

MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President
Honorable Catherine E. Pugh, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary
Rudolph S. Chow, Director of Public Works - **ABSENT**
David E. Ralph, Interim City Solicitor
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The March 22, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. Failure to -- the hearing must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. Uh -- I will direct the Board members attention to the memorandum from my office dated March 20, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

Interim City Solicitor: "Move to approve the items on the routine agenda."

Comptroller: "Second."

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

MINUTES

Bureau of the Budget and - Grant Award - Appropriation
Management Research (BBMR) Adjustment Order No. 37

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award to the Office of the State's Attorney for Baltimore City, Service 115 (Prosecution of Criminals) from the Behavioral Health System of Baltimore (BHSB). The period of the grant award is October 1, 2016 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$85,670.00 - These funds are from the Governor's Office of Crime Control and Prevention, with the BHSB operating as a pass-through for the funds. The appropriation will receive a State Fund account code, detailed fund 501517.

No appropriation adjustment action is required by the Board of Estimates.

BACKGROUND/EXPLANATION:

The Office of the State's Attorney for Baltimore City (SAO) will use the grant funds to provide for the salary and fringe benefits for an Assistant State's Attorney. This attorney will assist in the Pre-Booking Diversion Program for eligible participants generally diagnosed with substance-use disorders and mental health conditions. These individuals will be connected with parties to render intensive services rather than referring them to the criminal justice system.

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award to the Office of the State's Attorney for Baltimore City, Service 115 (Prosecution of Criminals) from the Behavioral Health System of Baltimore.

MINUTES

Mayor's Office of Human Services - Continuum of Care
Program Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 113,456.50**

Account: 4000-407016-3571-757301-603051

Associated Catholic Charities, Inc. will use funds to provide supportive services to homeless families enrolled in the Project BELIEVE program. The period of this agreement is February 1, 2017 through January 31, 2018.

The agreement is late because of a delay in receiving signatures from Associated Catholic Charities, Inc.

2. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 320,242.50**

Account: 4000-407016-3571-764400-603051

Govans Ecumenical Development Corporation will provide rental housing assistance to 25 homeless households. The period of the agreement is April 1, 2017 through March 31, 2018.

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 53,498.07**

Account: 4000-407016-3571-757001-603051

University of Maryland, Baltimore will use funds to cover the personnel costs for attendance monitors at three elementary schools in South Baltimore. Attendance monitors will be on-site to track and encourage student attendance to improve educational outcomes. The period of this agreement is November 1, 2016 through June 30, 2017.

The agreement is late because of a delay in budget negotiations.

MINUTES

Mayor's Office of Human Services - cont'd

4. **DAYSPRING PROGRAMS, INC.** **\$ 314,617.00**

Account: 4000-407016-3571-757604-603051

Dayspring Programs, Inc. will provide rental assistance to 17 formerly homeless households. The period of agreement is April 1, 2017 through March 31, 2018.

5. **AT JACOBS WELL, INC.** **\$ 230,611.27**

Account: 4000-407016-3571-757401-603051

At Jacobs Well, Inc. will provide rental assistance to 18 formerly homeless households. The period of agreement is April 1, 2017 through March 31, 2018.

6. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$1,408,830.88**

Account: 4000-407016-3571-757510-603051

Behavioral Health System Baltimore, Inc. will provide rental assistance to 110 formerly homeless households. The period of the agreement is April 1, 2017 through March 31, 2018.

7. **MARIAN HOUSE, INC.** **\$ 282,953.96**

Account: 4000-407016-3571-758351-603051

Marian House, Inc. will provide rental assistance to 18 formerly homeless households. The period of the agreement is April 1, 2017 through March 31, 2018.

MINUTES

Mayor's Office of Human Services - cont'd

8. **MARIAN HOUSE, INC.** **\$ 90,886.00**

Account: 4000-407016-3571-758341-603051

Marian House, Inc. will provide support services including case management and substance abuse treatment to 24 homeless households. Marian House, Inc. will also use funding to cover utility costs related to the housing of the clients. The period of the agreement is March 1, 2017 through February 28, 2018.

The agreement is late because of a delay in receiving signatures from Marian House, Inc.

9. **CARSON RESEARCH CONSULTING, INC.** **\$ 26,440.00**

Account: 4000-407017-3574-754700-603051

Carson Research Consulting, Inc. will create three project dashboards for use by the HMIS database team at the Mayor's Office of Human Services. The period of the agreement is February 1, 2017 through April 30, 2017.

The agreement is late because of a delay in contract negotiations.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTESDepartment of Audits - Audit Report and Related Audit Digest

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

1. Performance Audit Report Department of Human Resources for the period July 1, 2013 through June 30, 2015.

UPON MOTION duly made and seconded, the Board **DEFERRED** the Audit Report and Related Audit Digest for one week.

MINUTES

Department of Real Estate/ - Lease Agreement Renewal
Department of Public Works

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Lease Agreement with Lineal Industries, Inc., Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street (Block 1036, Lot 9/11), containing 0.294 acres. The period of the renewal option is March 1, 2017 through February 28, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$15,450.00	\$1,287.50

BACKGROUND/EXPLANATION:

On April 13, 2016, the Board approved the Lease Agreement for the period March 1, 2016 through February 28, 2017, with the option to renew for one 1-year term. Lineal Industries, Inc., desires to exercise its renewal option for the period March 1, 2017 through February 28, 2018.

The property will be used as storage for the Landlord's trailer and the Tenant's construction equipment. The Landlord will be responsible for giving the Tenant five business days' notice, in writing or verbally, for any purpose of constructing or servicing its utilities. Any paving material dug up or disturbed will be replaced by the Landlord at its own expense. The Landlord retains the right to utilize said premises for maintaining or repairing any utilities or proposed utilities that may be installed in the future. The Tenant will be responsible for erecting a fence around the premises, if applicable, snow removal, and liability insurance. The Tenant may not erect a permanent storage building

MINUTES

Department of Real Estate/ - cont'd
Department of Public Works

or shed, store gasoline or other flammable, ignitable, or explosive substances, or bring repair vehicles and equipment on the premises. The leased premises will not be used for any illegal or unlawful purposes.

UPON MOTION duly made and seconded, the Board approved the renewal of the Lease Agreement with Lineal Industries, Inc., Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street (Block 1036, Lot 9/11), containing 0.294 acres.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 to Murphy & Dittenhafer, Inc. under Project 1234, On-Call Architectural Design Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$57,758.80 - 9938-907075-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for the Comfort Station in Druid Hill Park.

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

MBE/WBE PARTICIPATION:

MBE: 22.52%

WBE: 27.58%

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$60,000.00	9938-906075-9475	9938-907075-9474
1 st Parks and	(Reserve) Park	(Active) Park
Public Facilities	Building	Building
	Renovations	Renovations

MINUTES

Department of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 005 to Murphy & Dittenhafer, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 to Murphy & Dittenhafer, Inc. under Project 1234, On-Call Architectural 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

Mayor's Office of Criminal Justice - Grant Adjustment Notification

ACTION REQUESTED OF B/E:

The Board is requested to approve the Grant Adjustment Notification (GAN) from the U.S. Department of Justice. The GAN will extend the period of performance through June 30, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 19, 2014, the Board approved a grant for the period of October 1, 2014 through September 30, 2016. On September 14, 2016, the Board approved a Grant Adjustment Notice extending the period through February 28, 2017.

The grant is being utilized to improve the response of all aspects of the civil and criminal justice system to families with a history of domestic violence, dating violence, sexual assault, stalking, or cases involving allegations of child abuse.

This GAN will allow the Department to continue to serve families.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved the Grant Adjustment Notification from the U.S. Department of Justice.

MINUTES

Department of Recreation and Parks - Joint Use Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Joint Use Agreement (JUA) with Baltimore City Board of School Commissioners - Lakeland Elementary/Middle School (LEMS), also known as PS#12, located at 2921 Stranden Road, Baltimore, MD 21230. The period of the JUA is effective upon Board approval for five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The JUA concerns the coordination of activities within the Lakeland Recreation Center (the Center) and in limited facilities/spaces within LEMS by the Baltimore City Recreation and Parks (BCRP) and the Baltimore City Public Schools (BCPS). There is no direct financial impact on the City nor is an exchange of funds contemplated for these activities.

