assedo Consulting, LLC	0-490,000.00	0-28%
Total (in the aggregate)	\$0-490,000.00	28%

MINUTES

Department of Recreation and Parks - cont'd

WBE: Albrecht Engineering, Inc.	\$0-245,000.00	0-14%
Chesapeake Environmental Management, Inc.	0-245,000.00	0-14%
Cityscape Engineering, LLC	0-245,000.00	0-14%
Hanover Land Services, Inc.	0-245,000.00	0-14%
Total	\$0-245,000.00	14%

(in the aggregate)

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 13, 2020.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the On-Call Agreement with Rummel, Klepper and Kahl, LLP, under Project No. 1315, On-Call Civil Engineering Design Services.

MINUTES

Department of Recreation and Parks - Agreement for Project 1314,
On-Call Architectural Design
Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Murphy & Dittenhafer, Inc. under Project 1314, On-Call Architectural Design Services. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - upset fee. To be determined with each individual project. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide architectural design services for renovation and improvement of various Park and Recreation facilities.

MBE/WBE PARTICIPATION:

MBE: KES Engineering, Inc.	\$0-1,120,000.00	0-28%
ReStl Designers, Inc.	\$0-1,120,000.00	0-28%
Navarro & Wright Consulting Engineers, Inc.	<u>\$0-1,120,000.00</u>	<u>0-28%</u>
Total (in the aggregate)	\$0-1,120,000.00	0-28%
 WBE: Floura Teeter Landscape Architects, Inc.	\$0-800,000.00	0-20%
MK Consulting Engineers, LLC	\$0-800,000.00	0-20%
Total (in the aggregate)	<u>\$0-800,000.00</u>	<u>0-20%</u>

MINUTES

Department of Recreation and Parks - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 4, 2020.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Murphy & Dittenhafer, Inc. under Project 1314, On-Call Architectural Design Services.

MINUTES

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Gant Brunnett Architects, Inc. under Project 1316, On-Call Historical Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The upset fee is \$4,000,000.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide architectural design services for renovation and improvement of various Parks and Recreation facilities.

MBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and 26% MBE and 19% WBE goals established in the original agreement.

MBE: Daniel Consultants, Inc.	\$0-1,040,000.00	0-26%
Johnson Consulting Engineers, Inc.	<u>\$0-1,040,000.00</u>	<u>0-26%</u>
Total (in the aggregate)	\$0-1,040,000.00	0-26%

MINUTES

Department of Recreation and Parks - cont'd

WBE: Albrecht Engineering, Inc.	\$0-760,000.00	0-19%
Floura Teeter Landscape Architects, Inc.	\$0-760,000.00	0-19%
Applied Archeology & History Associates, Inc.	\$0-760,000.00	0-19%
The Robert B. Balter Company	<u>\$0-760,000.00</u>	<u>0-19%</u>
Total (in the aggregate)	\$0-760,000.00	0-19%

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

MWBOO FOUND THE VENDOR IN COMPLIANCE ON MARCH 10, 2020.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Gant Brunnett Architects, Inc. under Project 1316, On-Call Historical Architectural Design Services.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|--|--------------|---------|
| 1. ELLIOTT & FRANTZ,
INC. | \$ 24,500.00 | Renewal |
| Contract No. 06000 - OEM Parts and Service for Wirtgen Cold Milling Machine - Department of General Services - P.O. No.: P539028 | | |

On March 31, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. The award contained two 1-year renewal options. This first renewal in the amount of \$24,500.00 is for the period March 31, 2020 through March 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---|
| 2. ADVANT-EDGE
SOLUTIONS OF MIDDLE
ATLANTIC, INC. | \$ 10,000.00 | Non-competitive/
Procurement/Renewal |
| Contract No. B50004443 - Biomedical Waste Pickup and Disposal - Health Department and Various - P.O. No.: P535400 | | |

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

On May 4, 2016, the Board approved the initial award in the amount of \$96,795.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$10,000.00 is for the period June 1, 2020 through May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 14, 2015.

3. EROSION CONTROL &
LANDSCAPE SERVICES, INC. \$ 0.00 Renewal
- Contract No. B50004399 - Hydro Seeding Service - Department of Public Works, Bureau of Solid Waste - P.O. No.: P534418

On January 20, 2016, the Board approved the initial award in the amount of \$540,319.00. The award contained three renewal options. Three renewals have been exercised. This final renewal in the amount of \$0.00 is for the period May 27, 2020 through March 31, 2021. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

On November 2, 2015, MWBOO set goals of 5% MBE and 2% WBE. On February 27, 2017, Erosion Control & Landscape Services, Inc. was found compliant. No work has been assigned to the Vendor since the last compliance review, and less than \$50,000.00 has been performed to date.

	<u>Commitment</u>	<u>Performed</u>
MBE: N/A	See note below	
WBE: N/A	See note below	

Per contracting agency, MBE/WBE goals are not applicable at this time. The Contractor has performed less than \$50,000.00.

- | | | | |
|----|--|--------------------|------------------------|
| 4. | <u>THE BALTIMORE SUN</u> | <u>\$17,360.00</u> | <u>Selected Source</u> |
| | Contract No. 06000 - AD for Tax Sale - FTREA - Finance - Treasury Management - Req. No.: R853949 | | |

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

As required by State law, the City of Baltimore must publish the annual tax sale property list in two different newspapers of general circulation. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

- | | | |
|---|--------------|-----------------|
| 5. THE DAILY RECORD | \$ 14,000.00 | Selected Source |
| Contract No. 06000 - AD for Tax Sale - FTREA - Finance -
Treasury Management - Req. No.: R849916 | | |

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

As required by State law, the City of Baltimore must publish the annual tax sale property list in two different newspapers of general circulation. 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, §11 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

6. JUSTICETRAX INC.	\$619,375.00	Non-competitive/ Procurement/ Sole Source
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Contract No. 08000 - JUSTICETRAX LIMS Software - Baltimore
Police Department - Req. No.: R851151

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the manufacturer's sole authorized source of these products, which must be compatible with software currently installed and in use at the Police Department. This purchase is fully funded by the Governor's Grant. The period of the award is June 3, 2020 through June 2, 2021. 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, §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.

7. LEXISNEXIS RISK SOLUTIONS FL, INC.	\$ 28,142.01	Non-competitive/ Procurement/ Sole Source
Contract No. 08000 - Coplogic Software - Baltimore Police Department - Req. No.: R851345		

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the sole source of the software which is currently used and licenses previously procured by the Police Department. The period of the award is December 1, 2019 through November 30, 2020, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, §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.

8. DAS SOLUTIONS, LLC	\$ 45,000.00	Non-competitive/ Procurement/ Sole Source
<u>Contract No. 08000 - O.E.M. Parts and Service Shimpo - Department of Public Works - Wastewater Facilities - Req. No.: R849682</u>		

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the manufacturer's sole authorized source of these products, which must be compatible with currently installed equipment at the water treatment plants. The period of the award is March 24, 2020 through March 23, 2023, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, §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.

- 9. THE GARRISON COMPANY

LANDSCAPE DIVISION	\$ 43,850.00	Award
Solicitation No. B50006059 - Landscaping for Enoch Pratt - Enoch Pratt Free Library - Req. No.: R850359		

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

Vendors were solicited by posting on CitiBuy. On April 30, 2020, six bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is June 3, 2020 through June 2, 2022 with one 2-year renewal option. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

10. LAWREN SUPPLY COMPANY		Non-competitive/
OF NEW JERSEY, INC.	\$ 0.00	Procurement/Extension
Contract No. B50002320 - Personal Ballistic Soft Body Armor for the Police Department - Baltimore Police Department - P.O. No.: P520659		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On April 18, 2012, the Board approved the initial award in the amount of \$1,430,791.40. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. An extension is necessary to

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

continue to provide protection while a new Solicitation B50006043 is awarded. The contract expired on November 30, 2019. The period of the extension is July 1, 2020 through December 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On May 23, 2011, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 23, 2011.

11. CHESAPEAKE FIRE & RESCUE EQUIPMENT INC.	\$ 0.00	Non-competitive/ Procurement/ Renewal
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Contract No. 08000 - Maintenance and Repair of Holmatro Tools - Fire Department - P.O. No.: P540278

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 19, 2017, the Board approved the initial award in the amount of \$118,500.00. The award contained four 1-year renewal options. Two renewals have been exercised. This third renewal in the amount of \$0.00 is for the period July 24, 2020 through July 23, 2021 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 26, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contracts.

MWBOO GRANTED A WAIVER ON MAY 23, 2017.

12. ATLANTIC TACTICAL, INC.	\$425,000.00	Renewal
Contract No. B50004162 - Ammunition of Police and Sheriff's Departments - Police Department - P.O. No.: P532457		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 12, 2015, the Board approved the initial award in the amount of \$350,000.00. The award contained two renewal

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

options. Subsequent actions have been approved. This final renewal in the amount of \$425,000.00 is for the period August 11, 2020 through August 10, 2022. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On June 18, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contracts.

MWBOO GRANTED A WAIVER ON JUNE 18, 2015.

13. TENNANT SALES AND

<u>SERVICE COMPANY</u>	<u>\$ 24,500.00</u>	<u>Renewal</u>
<u>Contract No. B50004997 - Parts and Service for Tennant Scrubbers-Sweepers and Litter Vacs - Department of General Services - Fleet Management Division - P.O. No.: P539960</u>		

On May 22, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. The award contained two 1-year renewal options. On September 11, 2019, the Board approved an increase in the amount of \$24,500.00. This first renewal in the amount of \$24,500.00 is for the period August 1, 2020

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

through July 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

14. PITNEY BOWES, INC.	\$ 0.00	Renewal
Contract No. 07000 - Mailing System for State's Attorney's Office - State's Attorney's Office - P.O. No.: P536955		

On September 14, 2016, the Board approved the initial award in the amount of \$39,840.60. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$0.00 is for the period August 1, 2020 through July 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. AMERICAN TEST CENTER, INC.	\$ 5,000.00	Non-competitive/ Procurement/Renewal
Contract No. B50005047 - Ground Ladder Testing - Baltimore Fire Department - P.O. No.: P540160		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 13, 2017, the City Purchasing Agent approved the initial award in the amount of \$10,850.00. The award contained three renewal options. On October 26, 2017, the City Purchasing Agent approved an increase in the amount of \$5,425.00. Two renewals have been exercised. This final renewal in the amount of \$5,000.00 is for the period July 20, 2020 through July 19, 2021. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below the MWBOO threshold of \$50,000.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

16. CHRIS KNIGHT FARRIER		Non-competitive/
SERVICES	\$ 10,000.00	Procurement/Renewal
Contract No. 06000 - Farrier Services - Baltimore Police		
Department - P.O. No.: P544572		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 30, 2018, the City Purchasing Agent approved the initial award in the amount of \$15,425.00. The award contained two renewal options. On May 30, 2019, the City Purchasing Agent approved the first renewal in the amount of \$6,000.00. This final renewal in the amount of \$10,000.00 is for the period July 1, 2020 through June 30, 2021. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was under the MWBOO threshold of \$50,000.00.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

17. TIBURON LOCKERS

<u>USA LLC</u>	<u>Revenue</u>	<u>Renewal</u>
Solicitation No. B50003935 - Install and Service Rental Storage Lockers for Pools - Department of Recreation and Parks - Req. No.: P531020		

On April 22, 2015, the Board approved the initial award in the amount of \$0.00. The award contained three 1-year renewal options. This first renewal is for the period May 1, 2020 through April 30, 2021, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 21, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JANUARY 21, 2015.