The BCRP and the BCPS wish to continue sharing spaces/facilities in the Center and, on a limited basis, within LEMS. This JUA memorializes the long-standing, collaborative relationship between LEMS/BCPS, BCRP, and the Lakeland Community for activities in these spaces.

The JUA also enables the full implementation of plans developed with the Northrop Grumman Foundation and the University of Maryland, Baltimore County to institute a Science Technology Engineering Arts and Math (STEAM) program operating at this location and serving LEMS and the Lakeland Community.

In support of this program, the Northrop Grumman Foundation and the University of Maryland, Baltimore County Foundation will, under a separate agreement with the City, make a donation of interior renovations to the Center, in addition to providing ongoing funding for programs conducted through LEMS.

MINUTES

Department of Recreation and Parks - cont'd

The City appropriated \$200,000.00 in City capital funding and \$100,000.00 in Casino Local Impact Grant funds for renovations of the exterior of the Center which will support the STEAM initiative.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Joint Use Agreement with Baltimore City Board of School Commissioners - Lakeland Elementary/Middle School also known as PS#12, located at 2921 Stranden Road, Baltimore, MD 21230.

MINUTES

Health Department - Agreements

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

1. **THE AFTER-SCHOOL INSTITUTE, INC. (TASI) \$ 25,000.00**

Account: 4000-499016-3023-513200-603051

TASI will provide coordination and management of the Baltimore Youth Sexual Health Conference. TASI will conduct outreach in the form of focus group discussions and/or surveys to identify topics of interest for youth, identify speakers and entertainment, arrange and negotiate expenses for the venue/hotel, and purchase the related incentives, and otherwise promote the event. The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because of the delay in receiving required documentation.

2. **PAUL'S PLACE, INC. \$ 14,000.00**

Account: 2026-000000-3041-783500-603051

The Baltimore City Health Department received funds through the Casino Impact Area Grant to address access to healthy foods in Baltimore City through the South Baltimore Gateway Food Access Mini-Grant.

Paul's Place delivers nutrition education and hands-on cooking experience for 40 children per semester (Kids in the Kitchen), and 60 families comprised of 250 individuals will receive weekend food from Kids in the Kitchen. The organization will also expand the Pigtown Community Farmers Market, now in its second season, by increasing the number of vendors selling fresh produce and other healthy foods.

MINUTESHealth Department - cont'd

Paul's Place will promote the market in a variety of ways to increase attendance from an average of 200 per week in 2015 to 300 per week in 2016 and 2017. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because of revisions to the budget.

3. AIDS INTERFAITH RESIDENTIAL SERVICES, INC. \$130,404.00

Account: 4000-424517-3023-274401-603051

AIDS Interfaith Residential Services, Inc. will provide clients with services to learn how to navigate systems that promote HIV education, positive HIV health outcomes, self-sufficiency, and connections to ensure medical care. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because the Maryland Department of Health and Mental Hygiene, Prevention and Health Promotion Administration programmatically manages Ryan White - 2017 State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. Baltimore City Health Department thoroughly reviews the entire package before preparing a 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 confirm with the grant requirements.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Health Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Time Extension to the Letter of Agreement (LOA) with The Annie E. Casey Foundation. The No-Cost Time Extension will extend the period of the LOA through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On August 31, 2016, the Board approved a LOA for a grant from The Annie E. Casey Foundation in the amount of \$250,000.00 for the period of July 1, 2016 through June 30, 2017.

The extension is necessary to allow the Department to complete program deliverables.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the No-Cost Time Extension to the Letter of Agreement with The Annie E. Casey Foundation.

MINUTES

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Notice of Grant Award (NGA) from the Maryland State Department of Education for the School-Based Health Center Program. The period of the grant is October 1, 2016 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

\$505,021.00 - 5000-525717-3100-295900-405001

BACKGROUND/EXPLANATION:

The grant provides funding for the Department to provide medical, mental health, dental and other services to children and adolescents on-site in schools, with parental consent.

The NGA is late because it was received on February 8, 2017.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Notice of Grant Award from the Maryland State Department of Education for the School-Based Health Center Program.

MINUTES

Parking Authority of - Expenditure of Funds
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay for the purchase of 80 replacement parking meter coin collection canisters (Coin Boxes) for the CALE MP104 multi-space parking meters (EZ Park Meters) from Cale America, Inc. (Cale).

AMOUNT OF MONEY AND SOURCE:

\$28,000.00 - 5800-2075-000000-408700-603026 (@\$350.00 x 80 Coin Boxes)

BACKGROUND/EXPLANATION:

On July 19, 2006, the Board approved an Agreement for Pay-and-Display Parking Stations with Cale to purchase EZ Park Meters. The PABC has subsequently purchased 930 EZ Park Meters over the past ten years. For each EZ Park Meter that the PABC has purchased, two Coin Boxes were provided at no additional cost. The cost for replacement Coin Boxes has been quoted at \$350.00 per Coin Box.

The Coin Boxes are essentially small safes used to collect coins in the EZ Park Meters and then to transport the coins for counting. During coin collection from EZ Park Meters, the full Coin Box is removed from the meter and an empty Coin Box is inserted. Full Coin Boxes are taken to the City's Bureau of Collections where the currency is emptied and counted. This process has been repeated numerous times and some of the Coin Boxes, particularly those that are ten years old, have been damaged or suffered wear-and-tear to the point of becoming inoperable.

The PABC needs to supplement the inventory of Coin Boxes to enable the collection of currency from EZ Park Meters.

MINUTES

PABC - cont'd

The purchase of 80 additional Coin Boxes will allow for continued operation of the EZ Park Meters and facilitate the collection of currency from the meters. The 80 additional Coin Boxes will be delivered to the PABC within ten business days of the Board of Estimates approval.

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 the expenditure of funds to pay for the purchase of 80 replacement parking meter coin collection canisters (Coin Boxes) for the CALE MP104 multi-space parking meters (EZ Park Meters) from Cale America, Inc.

MINUTES

Department of Planning - Ratification of Casino
Local Impact Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify a Casino Local Impact Grant Agreement with Heart of America Foundation. The period of activity with respect to the Casino LIG Agreement was September 12, 2016 through September 16, 2016.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 2026-000000-1873-732809-603051

BACKGROUND/EXPLANATION:

Heart of America Foundation through its READesign program partnered with Westport Academy, Baltimore City Public Schools (BCPS), Under Armour and other private companies to undertake a "school makeover", involving thousands of hours of volunteer labor and over \$200,000.00 in materials and contractor services. The project took place during the week of September 12, 2016, and was completed in time for a dedication on September 16, 2016.

Westport Neighborhood Association (WNA) agreed to contribute to this effort by designating \$25,000.00 in Casino LIG funds, which had been appropriated for the purpose of "Community Enhancement Projects" in Westport. Specifically, these funds supported work on repair and resurfacing of the asphalt play surface, which included removing paving and adding landscape plantings. The school's play area is open to the public and benefits the community at large, beyond school hours.

Services covered under this Agreement have been completed and accepted by the City, the BCPS, and the WNA. The parties involved, the Department of Planning, the Mayor's Office, the Local Development Council, the WNA, the Law Department, and the Bureau of the Budget and Management Research agreed that the LIG could be

MINUTES

Department of Planning - cont'd

allocated for this purpose. However, subsequent delays in drafting and executing the Casino Local Impact Grant Agreement arose from a shortage of resources in administering these funds and the need to develop new processes for expending them in this manner. This Casino Local Impact Grant Agreement enables community groups like the WNA to designate a third-party partner to receive the LIG funds on behalf of projects that advance the community's objectives.

MBE/WBE PARTICIPATION:

MBE/WBE goals do not apply. These funds are to support an overall effort involving thousands of hours of volunteer labor and in-kind and cash donations. No bidding of work to sub-contractors was involved.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Casino Local Impact Grant Agreement with Heart of America Foundation.

MINUTES

Department of Transportation - Developer's Agreement No. 1504

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1504 with 3600 Hickory, LLC, developer.

AMOUNT OF MONEY AND SOURCE:

\$19,665.00

BACKGROUND/EXPLANATION:

The developer will install new water service to its proposed construction located at 3600-3602 Hickory Avenue. This Developer's Agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$19,665.00 has been issued to 3600 Hickory, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1504 with 3600 Hickory, LLC.

MINUTES

Finance Department - Revision to AM - 240-5-1
Subsistence Rate Policy

ACTION REQUESTED OF B/E:

The Board is requested to approve the revision of AM-240-5-1, Subsistence Rate Policy.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Policy AM-240-5-1 regards subsistence rates. Subsistence rates (per diem) are the allowances for lodging (excluding taxes), meals, and incidental expenses. The General Services Administration (GSA) establishes per diem rates for destinations within the Continental United States (CONUS). The State Department establishes the foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.). The Department of Defense (DOD) establishes non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam.

Rates are set by federal fiscal year, effective October 1.

UPON MOTION duly made and seconded, the Board approved the revision of AM-240-5-1, Subsistence Rate Policy.

MINUTES

Department of Housing and - Weatherization Assistance Grant
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Weatherization Assistance Grant Agreement with the State of Maryland, Department of Housing and Community Development (MD DHCD). The Weatherization Assistance Grant Agreement is effective upon Board approval through June 20, 2018.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 5000-585018-5971-439500-603051

BACKGROUND/EXPLANATION:

The MD DHCD receives Strategic Energy Investment Fund (SEIF) funds from the Maryland Department of Human Resources, and is providing the City with funds to provide weatherization services, heating system repair, and health and safety measures.

MBE/WBE PARTICIPATION:

N/A for acceptance of the grant. The MBE/WBE goals are included in the RFB for the Residential Energy Conservation Program contract. The goals set in 2015 were 27% MBE and 4% WBE. Services will be provided contractor approved under the 2015 RFB.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Weatherization Assistance Grant Agreement with the State of Maryland, Department of Housing and Community Development.

MINUTES

PERSONNELFire Department1. Abolish the following Position:

Classification: Fire Captain Urban Search & Rescue ALS
Job Code: 41258
Grade: 372 (\$63,820.00 - \$78,384.00)
Position No.: 2023-50250

2. Abolish the following Position:

Classification: Fire Lieutenant Urban Search & Rescue
Job Code: 41255
Grade: 340 (\$55,500.00 - \$67,720.00)
Position No.: 2023-50248

THE PERSONNEL MATTERS HAVE BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.

A PROTEST WAS RECEIVED FROM THE BALTIMORE FIRE OFFICERS ASSOCIATION, LOCAL NO. 964.

President: "The first item on the non-routine agenda can be found on Page 24, Personnel Matters, Fire Department abolishment of two positions. Uh -- is everybody here? Is Mike here? Is Mike here? No. The opposition is not here? I'll entertain a Motion."

Interim City Solicitor: "Move that the item be approved as it appears in the Agenda."

Comptroller: "Second."

President: "All those in favor say AYE. All opposed NAY. Motion carries."



Baltimore Fire Officers Association

Local No. 964

1030 S. LINWOOD AVENUE
BALTIMORE, MARYLAND 21224
(410) 276-6964 FAX: (410) 675-3930



CHARTERED FEBRUARY 20, 1948



Joan M. Pratt, Comptroller
Board of Estimates
City of Baltimore
204 City Hall
100 N. Holliday Street
Baltimore, MD 21202

March 14, 2017

Re: Board of Estimates proposed actions on:

- **Fire Captain Urban Search and Rescue Fire Department Class and Position(s) (Created on or about February 27, 2013)**
- **Fire Lieutenant Urban Search and Rescue Fire Department Class and Position(s) (Created on or about February 27, 2013)**

Dear Comptroller Pratt:

By letters dated December 22, 2016, Scott M. Merbach, Fire Captain, USAR ALS and Stephen F. Karas, Fire Lieutenant, USAR ALS were informed that their Fire Department positions would be disbanded or abolished, and they would be demoted. Mr. Merbach was to be demoted from USAR Captain to Fire Suppression Lieutenant, and Karas from USAR Lieutenant to Fire Suppression Emergency Vehicle Driver. The two personnel actions are scheduled for consideration by the Board of Estimates at its next meeting, on March 15, 2017. (BOE Agenda at page 44).

We ask the Board to deny or defer action on the requested personnel actions that appear at page 44 of the Board's Agenda for March 15, 2017.

In December, Members Merbach and Karas sought out aid and assistance from their exclusive representative, Baltimore Fire Officers Local 964, IAFF. In turn, our Union addressed a Public Information Act application to your office and to the Chief of Department of the Fire Department on December 29, 2016 to learn more about the history of the USAR and the proposed personnel actions. A partial, incomplete reply was received on January 27, 2017.

The Union wrote to renew its PIA application again on January 31, 2017. In that letter, it explained that through its PIA application, the Union attempted to gather documents to trace the history of the class and position of Fire Captain, Urban Search and Rescue, Grade 341, and Fire Lieutenant, Urban Search and Rescue, Grade 338; and to follow the revenue sources and budget actions tied to fund the two positions. We pointed out that the Union's request was prompted by the Fire Department's announcement that it intended to request authority to abolish the two positions.

After careful examination of the documents produced on January 27, 2017, the Union explained in its letter of January 31, 2017 that it still had not been granted access to the following:

1. Personnel Action Report(s) requesting authority pursuant to the Administrative Manual to abolish either or both Fire Department USAR positions;
2. Document(s) reflecting actions of the City's Expenditure Control Committee on any recommendation to abolish either or both Fire Department USAR positions;
3. Documents(s) reflecting actions of the Board of Estimates to abolish either or both Fire Department USAR positions;
4. Any budget, grant or other document that by title sought or grants authority to expend funds to sustain either or both Fire Department USAR positions;
5. Any financial statement, bookkeeping entry, and/or PAYVO that reflects the appropriation or grant of authority to expend funds to sustain either or both Fire Department USAR positions; and,
6. Any document reflecting the organizational design of the OEM within the Fire Department to include either or both USAR positions.

The Union protested on January 31, 2017 that the documents received did not permit the Union (and the two affected employees) to understand for what purposes the Fire Department created the two USAR positions, how it funded the USAR positions, and when, why and how the two USAR positions are presently singled-out for abolition. The Union followed the letter of January 31, 2017 with email correspondence dated February 6 and February 14, 2017 addressed to counsel for the Fire Department, but, again, without substantive response from the City.

Information and documents necessary to enable this Local Union (and the affected members) to assess the proposed USAR personnel actions have not been produced. Action by the Board prior to production of the information and documents requested shall be fundamentally unfair and arbitrary. It shall prevent the Local Union from taking full measure of the actions proposed and of the effects of those actions on the two employees who are to be affected.

It is for these reasons that we ask the Board to deny or defer the actions proposed on page 44 of the Agenda. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Campbell". The signature is fluid and cursive, with the first name "Michael" and last name "Campbell" clearly distinguishable.

Michael Campbell

President

Baltimore Fire Officers, IAFF L-964

MINUTES

Mayor's Office of Criminal Justice - Grant Adjustment Notification

ACTION REQUESTED OF B/E:

The Board is requested to approve the Grant Adjustment Notification (GAN) from the U.S. Department of Justice. The GAN will extend the period of the grant through March 31, 2017.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On February 6, 2013, the Board approved a grant in the amount of \$938,773.00 for the period of October 1, 2012 through September 30, 2015.

The Board approved the first GAN on June 29, 2015 and extended the period of the original grant through August 31, 2016. The second GAN was approved by the Board on July 27, 2016 to extend the period through February 28, 2017.

This GAN will extend the period through March 31, 2017. The extension is requested by the grantor to allow for additional administrative time.

The grant is for the McElderry Park Rehabilitation Coalition Project. This program aims to improve community safety by designing and implementing effective, comprehensive approaches to addressing crime within a targeted neighborhood, as part of a broader strategy to advance neighborhood revitalization through cross-sector and community based partnerships.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved the Grant Adjustment Notification from the U.S. Department of Justice.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

1. SAFETY LEAGUE, INC.

d/b/a ATLANTIC TACTICAL	\$ 0.00	Renewal
Contract No. B50003446 - Monadnock Flex Cuffs - Baltimore City Police Department - P.O. No. P527412		

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained five 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$0.00 is for the period June 1, 2017 through May 31, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 29, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is a purchase of commodities from an authorized dealer. There are no services provided under this contract.

MWBOO GRANTED A WAIVER.