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

On June 21, 2016, the City Purchasing Agent approved the initial award in the amount of \$17,435.21. The award contained four renewal options. Subsequent actions have been approved and three renewals have been exercised. This final renewal in the amount of \$30,000.00 is for the period June 20, 2020 through June 19, 2021. 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.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

Kim A. Trueheart

June 9, 2020

Board of Estimates
Attn: Clerk
City Hall, Room 204
100 N. Holliday Street,
Baltimore, Maryland 21202

Dear Mr. McKnighton:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of Liberty Village Project of Baltimore City.
2. What the issues are: Page 143, Item 21 Contract No. B50004661 – Arts and Craft Supplies for Recreation Centers – Department of Recreation and Parks – P.O. No. P536102 and Page 142, Item 18 Contract No. B50004608 – Various Games for Recreation Centers – Department of Recreation and Parks – P.O. No.: P535873
, if approved:
 - i. Fails to provide supplies/games to partners who operate city-owned Recreation Centers in neighborhoods the city stopped providing programs and services to in 2012;
 - ii. Fails to fully enable government and NGO partnerships that leverage scarce resources to uplift neighborhoods with supplies and resources meet the needs which have been insufficient in many instances.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our delivery of services to neighborhoods. Specifically, by aligning programs and services and thus reducing the taxpayer burden. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
 - a. The contract is NOT renewed until a partnership agreement is executed to accomplish the desired outcome to share resources;
 - b. The Mayor and City Council immediately enact legislation to establish city and NGO partnerships as the standard procedure for NGO operated recreation centers.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 10, 2020.

If you have any questions regarding this request, please telephone me at (443) 255-9413.

5519 Belleville Ave
Baltimore, MD 21207

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

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

President: "The first item on the non-routine agenda can be found on page 142, item 18, Various Games for Rec. Centers. We received protests on this item. We will now hear from Ms. Kim Trueheart and then from the agency. Ms. Trueheart."

Ms. Kim Trueheart: "Good Morning members of the Board of Estimates. My name is Kim Trueheart, a native of Baltimore. I actually operate the Liberty Rec. and Tech Center, which is a Rec. Center in 2012 which the City decided to uh -- privatize. It is now operated by a non-profit and a group of community members in collaboration with the Liberty Elementary School. Uh -- I am an advocate for our children and a strong advocate for equitable expenditures in government that do not exclude neighborhoods. Uh -- our rec. center is the only rec. center operating in the zip code 21207 and I am

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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

strongly protesting that the expenditure of funds to provide games, arts and crafts for children needs to extend across this City and uh -- right now uh -- since there is no City-operated rec. center in this zip code, I'm asking that some of these supplies that are being purchased be provided to the Liberty Rec. Center. We have uh -- children definitely in this zip code who could benefit from those games and arts and crafts materials. Uh -- we have to raise our own funds. So when the City is spending money on children, I would expect that some of it would come this way. Uh -- as I said previously, I don't have any objection to the purchase, I think it is a purchase that is necessary. The City should invest in our children, but make sure that it is spread out such that all

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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

children are going to benefit from this purchase and we are very willing and ready to accept uh -- these items to serve our community and our children. Thank you."

President: "Thank you. We'll now hear from Ms. Brown with Purchasing."

Ms. Keasha Brown: "Good Morning."

President: "Good Morning."

Ms. Brown: "My name is Keasha Brown, I am the Acting City Purchasing Agent. Uh -- in regards to Bid 50004661, uh -- Arts and Crafts Supplies uh -- did you also uh -- President Scott want me to address the 4608 that was in the same letter?"

President: "Yes uh -- Ms. Kim spoke to both, so you can speak to both."

Ms. Brown: "-- and uh -- in addition to Bid 50004608, uh -- Various Games for Recreation, uh -- there were no goals set on either of

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

the contracts. Uh -- they were competitively bid and uh -- we found no uh -- documented issues of performance and we uh -- request that the Board renew both contracts, which is the last renewals of both contracts. Thank you."

President: "Thank you. Uh -- any comments from Board members?"

Acting City Solicitor: "Uh -- may I -- this is ah -- Dana Moore --"

Mayor: "Mr. President --"

President: "Yes Sir, Mr. Mayor."

Mayor: "I would hope that uh -- Rec. and Parks -- and I will speak to Reggie about that -- would uh -- make sure that uh -- Liberty Rec. and Tech -- uh -- Center do get some supplies -- cause like she said they do uh -- have our children there and we should be providing that opportunity for all of our children all over the City. So, we'll have that conversation with uh our Director Moore uh -- make sure that our -- get some supplies."