2. AIRBUS HELICOPTERS, INC.

FORMERLY KNOWN AS AMERICAN EUROCOPTER CORPORATION	\$ 0.00	Renewal
Contract No. 08000 - Helicopter Parts & Maintenance - Police Department - P.O. No. P520254		

On May 23, 2012, the Board approved the initial award in the amount of \$950,000.00. The award contained five 1-year renewal options. Four renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period May 23, 2017 through May 22, 2018. 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 Purchases

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as sole source procurement. These proprietary commodities and specialized services are only available from the vendor, and are not available from subcontractors.

- | | | |
|--|--------------|---------|
| 3. FREEMIRE & ASSOCIATES,
INC. | \$150,000.00 | Renewal |
| Contract No. 08000 - Dezurik Plug Valves - Department of Public Works, Water and Wastewater - P.O. No. P526803 | | |

On April 2, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$150,000.00 is for the period April 1, 2017 through March 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 4. LBS ENTERPRISES, INC.
d/b/a LBS CORPORATION | \$ 16,000.00 | Renewal |
| Contract No. B50003979 - Bauer Air Compressor Testing and Maintenance - Baltimore City Fire Department - P.O. No. P530567 | | |

On March 19, 2015, the City Purchasing Agent approved the initial award in the amount of \$16,000.00. The award contained three 1-year renewal options. On March 9, 2016, the Board

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

approved the first renewal. This second renewal in the amount of \$16,000.00 is for the period April 1, 2017 through March 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 5. FULL CIRCLE SOLUTIONS, INC. | \$733,771.88 | Renewal |
| Contract No. 08000 - Integrated Collection Systems (ICS) Upgrades, Licenses and Support Services - Department of Finance - P.O. No. P527188 | | |

On April 30, 2014, the Board approved the initial award in the amount of \$1,467,543.84. The award contained three 1-year renewal options. On March 16, 2016, the Board approved the first renewal. The Bureau of Revenue Collections has engaged Full Circle Solutions, Inc. for upgrades, licenses, and support for various collection and tax systems. The vendor is the sole provider of the proprietary software, has provided the services since January 2008, and is the only authorized vendor providing the continued upgrades, licenses, and support. This second renewal in the amount of \$733,771.88 is for the period April 1, 2017 through March 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. Full Circle Solutions, Inc. is a City certified MBE vendor.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. SPARKS QUALTIY FENCE COMPANY	\$700,000.00	Renewal
Contract No. B50003210 - Fencing, Installation and Repair - Departments of General Services, Public Works, Transportation, Recreation and Parks, Baltimore City Police Department and Baltimore City Fire Department - P.O. No. P527150		

On April 16, 2014, the Board approved the initial award in the amount of \$394,187.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$700,000.00 is for the period April 16, 2017 through April 15, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 13% MBE AND 0% WBE.

	<u>Commitment</u>	<u>Performed</u>
MBE: Precision Fence, Co.	13%	\$59,423.92 14%

MWBOO FOUND VENDOR IN COMPLIANCE.

7. EROSION CONTROL & LANDSCPAE 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 four 1-year renewal options. This first renewal in the amount of \$0.00 is for the period April 1, 2017 through March 31, 2018, with three 1-year renewal options 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 Purchases

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 5% MBE AND 2% WBE.

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

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

MWBOO FOUND VENDOR IN COMPLIANCE.

- 8. CENTER FOR EMERGENCY
 MEDICINE OF WESTERN
 PENNSYLVANIA \$1,200,000.00 Renewal
 Contract No. 06000 - Non-Emergent Air Transportation Services
 - Health Department - P.O. No. P531118

On May 6, 2015, the Board approved the initial award in the amount of \$1,238,405.00. The award contained four 1-year renewal options. On April 13, 2016, the Board approved the first renewal.

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport costs for Maryland Medicaid Recipients, will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

states, "This unit (Baltimore City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved."

This second renewal in the amount of \$1,200,000.00 is for the period May 5, 2017 through May 4, 2018 with two 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

On February 4, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is merely to provide a mechanism for reimbursement for services previously rendered.

MWBOO GRANTED A WAIVER.

9. LEXISNEXIS RISK SOLUTIONS

FL INC.	\$108,360.00	Increase
Contract No. 06000 - Investigative Search Licensing - Health (Environmental & STD), State's Attorney, Baltimore Police Department and Officers and Office of the Inspector General - P.O. No. P535078		

On April 6, 2016, the Board approved the initial award in the amount of \$33,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved.

The vendor is currently providing investigative searches for many of the City agencies. As agencies' purchase orders expire they will be added to the current Master Blanket. The current contract was originally for the Health Department Environmental and STD, and the Inspector General's Office, but later Finance (Treasury) and the Police Department were added

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

when their separate contracts expired, so that the City would have a Master Service Agreement. The previous increase added the Office of the State's Attorney and the Circuit Court to the Master Service Agreement, when their separate contracts expired.

These services are vital to the functioning of City operations and an interruption in service would cause major issues; therefore, an increase is being requested to add the Baltimore City Sheriff's Office and additional programs in the Health Department to the Master Blanket. This increase in the amount of \$108,360.00 will make the award amount \$187,152.00. The contract expires on December 31, 2017, with two 2-year renewal options remaining. The above amount is the City's estimated requirement.

- | | | |
|--|--------------|----------|
| 10. MULTI-PARTS &
SERVICES, INC. | \$ 25,000.00 | Increase |
| Contract No. B50003862 - Aftermarket Parts and Service for Detroit Engines - Department of General Services - P.O. No. P529372 | | |

On November 13, 2014, the City Purchasing Agent approved the initial award in the amount of \$23,800.00. The award contained two 1-year renewal options. On May 11, 2016, the Board approved an increase. A major engine repair for a Solid Waste Skimmer Boat has depleted funds on the contract sooner than anticipated. This increase for a competitively bid requirements contract is necessary to continue funding for the remainder of its initial term. Specifications are being updated by the end user and a solicitation will be competitively bid for a new requirements contract. This increase in the amount of \$25,000.00 will make the total contract amount \$72,800.00. The contract expires on November 25, 2017, with two 1-year renewal options 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 Purchases

MBE/WBE PARTICIPATION:

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

11. QIAGEN INC.	\$225,300.00	Sole Source/ Agreement
Solicitation No. 08000 - EZ-1 DNA Investigator Kits - Baltimore City Police Department - Req. No. R748178		

The Board is requested to approve and authorize execution of an Agreement with Qiagen Inc. The period of the Agreement is March 22, 2017 through March 21, 2022.

Qiagen Inc. is the company that provided the EX-1 DNA Robots that the Baltimore City Police Department are currently using for DNA extraction. The proprietary EZ-1 DNA Investigator Kits are the only kits that are compatible with the current equipment. 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 practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. LAAKE ENTERPRISES, INC. t/a FESCO EMERGENCY SALES	\$1,782,624.00	Cooperative Contract
Houston-Galveston Area Council Contract No. AM10-16-Horton Medic Units - Department of General Services - Fleet - Req. No. R753751		

The total amount of \$1,782,624.00 for eight units will be financed through the City's Master Lease program administered by the Bureau of Treasury Management.

Eight units will be purchased from a competitively bid, cooperative inter-local contract agreement #07-1835 between the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. The medic units will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. The contract expires on September 30, 2018.

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

MBE/WBE PARTICIPATION:

On July 13, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

13. M.M. & P. MARITIME ADVANCEMENT, TRAINING, EDUCATION AND SAFETY PROGRAM d/b/a MCC AT THE MARITIME INSTI- TUTE OF TECHNOLOGY AND GRADUATE STUDIES	\$ 33,600.00	Selected Source
Solicitation No. 06000 - Joint Counterterrorism Awareness Workshop - Baltimore City Fire Department - Req. No. R755133		

The Maritime Conference Center contains all the complex requirements to conduct a successful two-day counterterrorism workshop. Due to the sensitive nature of the agenda, the Maritime Institute's 89-acres of closed campus space will provide the secured environment the Fire Department seeks for this exercise/event. The Joint Counterterrorism Awareness Workshop is sponsored by the City of Baltimore, the National Counterterrorism Centers, the Department of Homeland Security, and the Federal Bureau of Investigation.

The workshop classes on April 18, 2017 and April 19, 2017, are a nationwide initiative designed to improve the ability of local jurisdictions together to prepare for, protect against, and respond to complex terrorist attacks.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

14. CORRELLI INCORPORATED
ALBAN TRACTOR, CO. INC.

\$100,000.00

Extension

Contract No. B50002267 - Parts and Maintenance and Repair Services for Caterpillar Construction Equipment - Department of General Services - Fleet, Department of Public Works - P.O. Nos. P520012 and P520013

On February 22, 2012, the Board approved the initial award in the amount of \$700,000.00. The award contained two 1-year renewal options. Both renewal options have been exercised. An extension is necessary to allow time for a new solicitation to be competitively bid, advertised, and awarded. The period of the extension is April 1, 2017 through October 31, 2017. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 4, 2011, it was determined the no goals would be set because of no opportunity to segment the contract as there were no certified MBE's or WBEs who were authorized Caterpillar Construction Equipment parts or service providers.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Increases and Extensions to contracts. The Board further approved and authorized execution of the Sole Source Agreement with Qiagen, Inc. (Item No. 11).

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 page:

972

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

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

1. B50004350, Baltimore City Shuttle Transit Service
(Department of Transportation)
- REJECTION** - Vendors were solicited by posting on CitiBuy, eMaryland Marketplace and in local newspapers. The proposals received from MV Transportation, Inc., Transdev Services, Inc., Martz Group, and Dillon's Bus Service, Inc. were opened on September 14, 2016. Due to a potential need to significantly revise the specifications in the solicitation documents due to possible program modifications for the Baltimore City Shuttle Transit Services, it is recommended that the Board reject all proposals and cancel the solicitation, in the best interest of the City. This requirement will be revised and re-advertised at a later date.

Department of Public Works/Office of Engineering and Construction

2. WC 1345-A, Repaving Utility Cuts and Sidewalk Restoration At Various Locations
- REJECTION** - On January 11, 2017, the Board opened five bids for the Subject project. Bids ranged from \$3,469,573.25 to \$7,999,745.00. The Department has determined it is in the best interest of the City to reject the bids. Bids are being rejected due to Administrator error. Re-advertisement will be at a later date.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Option</u>			
1. Jonathan Walcott	1804 N. Chester Street	F/S	\$25,300.00

Funds are available in account no. 9910-908636-9588-900000-704040.

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 amounts.

UPON MOTION duly made and seconded, the Board approved and authorized the Option.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

975 - 977

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 20,000.00	9938-921055-9475	9938-913055-9474
Pimlico Local	FY15 Northwest	FY15 Northwest
Impact Aid	Park Improvement	Park Improvement
Video Lottery	- Reserve	- Active
Terminal Revenue		

This transfer will provide funds to cover the cost associated with landscaping work and site furnishings in Northwest Park.

Department of Transportation

2. \$ 15,000.00	9950-903846-9515	9950-901756-9514
State Constr.	Construction	Resurfacing Highways
Revenue	Reserve -	NE Sector I
	Resurfacing	
	Northeast	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 17015 Resurfacing Highways NE Sector I.

3. \$ 15,000.00	9950-908214-9515	9950-902757-9514
State Constr.	Construction	Resurfacing Highways
Revenue	Reserve -	NW Sector II
	Resurfacing	
	Northwest	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 17016 Resurfacing Highways NW Sector II.

4. \$ 15,000.00	9950-909215-9515	9950-903758-9514
State Constr.	Construction	Resurfacing Highways
Revenue	Reserve -	SW Sector III
	Resurfacing	
	Southwest	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
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Department of Transportation - cont'd

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 17017 Resurfacing Highways SW Sector III.

5. \$ 15,000.00	9950-906216-9515	9950-903759-9514
State Constr. Revenue	Construction Reserve - Resurfacing Southeast	Resurfacing Highways SE Sector IV

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR 17018 Resurfacing Highways SE Sector IV.

Department of General Services

6. \$125,000.00	9916-903179-9194	9916-903279-9197
1 st Parks and Public Facilities Loan	Visitors Center HVAC Upgrade - Reserve	Visitors Center HVAC Upgrade - Active

The HVAC units in the Baltimore Visitors Center are failing and frequently breakdown, causing major disruptions to the agency occupying the building. These breakdowns lead to extreme temperature variations which have been unable to be rectified through multiple service requests.

Department of Housing and Community Development

7. \$100,000.00	9997-909985-9587	9997-904555-9593
Community Dev. Block Grant 42	Housing Develop- ment - Reserve	Druid Heights CDC

This transfer will provide funds to transform a property that is currently a vacant lot into open green space for residents, youth and other community stakeholders.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
8. \$100,000.00	9997-909985-9587	9997-906545-9593
Community Dev.	Housing Develop-	Neighborhood
Block Grant 42	ment - Reserve	Housing Services,
		Inc.

This transfer will provide funds for the Greater Mondawmin Porch Project for façade improvements to homes along the 1600-1700 block of Gwynn Falls Parkway. This will enhance the appearances of the homes along this corridor.

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 1238 Light Street Apartments, LLC, Developer. The agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$7,086.44 - 9950-909084-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required. The Developer proposes to perform the Scope of Work for 1238 Light Street Apartments at 1238 Light Street, a new development with multi-family apartments consisting of 21 units for a total of 17,750 sq. ft. and a retail component with a total of 1,460 sq. ft. making the total sq. ft. 19,210.

The Developer agrees to make a one-time contribution for \$7,086.44 to fund the City's multimodal transportation improvements in the projects vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of a Traffic Mitigation Agreement with 1238 Light Street Apartments, LLC, Developer.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1505, On-Call Project and Construction Management Assistance Services. The period of the task assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$ 99,952.13 - 9956-907603-9551-900020-705032 - SC 903

99,952.13 - 9956-903654-9551-900010-705032 - SC 937

\$199,904.26

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction needs assistance from Whitman, Requardt & Associates, LLP to provide Construction Management and on-site inspection services for the following projects, SC 903, Improvements to Patapsco Sewershed and SC 927, Improvements to Sanitary Sewers for the Department of Public Works, Bureau of Water & Wastewater.

Whitman, Requardt & Associates, LLP will be in charge of 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, and review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, and responses, and construction contract administrative support.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code.

MINUTES

DPW/OE&C - cont'd

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1505, On-Call Project and Construction Management Assistance Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 to Rummel, Klepper & Kahl, LLP under Project 1236R, On-Call Stormwater Management Study and Engineering Design Services. The period of the task assignment is approximately 6 months.

AMOUNT OF MONEY AND SOURCE:

\$ 33,333.33 - 2072-000000-5181-734400-603026
 33,333.33 - 2070-000000-5601-399000-603026
33,333.34 - 2071-000000-5601-613800-603026
\$100,000.00

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Erosion and Sediment Control and Stormwater Management expedited review services for project designs of consent decree, Municipal Stormwater Sewer System and emergency repair projects. The Erosion and Sediment Control and Stormwater Management Plans has increased for review of City projects. These projects have deadlines, and there are stipulated penalties associated with them. The On-Call Consultant will review the plans for Erosion and Sediment Control, Stormwater Management, and critical area in accordance with Federal, State, and Local laws, rules, policies, and regulations. The Consultant will work closely with the Department's Erosion and Sediment Control and Stormwater Management Plans Review Section personnel. It is essential that the design plans be reviewed in a timely manner to avoid delay of design and construction projects.

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. 005 to Rummel, Klepper & Kahl, LLP under Project 1236R, On-Call Stormwater Management Study and Engineering Design Services.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to Rummel, Klepper & Kahl, LLP under Project 1402, On-Call Project and Construction Management Assistance Services Inspection Services. The period of the task assignment is approximately 15 months.

AMOUNT OF MONEY AND SOURCE:

\$197,172.81 - 9960-910144-9557-90020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction, Construction Management Division is in need of assistance from Rummel, Klepper & Kahl, LLP to provide 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, and review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews and construction contract administrative support.

MBE/WBE PARTICIPATION:

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code.

MBE: 27%

WBE: 10%

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

DPW/OE&C - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 021 to Rummel, Klepper & Kahl, LLP under Project 1402, On-Call Project and Construction Management Assistance Services Inspection Services.

MINUTES

Department of Public Works/Office - Reimbursement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve a reimbursement to Baltimore County for the City's share of the Fullerton Reservoir Project.

AMOUNT OF MONEY AND SOURCE:

\$45,871,291.96 - 9960-905722-9557-900020-706063

BACKGROUND/EXPLANATION:

Baltimore County awarded the construction of the Fullerton Reservoir utilizing tanks. After design, the County notified Baltimore City that total construction, to include extras, will be \$77,233,758.91 (see below). The City's portion of the total costs to be reimbursed to Baltimore County is 59.3928% or \$45,871,291.96. The County will submit invoices to Baltimore City after initially paying the expense.