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

President: "Yes Sir. Madam Solicitor --"

Acting City Solicitor: "Uh -- Mr. Mayor uh -- pretty much shared my sentiment. This is more of an ask that the benefits of this contribution to the Liberty Rec. Center and parenthetically the 29th Community Center and I would ask the Procuring Officer uh -- the reason why that did not happen."

Ms. Brown: "Uh -- I -- I apologize City Solicitor, but you -- you broke up as to what did not happen."

Acting City Solicitor: "Let me -- let me withdraw the question. I -- I understand the Mayor's position. But I'm hearing from Ms. Trueheart it's not so much a protest of this purchase going forward but rather that it be broadened to include the Liberty Rec. and Tech Center and I'm hearing Mr. Mayor say that that is uh -- his uh -- preference that that happen."

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

Ms. Brown: "I -- I concur uh -- City Solicitor and I - um -- we'll work with Director Reginald Moore to ensure that there is an appropriate uh -- solicitation done or uh -- sole source selection whatever the procurement method may be to ensure that they receive those funds."

President: "Thank you. Hearing that uh -- is there a Motion to approve both of these items?"

Acting City Solicitor: "Uh -- Mr. uh -- President, we're in trouble with your title today. Uh -- Mr. President -- I would move uh - that the uh -- protest uh -- be denied and that this Board move forward with the approval of both procurements."

Comptroller: "I second."

President: "All those in favor say AYE. All opposed say NAY. Uh - the items are approved and Ms. Trueheart as you can hear, the

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

Board will ensure that we work with uh - Rec. and Parks to look out for you uh -- 29th Center and actually Furlly Rec. Center, which is the only other uh - privately-operated rec. center that is still remain."

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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

19. KORN FERRY (US)	\$ 31,080.00	Renewal
Contract No. B50005730 - Actuarial Valuation Services for Post-Employment Benefits - Department of Finance - P.O. No.: P548573		

On July 31, 2019, the Board approved the initial award in the amount of \$31,080.00. The award contained four 1-year renewal options. This first renewal in the amount of \$31,080.00 is for the period July 1, 2020 through June 30, 2021, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

20. NICUSA, INC.	\$ 90,000.00	Renewal
Contract No. 08000 - Maryland Motor Vehicle Administration - Department of Transportation, Finance Department - P.O. No.: P525696		

On November 27, 2013, the Board approved the initial award in the amount of \$50,914.81. The award contained renewal options subject to agreement by the parties. Subsequent actions have been approved and six renewals have been exercised. The City is required to obtain the Maryland Vehicle Administration Records from the Vendor per the agreement between the State of Maryland and the Vendor. This seventh renewal in the amount of

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

\$90,000.00 is for the period July 1, 2020 through June 30, 2021, with additional renewals subject to agreement by the parties. 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, §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.

21. S&S WORLDWIDE, INC.	\$ 30,000.00	Renewal
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Contract No. B50004661 - Arts and Craft Supplies for Recreation Centers - Department of Recreation and Parks - P.O. No.: P536102

On July 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$9,172.00. The award contained four renewal options. Subsequent actions have been approved and three renewals have been exercised. This final renewal in the amount of \$30,000.00 is for the period July 8, 2020 through July 7, 2021. 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.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

Kim A. Trueheart

June 9, 2020

Board of Estimates
Attn: Clerk
City Hall, Room 204
100 N. Holliday Street,
Baltimore, Maryland 21202

Dear Mr. McKnighton:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of Liberty Village Project of Baltimore City.
2. What the issues are: Page 143, Item 21 Contract No. B50004661 – Arts and Craft Supplies for Recreation Centers – Department of Recreation and Parks – P.O. No. P536102 and Page 142, Item 18 Contract No. B50004608 – Various Games for Recreation Centers – Department of Recreation and Parks – P.O. No.: P535873
, if approved:
 - i. Fails to provide supplies/games to partners who operate city-owned Recreation Centers in neighborhoods the city stopped providing programs and services to in 2012;
 - ii. Fails to fully enable government and NGO partnerships that leverage scarce resources to uplift neighborhoods with supplies and resources meet the needs which have been insufficient in many instances.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our delivery of services to neighborhoods. Specifically, by aligning programs and services and thus reducing the taxpayer burden. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
 - a. The contract is NOT renewed until a partnership agreement is executed to accomplish the desired outcome to share resources;
 - b. The Mayor and City Council immediately enact legislation to establish city and NGO partnerships as the standard procedure for NGO operated recreation centers.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 10, 2020.

If you have any questions regarding this request, please telephone me at (443) 255-9413.

5519 Belleville Ave
Baltimore, MD 21207

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

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

22. GOVDEALS, INC.	Revenue Generating	Renewal
National Joint Power Alliance (NJPA) Contract Number 041316-GDI - Surplus Auction Services with Related Solutions - Bureau of Procurement - Surplus Property - P.O. No.: P548314		

On June 22, 2016, National Joint Powers Alliance (NJPA) awarded RFP #041316 (Contract No. 941316-GDI Surplus Auction Services with Related Solutions) to GovDeals, Inc. This cooperative contract will be used for Surplus Auction Services. The contract was competitively bid by the NJPA on behalf of its member agencies which includes all government, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in the 50 states. The period of the renewal is June 23, 2020 through June 22, 2021. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

This is a revenue generating contract.

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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

23. COMMUNICATIONS

ELECTRONICS SYSTEMS

LLC	\$850,000.00	Increase
Contract No. B50005566 - Services for Electronic Security Systems -Department of General Services, etc. - P.O. No.: P547142		

On January 16, 2019, the Board approved the initial award to Visions Technologies, Incorporated in the amount of \$470,775.00. On March 13, 2019, the Board approved the addition of Communications Electronics Systems, LLC., the second lowest responsive and responsible bid in response to B50005566. The addition of the second firm was necessary to meet the needs of the City to address repairs, maintenance and parts for critical security, fire and surveillance systems for public safety. This increase in the amount of \$850,000.00 will make the award amount \$1,925,275.00. The contract expires on January 27, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 5, 2018, MWBOO set goals of 16% MBE and 4% WBE. On May 5, 2020, the Vendor was found in non-compliance with an approved plan and agreement with the impacted MBE and WBE.

MINUTES

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

25. ATLANTIC TACTICAL INC.	\$ 0.00	Non-competitive/ Procurement/Extension
Contract No. B50003446 - Monadnock Flex Cuffs - Police Department - P.O. No.: P527412		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained four renewal options. Four renewals have been exercised. An extension is necessary to continue procuring cuffs while a new solicitation is released and awarded. The contract expired on May 31, 2020. The period of the extension is June 1, 2020 through December 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On April 29, 2014, MWBOO determined the no goals would be set because of no opportunity to segment the contract. There are no services provided under this contract.

MWBOO GRANTED A WAIVER ON APRIL 29, 2014.

26. TRACKER PRODUCTS, LLC	\$94,340.49	Non-Competitive Procurement/ Sole Source
Contract No. 08000 - Safe Tracker Software - Baltimore Police Department - Req. No.: R852973		

This request 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 are currently in use at the Police Department. This is fully grant funded by the Governor's grant. The period is May 13, 2020 through May 12, 2021 with two, one-year renewal options.

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, §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.

27. SYTECH CORPORATION	\$32,856.00	Non-Competitive Procurement/ Sole Source
Contract Number 08000 - SyTech Annual Maintenance for ADACS4-PRI Recording Server - Baltimore Police Department - Req. No.: R843755		

This request 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 sole provider of the legacy software and maintenance. The requested action is ratification of the award of the annual licensing and maintenance fees for the existing

MINUTES

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

legacy Advanced Digital Audio Collection System server which has been in operation since 2002 and used for evidence data collection. The period of the ratification is September 1, 2019 through February 27, 2020. The period of the award is February 28, 2020 through August 31, 2020.

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

MBE/WBE PARTICIPATION:

Not applicable. Software and maintenance is exclusively available from the vendor.

- | | | |
|--|-------------|---------|
| 28. OSBURN ASSOCIATES INC. | \$41,400.00 | Low Bid |
| Solicitation Number B50006041 - Provide Truck Signs - Department of Transportation - Req. No.: R848260 | | |

Vendors were solicited by posting on CitiBuy. One Hundred-Fourteen vendors were notified and two quotes were received. Award is recommended to the lowest responsive, responsible bidder.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not Applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|---|-------------|---------|
| 29. PENN DUTCH STRUCTURES,
LLC | \$34,125.00 | Low Bid |
| Solicitation Number B50006056 – Barn for Farm Animals - Health Department - Req. No.: R848892 | | |

Vendors were solicited by posting on CitiBuy. Two bids were received and opened on May 12, 2020. Award is recommended to the lowest responsible and responsive bidder.

MBE/WBE PARTICIPATION:

Not Applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

- | | | |
|--|--------------|--------------------------|
| 30. SEAGRAVE FIRE
APPARATUS, LLC | \$799,605.00 | Cooperative
Agreement |
| Houston-Galveston Area Council Contract Number FS12-19 – Road Rescue Unit - Department of General Services, Fleet Management - Req. No.: R845184 | | |

The Board is requested to approve and authorize execution of a Cooperative Agreement with Seagrave Fire Apparatus, LLC a wholly owned subsidiary of FWD Seagrave Holdings, LP. The period of the agreement is effective upon Board approval through November 30, 2021.

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

One road rescue medic unit will be purchased from a competitively bid, cooperative inter-local contract agreement between the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. This medic unit will replace an older medic unit in the City's fleet, as part of Fleet Management's planned replacement program.

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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

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

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

31. LORENZ LAWN & LANDSCAPE, INC.
 d/b/a LORENZ INC. \$362,000.00 Renewal
 Contract No. B50004553 - Mowing, Maintenance and Landscaping
 for Cluster Six - Department of Recreation and Parks - P.O.
 No.: P535711

On June 1, 2016, the Board approved the initial award in the amount of \$186,660.00. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$362,000.00 is for the continuation of lawn maintenance service throughout the City. The period of the award is June 1, 2020 through May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On May 29, 2019, Lorenz, Inc. was found in compliance. On March 18, 2020, Lorenz, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: 4 Evergreen Lawncare, LLC	27%	\$2,176,925.36	28.6%
WBE: Fousts Lawn	9%	\$ 795,589.86	10.4%

MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 18, 2020.

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART.

Kim A. Trueheart

June 9, 2020

Board of Estimates
Attn: Clerk
City Hall, Room 204
100 N. Holliday Street,
Baltimore, Maryland 21202

Dear Mr. McKnighton:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of a lack of vision, poor fiscal planning and management and failure to capitalize on strategic investment opportunities in our youth by the Mayor of Baltimore City and the various Departments and Agencies under the mayor's leadership and direction.