\$73,149,520.10	-	Bid Price
3,657,476.01	-	5% Contingencies
400,000.00	-	Inspection
20,000.00	-	Contingent Costs
6,762.80	-	Reproduction Costs
\$77,233,758.91	-	Total County Award

APPROVED FOR FUNDS BY FINANCE

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>		
1. \$46,500,000.00	9960-903717-9558	
Water Rev. Bonds	Constr. Res.	
	Fullerton Finished	
	Water Reservoir	

MINUTES

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$45,871,291.96	-----	9960-905722-9557-6
		Construction
628,708.04	-----	9960-905722-9557-9
<u>\$46,500,000.00</u>		Administration

This transfer will provide funds to pay Baltimore County for the City's share of construction costs for the Fullerton Reservoir Project.

UPON MOTION duly made and seconded, the Board approved the reimbursement to Baltimore County for the City's share of the Fullerton Reservoir Project. 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**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the President</u>			
1. Bernard C. "Jack" Young	National League of Cities New York Convening New York, NY April 27 - 29, 2017 (Reg. Fee \$0.00)	Elected Officials Expense Account	\$ 270.00

The hotel expenses were paid by the National League of Cities. The transportation cost of \$130.00 was prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Mr. Young is \$140.00.

2. Lester Davis	National League of Cities New York Convening New York, NY April 27 - 29, 2017 (Reg. Fee \$0.00)	General Funds	\$ 895.41
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The transportation cost of \$130.00 was prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Mr. Davis is \$765.41.

3. Kara Kunst	National League of Cities New York Convening New York, NY April 27 - 29, 2017 (Reg. Fee \$0.00)	General Funds	\$ 895.41
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The transportation cost of \$130.00 was prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Ms. Kunst is \$765.41.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council</u> - cont'd			
4. Edward Reisinger	2017 International Council of Shopping Centers RECON Las Vegas, NV May. 20 - 25, 2017 (Reg. Fee \$610.00 ea.)	Elected Officials Expense Account	\$3,164.87

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night, plus occupancy tax cost of \$35.40 per night, a resort fee of \$35.00 per night, and a resort tax in the amount of \$4.20 per night. The Department is requesting additional subsistence of \$129.00 per night to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The airfare cost of \$446.87, registration fee of \$610.00 and the first night of the hotel cost of \$369.60 were prepaid using a City-issued credit card assigned to Hosea T. Chew. Therefore, the disbursement to Mr. Reisinger is \$1,738.40.

5. Kenneth Parker	2017 International Council of Shopping Centers RECON Las Vegas, NV May. 20 - 25, 2017 (Reg. Fee \$0.00 ea.)	General Funds	\$1,219.90
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The airfare cost of \$959.90 was prepaid using a City-issued credit card assigned to Hosea T. Chew. The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Parker is \$260.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council - cont'd</u>			
6. Sharon Middleton	International Council of Shopping Centers (ICSC) 2017 ICSC RECON Convention Las Vegas, NV May 20 - 25, 2017 (Reg. Fee \$610.00)	Elected Officials Expense Account	\$3,299.88

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night plus hotel taxes of \$35.40 per night, resort fees of \$35.00 per night, and resort fee taxes of \$4.20 per night. The airfare in the amount of \$581.88, the registration fee in the amount of \$610.00, and the first night of the hotel stay in the amount of \$369.60 were pre-paid on a City-issued credit card assigned to Mr. Hosea Chew.

The Department is requesting additional subsistence of \$129.00 per night for the hotel and \$40.00 per day for meals and incidentals. Mrs. Middleton is arriving one day early and leaving the day after the conference is over because of the conference location and meeting times. Therefore, Mrs. Middleton will be disbursed \$1,738.40.

Mayor's Office of Information Technology

7. James Forsythe	International Wireless Communications Expo Las Vegas, NV Mar. 27 - 31, 2017 (Reg. Fee \$649.00)	General Funds	\$1,912.00
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The airfare cost of \$382.96 and registration fee of \$649.00 were prepaid on October 4, 2016 on a City-issued credit card assigned to Jerome Mullen. Therefore, the disbursement to James Forsythe is \$880.20.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
8. Tia Henry	Passport to Partner Services St. Paul, MN March 26 - 31, 2017 (Reg. Fee \$0.00)	CDC-PS12 -1201 Compre- hensive HIV Pre- vention	\$1,546.88

The airfare cost of \$441.88 was prepaid on a City-issued credit card assigned to Ryan Hemminger. Therefore, the disbursement to Tia Henry is \$1,105.00.

9. Donn Howard	Passport to Partner Services St. Paul, MN March 26 - 31, 2017 (Reg. Fee \$0.00)	CDC-PS12 -1201 Compre- hensive HIV Pre- vention	\$1,948.58
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The subsistence rate for this location is \$209.00 per night. The hotel cost is \$199.00 per night, plus hotel taxes of \$27.12 per night. The Department is requesting additional subsistence of \$30.00 per day for food and incidentals. The airfare cost of \$558.00 was prepaid on a City-issued credit card assigned to Ryan Hemminger. Therefore, the disbursement to Donn Howard is \$1,390.48.

Employees' Retirement System

10. Dorothy L. Bryant	2017 Annual Conference & Exhibition Hollywood, FL May 19 - 25, 2017 (Reg. Fee \$1,250.00)	Special Funds - ERS	\$3,555.84
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MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>ERS - cont'd</u>			
<p>The subsistence rate for this location is \$182.00 per night. The cost of the hotel is \$259.00 per night plus taxes of \$28.49 per night. The Department is requesting additional subsistence of \$77.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.</p>			
<u>Department of Public Works/Human Resources</u>			
11. Vanessa Garrett- Ingram	Society for Human Resource Management Conference New Orleans, LA Jun. 17 - 23, 2017 (Reg. Fee \$1,395.00)	General Funds	\$3,218.90

The subsistence rate for this location is \$192.00 per night. The cost of the hotel for June 17, 2017 is \$258.24, for June 18 - 19, 2017 is \$256.08 per night, and for June 20, 2017 is \$207.58. The total hotel taxes are \$154.02 plus a \$1.00 USD fee per day. The airfare in the amount of \$467.90 and the registration fee in the amount of \$1,395.00 were pre-paid on a City-issued credit card assigned to Ms. Tianna Haines.

The Department is requesting additional subsistence of \$66.24 for the hotel for June 17, 2017, \$64.08 per day for June 18 - 19, 2017, and \$15.58 for June 20, 2017. Also, additional subsistence of \$40.00 per day is requested for June 17 - 20, 2017 for meals and incidentals. Ms. Garrett-Ingram will cover all of her own expenses from June 21 - 23, 2017. Therefore, Ms. Garrett-Ingram will be disbursed \$1,356.00.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. The President **ABSTAINED** on item nos. 1, 2, 3, 4, 5, and 6. The Comptroller **ABSTAINED** on item no. 10.

MINUTES

Department of Housing and - First Amendment to Loan Documents
Community Development Orchard Ridge Rental Phase V Project

ACTION REQUESTED OF B/E:

The Board is requested to approve the First Amendment to Loan Documents with Orchard Ridge Rental V, LLC for the properties known as Orchard Ridge Phase V Project located at 4316 Friar Field Run; 4325-4329 Orchard Ridge Blvd.; 4317-4323½ Orchard Ridge Blvd.; 4303-4315½ Orchard Ridge Blvd.; 4301-4301½ Orchard Ridge Blvd. and 3807 Strawberry Field Lane; 4300 - 4314 Friar Field Run; 3801 Strawberry Field Lane; 3802-3816 Strawberry Field Lane; 4201-4225 Orchard Ridge Blvd.; and 3869-3889 Sinclair Lane all in Baltimore City, Maryland.

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

AMOUNT OF FUNDS AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

Orchard Ridge is a master-planned community on an approximately 60-acre site located between Sinclair Lane and Erdman Avenue, where the former Freedom Village Apartments and Claremount Homes were previously located. Upon completion, Orchard Ridge will include 478 newly constructed mixed-income rental and for-sale housing units and a community center, constructed in seven phases. The Housing Authority of Baltimore City (HABC) has invested funds for the demolition of the existing Freedom Village and Claremount Homes buildings and City funds have been invested for infrastructure design and construction, which is already complete.