The following details are provided to initiate this action as required by the Board of Estimates:

1. Whom you represent: Self as Director of the Liberty Village Project of Baltimore City.
2. What the issues are: Page 151, Item 31 Mowing , and Landscaping for Cluster Six – Bureau of Procurement – Contract No. B50004553 - Req. No.: P535711, if approved:
 - i. Fails to provide youth workforce development opportunities for Squeegee Kids, YouthWorks participants, disengaged youth and/or returning citizens;
 - ii. Fails to acknowledge and facilitate taxpayer funded, low-skill level jobs that can and should be targeted to employ persistently and chronically unemployed and underemployed city residents, when feasible;
 - iii. Fails to allow BMore Clean and Green Team the opportunity to submit a bid;
 - iv. Fails to unbundle City-Wide contracts sufficiently to allow small disadvantaged businesses the opportunity to bid on smaller scoped contracts.
3. How the protestant will be harmed by the proposed Board of Estimates' action: The expenditures approved by this board if strategically organized, could lead the City in transforming our workforce. Specifically, by reducing the taxpayer burden of unemployed and underemployed residents, which are at their highest levels in decades. Retarding these burdens could be of significant savings to taxpayers like myself.
4. The remedy I seek and respectfully request is that this action be delayed until:
 - a. The contract is NOT renewed and the work is set aside for Youth Workforce Development that continues to fund a pilot workforce development program that trains low-skilled youth (ages 18 to 24) to perform select functions outlined in this procurement;
 - b. The Mayor and City Council immediately enact legislation to establish a pilot workforce development program for low-skilled city residents that provides training, equipment, uniforms and salaries for Mowing, Maintenance and Landscaping of City-owned properties.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on June 10, 2020.

5519 Belleville Ave
Baltimore, MD 21207

If you have any questions regarding this request, please telephone me at (443) 255-9413.

Sincerely,
Kim Trueheart, Citizen & Resident

5519 Belleville Ave
Baltimore, MD 21207

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

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions. The Board further approved and authorized execution of the Cooperative Agreement with Seagrave Fire Apparatus, LLC (item no. 30). Item no. 31 with Lorenz Lawn & Landscape, Inc. d/b/a Lorenz, Inc. was **DEFERRED** for 1 week.

MINUTES

Bureau of the Budget and Management Research (BBMR) - FY 2021 Budget & Property Tax
 Surcharge Rate - Charles Village
 Benefits District

ACTION REQUESTED OF B/E:

The Board is requested to approve the Charles Village Community Benefits District (CVCBD) FY 2021 budget and property tax and public utility surcharge rate.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.125 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2020.

BACKGROUND AND EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and the surcharge tax rate for the CVCBD. The CVCBD has submitted its plan for FY 2021. Property owners in the CVCBD will pay the surcharge rate of \$0.125 per \$100.00 of the assessed value.

The total Fiscal 2021 budget for the CVCBD is \$1,026,616.00. The estimated surcharge tax revenues have increased \$4,758.00 or 0.6% from \$783,944.00 in Fiscal 2020 to \$788,702.00 in Fiscal 2021. The CVCBD will augment this revenue with \$137,214.00 of contributions from the Johns Hopkins University and other tax-exempt properties, \$20,000.00 from grants, and \$5,700.00 of program revenue. Under these agreements, the CVCBD will provide safety services (e.g., court watch and liquor board support and safety patrol), sanitation services (e.g. trash removal and rat abatement), and other services.

MINUTES

BBMR - cont'd

As a result of the City's ransomware attack last year, the CVCBD utilized its reserve funds to remain operational during the months of March - August 2019, when City systems were unable to process payments. The COVID-19 pandemic has resulted in a delay in contributions to the reserve funds for FY 2020. While the CVCBD has taken intentional steps to assure a sound financial operation, they are currently down to one month of reserves, \$96,919.00 as of April 30. The organization has identified opportunities to reduce expenses, anticipating a delay in collection of surcharge tax dollars. Barring another Citywide event, the CVCBD will make contributions to its reserves, with the intention to rebuild to two months, \$160,000.00 by Fiscal 2022.

The Finance Department recommends that the Board of Estimates approve the CVCBD proposed budget plan and surcharge rate for Fiscal 2021.

MINUTES

Charles Village Community Benefits District											
Proposed Budget FY 2020-2021 (@ 12.5 cents per \$100 assessed property value)											
Income/Expense	FY'21 Proposed Budget	Admin. Allocation	5%	Sanitation Allocation	50%	Safety Allocation	40%	Outreach Allocation	5%	FY'20 Budget	Variance FY21-FY20 Budgets
ANTICIPATED INCOME											
Property Tax Surcharge - current year	788,702	118,305	15.0%	394,351	50.0%	236,611	30.0%	39,435	5.0%	783,944	4,758
Property Tax Surcharge - recover from prior years	75,000	11,250	15.0%	37,500	50.0%	22,500	30.0%	3,750	5.0%	85,000	-10,000
Exempt Property Contributions											0
<i>Johns Hopkins University</i>	68,340	3,417	5.0%	34,170	50.0%	27,336	40.0%	3,417	5.0%	68,340	0
<i>Hopkins Village - 3200 St. Paul Street</i>	58,874	2,944	5.0%	29,437	50.0%	23,550	40.0%	2,944	5.0%	59,000	-126
<i>All others</i>	10,000	500	5.0%	5,000	50.0%	4,000	40.0%	500	5.0%	12,000	-2,000
Grants	20,000	2,000	10.0%	8,000	40.0%	8,000	40.0%	2,000	10.0%	20,000	0
Program Revenue											0
<i>CSX - sanitation services</i>	2,700	0	0.0%	2,700	100.0%	0	0.0%	0	0.0%	10,000	-7,300
<i>City of Baltimore - Urban Forestry</i>	0	0	0.0%	0	100.0%	0	0.0%	0	0.0%	0	0
<i>Miscellaneous Fee for Service (AIA, CVCA, OGCA etc.)</i>	3,000	0	0.0%	3,000	100.0%	0	0.0%	0	0.0%	2,100	900
Total Anticipated Income	1,026,616	138,416	13.5%	514,158	50.1%	321,996	31.4%	52,046	5.1%	1,040,384	-13,768
ANTICIPATED EXPENSES											
Personnel Expenses: Compensation											
Salaries/wages (all F/T and P/T regular staff)	390,506	93,721	24%	273,354	70%	0	0%	23,430	6%	417,000	-26,494
Overtime	2,000	0	0%	2,000	100%	0	0%	0	0%	0	2,000
Leaf Detail	5,000	0	0%	5,000	100%	0	0%	0	0%	0	5,000
Off duty police											0
Contract Labor											0
<i>Wolf Professional Security (patrol officers & vehicle)</i>	221,000	0	0%	0	0%	221,000	100%	0	0%	221,000	0
<i>Safety Consultant</i>	76,500	0	0%	0	0%	72,675	95%	3,825	5%	76,500	0
Subtotal Compensation	695,006	93,721	13.5%	280,354	40.3%	293,675	42.3%	27,255	3.9%	714,500	-19,494

MINUTES

Personnel Expenses: Benefits											
Payroll Taxes	32,000	7,680	24.0%	22,400	70.0%	0	0.0%	1,920	6.0%	32,000	0
Simple IRA Match	1,200	288	24.0%	840	70.0%	0	0.0%	72	6.0%	0	1,200
Workers' Comp. Insurance	15,000	2,250	15.0%	9,000	60.0%	3,000	20.0%	750	5.0%	15,000	0
Payroll Service Fees	3,500	840	24.0%	2,450	70.0%	0	0.0%	210	6.0%	3,500	0
Health Insurance	70,000	21,000	30.0%	49,000	70.0%	0	0.0%	0	0.0%	70,000	0
Disability Insurance	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0
Personnel Expenses - other	1,000	200	20.0%	800	80.0%	0	0.0%	0	0.0%	0	1,000
Subtotal Benefit	122,700	32,258	24.0%	84,490	70.0%	3,000	0.0%	2,952	6.0%	120,500	2,200
Subtotal Personnel	817,706	125,979	15.4%	364,844	44.6%	296,675	36.3%	30,207	3.7%	835,000	-17,294
Program Expenses											
Parking	300	60	20%	120	40%	120	40%	0	0%	0	300
Printing/Publishing/Web	3,000	600	20.0%	450	15.0%	450	15.0%	1500	50.0%	3,000	0
Supplies	30,000	1500	5.0%	22500	75.0%	3000	10.0%	3000	10.0%	30,000	0
Income/Expense	FY'21 Proposed Budget	Admin. Allocation	5%	Sanitation Allocation	50%	Safety Allocation	40%	Outreach Allocation	5%	FY'20 Budget	Variance FY21-FY20 Budgets
Uniforms	12,000	600	5.0%	11400	95.0%	0	0.0%	0	0.0%	12,000	0
Contracts											0
<i>Rat Abatement Project - pest control contractor</i>	14,000	0	0.0%	14000	100.0%	0	0.0%	0	0%	14,000	0
<i>Other</i>	5,000	250	5.0%	2500	50%	1250	25.0%	1000	20%	0	5,000
Auto Insurance	13,000	0	0.0%	13000	100%	0	0.0%	0	0%	10,750	2,250
Vehicle Op. (fuel, maint., etc)	14,000	0	0.0%	14000	100%	0	0.0%	0	0%	14,000	0
Program Costs - other	250	0	0.0%	187.5	75%	62.5	25.0%	0	0%	0	250
Community Support	1,000	50	5.0%	400	40%	400	40.0%	150	15%	0	1,000
Subtotal Program	92,550	2,950	3.2%	61,350	66%	4,700	5%	5,500	6%	83,750	8,800
Facility Expenses											
Equipment/Furniture	7,500	750	10%	5,625	75%	750	10%	375	5%	4,000	3,500
Depreciation	16,300	815	5.0%	14,670	90.0%	815	5.0%	0	0%	16,300	0
Janitorial/Cleaning	1,500	75	5.0%	750	50.0%	450	30.0%	90	6%	500	1,000
Maintenance/Additions	1,000	50	5.0%	500	50.0%	300	30.0%	60	6%	1,000	0
Rent	39,550	1,978	5.0%	23,730	60.0%	11,865	30.0%	1,978	5%	34,034	5,516
Telephone	5,000	250	5.0%	2,500	50.0%	1,500	30.0%	300	6%	5,000	0
Utilities	4,000	200	5.0%	2,000	50.0%	1,200	30.0%	240	6%	4,500	-500
Subtotal Facilities	74,850	4,118	6%	44,150	59%	15,315	20%	2,668	4%	65,334	9,516