MINUTES

DHCD - cont'd

After a Request for Qualifications process that began in 2004, on January 20, 2006, a Master Development Agreement for the real estate redevelopment was entered into with Pennrose Properties, LLC, (Developer) as amended. Construction has been completed for all of the prior phases: (i) Rental Phase I, (ii) Rental Phase II, (iii) Rental Phase III, (iv) Rental Phase IV, (v) Homeownership Phase Ia, and (vi) Homeownership Phase Ib, undertaken by Habitat for Humanity of the Chesapeake.

On March 2, 2016, the Board of Estimates approved a HOME Investment Partnerships Program Loan in the amount of \$780,035.00 (HOME Loan) to Orchard Ridge Rental V, LLC, (Borrower).

Proceeds of the HOME Loan are being used to support a portion of the hard construction costs of Orchard Ridge Rental Phase V (Project) which consists of the new construction of 65 residential units of which 58 are to be affordable housing and seven units are to be market rate rentals. Ten one-bedroom units are to be set aside for non-elderly persons with disabilities (NED Units) and six units are to be set aside for residents requiring housing that meets the Uniform Federal Accessibility Standards. Combined, these 16 units are supported by a Project-Based Section 8 Housing Assistance Payments Contract assisting persons earning 30% or less of the Area Median Income. Through the Low-Income Housing Tax Credit (LIHTC) Program, of the remaining 49 units at the project, seven will be restricted to persons earning up to 50% of the AMI, 35 units will be restricted to persons earning up to 60% of the AMI, and seven units will have no income restrictions (collectively, the "LIHTC Affordability Restrictions"). The Project is therefore subject to a Low-Income Housing Tax Credit Covenant that requires the units to be occupied by income-qualified households for a period of 40 years from the time the Project is placed in service.

Currently, all 58 affordable units are designated as HOME units, pursuant to the HOME Loan Agreement. In addition, the Project is subject to the HOME Affordability Restrictions for a period of 20 years or so long as the HOME Loan is outstanding.

MINUTES

DHCD - cont'd

The Project received financing from a variety of sources. Sun Trust Bank provided permanent loan funds in the amount of \$2,260,956.00, in addition to a construction bridge loan in the amount of \$3,739,044.00. The Community Development Administration, a unit of the Division of Development Finance of the Department of Housing and Community Development, provided a loan from its Rental Housing Program in an approximate amount of \$2,000,000.00. Through the LIHTC Program, the Project also received \$12,925,505.00 in syndicated tax credit equity proceeds. The total project costs equal approximately \$17,966,496.00 with the HOME Loan representing approximately 4% of the total funding for the Project.

The Borrower has requested that the number of HOME Restricted Units be reduced from 58 to 26 units. The HOME Investment Partnerships Program establishes various compliance and management requirements for rental projects assisted with HOME funds. These requirements are in addition to those required by the LIHTC Program. The Department believes that designating all 58 affordable units as HOME Restricted units would be burdensome with regard to the compliance and management requirements when considering that the HOME Loan is for a low percentage of funding for the Project and that the affordable units would also be covered by the LIHTC Program and the LIHTC Affordability Restrictions. As such, the HOME per unit subsidy will increase from \$13,448.00 for the 58 units to \$30,001.35 for 26 units, which is not unreasonable and is within the program's guidelines.

The reduction in the number of HOME Units will not reduce the availability of affordable units. The LIHTC Affordability Restrictions restricts all 58 affordable units in the project and will be in place for 40 years from the time the project is placed in service. As a result, any unit that will no longer be subject to the HOME Affordability Restrictions will still have to comply with the LIHTC Affordability Restrictions. Therefore, any reduction in the number of HOME Restricted Units will not reduce the overall number of affordable units available at the Project.

MINUTES

DHCD - cont'd

The redevelopment of the Orchard Ridge site has had a beneficial social impact towards neighborhood stabilization. Therefore, the Department respectfully requests that the Board approve a reduction in the number of HOME assisted units for the project.

All other terms and conditions of the Board's prior approval dated March 2, 2016 remain in full force and effect.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved the First Amendment to Loan Documents with Orchard Ridge Rental V, LLC for the properties known as Orchard Ridge Phase V Project located at 4316 Friar Field Run; 4325-4329 Orchard Ridge Blvd.; 4317-4323½ Orchard Ridge Blvd.; 4303-4315½ Orchard Ridge Blvd.; 4301-4301½ Orchard Ridge Blvd. and 3807 Strawberry Field Lane; 4300 - 4314 Friar Field Run; 3801 Strawberry Field Lane; 3802-3816 Strawberry Field Lane; 4201-4225 Orchard Ridge Blvd.; and 3869-3889 Sinclair Lane all in Baltimore City, Maryland. The Board further authorized the Interim Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction **SUBJECT** to review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and - Loan Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a Community Development Bond Fund Loan in the amount of \$1,000,000.00 (Bond Fund Loan) to RG2, LLC, Borrower, a joint venture between Empire Homes of Maryland, Inc. and the French Development Company. The Board is further requested to authorize the Interim Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction **SUBJECT** to legal review and approval for form and legal sufficiency by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

<u>SOURCES</u>		<u>USES</u>	
City Bond Funds	\$1,000,000.00	Construction	\$6,720,160.00
State Bond Bill	200,000.00	Fees Related to Construction	977,929.00
Federal Home Loan Bank AHP	500,000.00	Financing Fees	463,258.00
MD/Project C.O.R.E.	400,000.00	Acquisition	208,252.00
MD Strategic Demo Funds	250,000.00	Development Fee	1,192,526.00
Deferred Development Fee	541,180.00	Syndication Costs	135,680.00
LIHTC	7,033,393.00	Reserves	226,768.00
TOTAL:	\$9,924,573.00	TOTAL:	\$9,924,573.00

Account: 9910-906850-9588

BACKGROUND/EXPLANATION:

The proceeds of the Bond Fund Loan will be used to support a portion of the hard and construction-related costs for the new construction of 42 residential studio units located at 4201-4223 York Road and 501½ E. 43rd Street.

MINUTES

Department of Housing and - cont'd
Community Development

Empire Homes of Maryland, Inc. (EHM) is a non-profit Community Housing Development Organization whose mission is to develop, manage, and maintain affordable residential properties for low-income individuals and those with disabilities. EHM provides multiple housing options that include transitional housing, scattered site independent living, single family homes, mid-sized multi-family buildings, and an assisted living facility. Since 2002, EHM has developed, managed, or leased housing throughout Baltimore City and Baltimore County. Using a wide range of public and private financing sources, EHM has developed in excess of 303 units of scattered site supportive rental housing. The organization serves special populations (i.e., disabled, homeless youth and adults, and persons living with HIV/AIDS) whose incomes are at or below 30% of the area median income, adjusted for family size.

In 2010 and in partnership with Homes for America, the EHM developed Restoration Gardens, a supportive housing project for "unstably housed youth" from the ages of 18 to 24. "Unstably housed youth" (also referred to as transition aged youth (TAY)) are extremely low income young adults often with involvement in the child welfare system and/or the juvenile justice system, for example runaways due to abuse in group homes or within their family of origin.

Restoration Gardens, a 43 unit building achieved full occupancy in three months and has received numerous awards and remains the only one of its kind in the state. The Governor's Task Force on unstably housed youth cites Restoration Gardens as a model and calls for more such buildings.

In 2015, the EHM, in partnership with the French Development Company, submitted a proposal to construct Restoration Gardens 2

MINUTES

Department of Housing and - cont'd
Community Development

to serve additional youth, especially those who prefer an east side (or a more central location). Located within the Penn Lucy Community at 4201-4223 York Road and 501½ E. 43rd Street, the project will consist of the new construction of 42 studio apartments units (Project) for young adults between the ages of 18 and 24 who are aging out of foster care, or are homeless or at risk of homelessness. Thirty-seven units will be rented to young adults at or below 30% of the area median income (AMI) and the remaining 5 units will be rented to young adults at or below 50% of AMI.

The Housing Authority of Baltimore City (HABC) will provide Project Based Section 8 vouchers through a renewable Housing Assistance Payment contract (HAP Contract) for all 42 units of Project Based Housing Choice Voucher rent subsidy for a period of 15 years. Supportive services and case management will be available to the residents. The housing units must remain affordable for 15 years.