MINUTES

Overhead Expenses											
Accounting/Legal	15,310	766	5.0%	9,186	60.0%	4,593	30.0%	766	5.0%	14,500	810
Advertising	1,200	60	5.0%	720	60.0%	360	30.0%	60	5.0%	1,200	0
Board Meeting expenses	1,000	50	5.0%	600	60.0%	300	30.0%	50	5.0%	1,000	0
Public Meeting expenses	1,000	50	5.0%	600	60.0%	300	30.0%	50	5.0%	500	500
Bank Charges	800	40	5.0%	480	60.0%	240	30.0%	40	5.0%	800	0
Computer Support	6,000	300	5.0%	3,600	60.0%	1,800	30.0%	300	5.0%	6,000	0
D and O Insurance	3,600	180	5.0%	2,160	60.0%	1,080	30.0%	180	5.0%	2,900	700
Interest expense	0	0	5.0%	0	60.0%	0	30.0%	0	5.0%	0	0
Rental Equipment	2,000	100	5.0%	1,200	60.0%	600	30.0%	100	5.0%	200	1,800
Dues and Subscriptions	600	30	5.0%	210	35.0%	210	35.0%	150	25.0%	600	0
Professional Development	1,500	75	5.0%	900	60.0%	0	0.0%	0	0.0%	1,500	0
Property and Liability Ins.	7,200	360	5.0%	4,320	60.0%	2,160	30.0%	360	5.0%	6,600	600
Postage	550	28	5.0%	330	60.0%	165	30.0%	28	5.0%	500	50
General Office Expenses	250	13	5.0%	150	60.0%	75	30.0%	13	5.0%	0	250
Travel	500	25	5.0%	300	60.0%	150	30.0%	25	5.0%	0	500
Subtotal Overhead	41,510	2,038	5%	24,306	59%	11,808	28%	2,083	5%	36,300	5,210
Total Anticipated Expenses	1,026,616	135,085	13.2%	494,650	48.2%	328,498	32.0%	40,458	3.9%	1,020,384	6,232
Excess Income Over Expense	0	3,331		19,508		-6,502		11,588		20,000	

UPON MOTION duly made and seconded, the Board approved the Charles Village Community Benefits District FY 2021 budget and property tax and public utility surcharge rate. The Mayor **ABSTAINED**. The Acting City Solicitor **ABSTAINED**.

MINUTES

ACKNOWLEDGEMENT

President: "Uh -- Mr. Mayor uh -- you said you had a comment earlier. Mr. Mayor --"

Mayor: "Uh -- First of all, I want to congratulate you on uh -- becoming uh -- will be becoming the 52nd Mayor of the Great City of Baltimore. One thing I really appreciated is that it wasn't a negative campaign. Uh -- you know, nobody attacked each other. Even though some minor -- you know -- little things that happened. Uh -- I'm looking forward uh -- uh -- you know -- transition -- so that you can uh -- get your feet on the ground early. Uh - and looking forward to you doing a great job as Mayor of the City of Baltimore. I just encourage you to surround yourself with good, knowledgeable people. Uh -- It's not all about - you know -- who helped -- all that stuff. It's about people who are going to make sure that this City continues to move forward. Like you said change, citizens of Baltimore asked for change, they have change. You're that change Agent. I'm hoping and praying that you follow your heart and not be surrounded by people who have no common good for you or where they can go. So uh -- just watch out for the uh

MINUTES

-- snakes, cause there's plenty of them. And uh -- I expect you to do a great job. If I can help in any way, just let me know. But, I'm still the Mayor until December."

President: "Yes Sir."

Mayor: "Uh - uh - uh -- Dana, you're still the President."

Acting City Solicitor: "Yes -- yes Sir - to both of you."

Comptroller: "Mr. President --"

President: "Uh -- go ahead Madam Comptroller --"

Comptroller: "I congratulated you -- I congratulated you in your office uh -- personally. But I would also like to congratulate you on your win. Congratulations."

President: "Thank you. Thank you to both of you. Uh - Mr. Mayor, let me first start off by saying this more - more again publicly say, thank you for stepping up and leading the City at such a tough time. I can only imagine uh -- what it must have been like to come in with the ransomware and then have to deal with --"

Mayor: "No sleep Mr. President."

MINUTES

President: "-- the fallout from everything and then uh -- COVID - COVID-19. You took that job and you took it seriously and did what we all know that you always do. You always work hard for the citizens of Baltimore. And for you, Madam Comptroller, for all your hard work and years of dedicated service to the City, thank you. Thank you for always being someone who always wanted to look out for the City and that worked hard for the City. So, thank you. Thank you much uh -- to both of you."

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. We will reconvene on June 17, 2020. Thank you. Stay safe everyone."

* * * * *

MINUTES

Comptroller: "Thank you. Good afternoon, the Board of Estimates is now in session for the receiving and opening of bids. In accordance with the directives of the Mayor and Governor prohibiting gatherings of more than 10 people and as part of the overall effort to limit transmission of COVID-19 virus-- the COVID-19 virus, the Board of Estimates is conducting bid openings remotely. Members of the public can call in to listen to bid openings live by calling (443) 984-1696 and entering Access Code 0817325. Board of Estimates meetings are also broadcast live on CHARM-TV, Channel 25 on Comcast cable in Baltimore City. Meetings are also streamed on the Internet at www.charmtvbaltimore.com/watch-live --live. The Board of Estimates will continue to conduct bid openings remotely while the state of emergency declared by the Mayor of Baltimore and the Governor of Maryland remains in effect."

* * * * *

MINUTES


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

* * * * *

Thereafter, the Secretary announced that **NO BIDS WERE RECEIVED**. There were no objections.

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, June 17, 2020.


JOAN M. PRATT
Secretary