An appraisal was prepared on December 5, 2016, by Chaney & Associates. The Market Value As If Complete and upon Stabilization is \$2,890,000.00. The appraised value is below the total cost of the Project. This is common in transactions involving LIHTC, subsidized rents and preferred governmental financing. The LIHTC provides equity, and is not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the sources of financing, such as the Bond Fund Loan being provided by the Department and other governmental sources, are in place in order to allow continuing affordability. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value, leaving only the equity exposed, which is, as noted above, relying on tax incentives rather than the property. The appraised value meets the underwriting standards for the must-pay permanent superior mortgage.

MINUTES

Department of Housing and - cont'd
Community Development

PARTICIPATING PARTIES:A. Owner/Developer

The Borrower is a single purpose entity owned 51% by the French Development Company and 49% by EHM. The French Development Company and the EHM will be co-developers (collectively, the Developer) of the Project.

B. GENERAL CONTRACTOR/ARCHITECT:

Southway Builders, Inc. will act as the general contractor and will post a 100% "Payment and Performance" bond. Cho Benn Holback will provide architectural services.

C. PARTICIPATING LENDERS:BANK OF AMERICA - 1st lien construction loan

Bank of America/Merrill Lynch, or its affiliate (Bank of America), is providing a construction bridge loan in the approximate amount of \$5,100,000.00 (BoA Bridge Loan). The BoA Bridge Loan will be in first-lien position during construction, have an interest rate equal to the 30-day LIBOR Market Index Rate plus approximately 275 basis points, and have a term of 24 months plus any applicable extensions. Interest only payments will be required. The BoA Bridge Loan is expected to be repaid from installments of tax credit equity.

BOND FUND LOAN - 2nd lien construction / 1st lien permanent

The City's loan from its Community Development Bond program will be in an amount not to exceed \$1,000,000.00 and will

MINUTES

Department of Housing and - cont'd
Community Development

have a construction loan period of 15 months, which will include three months for cost certification. The Bond Fund Loan will be in a second-lien position during construction and will become a first-lien following repayment of the BoA Bridge Loan. Following construction completion, the Bond Fund Loan will have a 41 year permanent loan period (Bond Loan Permanent Period). The interest rate on the Bond Fund Loan will be zero percent (0.0%). No payments on the Bond Loan will be required during construction, but during the Bond Loan Permanent Period, principal and interest will be due and payable from surplus cash in accordance with the applicable loan documents. The entire principal and any interest shall be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the Project or portion thereof without prior written consent of the Department.

Should an event of default occur, interest shall accrue from the date of the default at the prime rate of interest plus four percent (p+4%). The last day of the Bond Loan Permanent Period shall constitute the "Maturity Date." The Bond Fund Loan will be long-term, subordinate, non-recourse debt.

FEDERAL HOME LOAN BANK LOAN - 3rd lien construction / 2nd lien permanent

EHM will provide a deferred loan in an approximate amount of \$500,000.00 (AHP Loan) with proceeds of a grant from the Federal Home Loan Bank of Atlanta's Affordable Housing Program. The AHP Loan will be in the third-lien position until the repayment of the BoA Bridge Loan. During the construction loan period of the AHP Loan, no interest shall be charged on the outstanding principal balance of the AHP Loan.

MINUTES

Department of Housing and - cont'd
Community Development

The permanent loan period of the AHP Loan shall be at least 41 years commencing at construction completion and during such period, interest on the AHP Loan shall accrue at 1.00% simple interest per annum.

SUBORDINATE DEFERRED LOANS / GRANTS & DEFERRED DEVELOPER FEE

Additional funds necessary to finance the Project include a Maryland State Bond Bill in the approximate amount of \$200,000.00; Maryland Strategic Demo Funds from the State in the approximate of \$250,000.00, and Project C.O.R.E. funds from the State in the approximate amount of \$400,000.00. Each of these sources are expected to be grants into the project but also may be secured by a lien that is subordinate to the lien of the Bond Fund Loan if appropriate for the economics of the transaction.

As currently, underwritten, a portion of the developer's fee in the approximate amount of \$541,180.00 is expected to be deferred; however, the development team is exploring additional sources of grant funding that may reduce this fee.

THE TRANSFER OF FUNDS WAS PREVIOUSLY APPROVED BY THE BOARD OF ESTIMATES ON MARCH 15, 2017.

MBE/WBE PARTICIPATION:

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

THE DEPARTMENT OF FINANCE REVIEWED ND RECOMMENDED APPROVAL.

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the Community Development Bond Fund Loan in the amount of \$1,000,000.00 (Bond Fund Loan) to RG2, LLC, Borrower, a joint venture between Empire Homes of Maryland, Inc. and the French Development Company. The Board further authorized the Interim Commissioner of the Department of Housing and Community Development to execute all legal documents to effectuate this transaction **SUBJECT** to legal review and approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Transportation - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay Verizon of Maryland (Verizon) for relocation of its facilities associated with Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT Railroad.

AMOUNT OF MONEY AND SOURCE:

\$8,308.14 - 9950-901363-9508-900010-707072

BACKGROUND/EXPLANATION:

On December 7, 2011, the Board approved Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT Railroad. On January 16, 2013, the Board approved the utility relocation estimate in the amount of \$25,133.00. The approval was for Verizon to relocate its utility line in order to provide clearance for highway improvements in connection with the referenced project. The actual cost for the work is \$33,441.14, of which Verizon is requesting the remaining balance of \$8,308.14.

DBE PARTICIPATION:

The associated Contract No. TR 03333, has a DBE goal of 30%.

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

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Verizon of Maryland (Verizon) for relocation of its facilities associated with Contract No. TR 03333, Sinclair Lane Bridge Rehabilitation over CSXT Railroad.

MINUTES

PROPOSAL AND SPECIFICATIONS

Department of Public Works -
Office of Engineering & Const.

ER 4020R, Lower Lower Stony
Run Environmental Restoration
BIDS TO BE RECV'D: 04/26/2017
BIDS TO BE OPENED: 04/26/2017

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

MINUTES

A PROTEST WAS RECEIVED FROM MS. KIM TRUEHEART FOR ALL ITEMS ON THE AGENDA.

The Board of Estimates received and reviewed Ms. Trueheart's protest. As Ms. Trueheart does not have a specific interest that is different from that of the general public, the Board will not hear her protest.

Kim A. Trueheart

March 21, 2017

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

Dear Ms. Taylor:

Herein is my written protest on behalf of the underserved and disparately treated citizens of the Baltimore City who appear to be victims of questionable management and administration within the various boards, commissions, agencies and departments of the Baltimore City municipal government.

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

1. Whom you represent: Self
2. What the issues are:

Pages 1 - 67, City Council President and members of the Board of Estimates, BOE Agenda dated March 22, 2017, if acted upon:

- a. The proceedings of this board often renew business agreements without benefit of clear measures of effectiveness to validate the board's decision to continue funding the provider of the city service being procured;
- b. The Baltimore City School Board of Commissioners routinely requires submissions for board consideration to include details of the provider's success in meeting the objectives and/or desired outcomes delineated in the previously awarded agreement;
- c. The members of this board continue to fail to provide good stewardship of taxpayers' funds as noted by the lack of concrete justification to substantiate approval of actions presented in each weekly agenda;
- d. This board should immediately adjust the board's policy to ensure submissions to the board include measures of effectiveness in each instance where taxpayer funds have already been expended for city services;

Email: kimtrueheart@gmail.com

*5519 Belleville Ave
Baltimore, MD 21207*

- e. In the interest of promoting greater transparency with the public this board should willing begin to include in the weekly agenda more details which it discusses in closed sessions without benefit of public participation.
- f. Lastly this board should explain to the public how, without violating the open meeting act, a consent agenda is published outlining the protocols for each week's meeting prior to the board opening its public meeting.

3. How the protestant will be harmed by the proposed Board of Estimates' action: As a citizen I have witnessed what appears to be a significant dearth in responsible and accountable leadership, management and cogent decision making within the various agencies and departments of the Baltimore City municipal government which potentially cost myself and my fellow citizens excessive amounts of money in cost over-runs and wasteful spending.

4. Remedy I desire: The Board of Estimates should immediately direct each agency to include measures of effectiveness in any future submissions for the board's consideration.

I look forward to the opportunity to address this matter in person at your upcoming meeting of the Board of Estimates on March 22, 2017.

If you have any questions regarding this request, please telephone me at (410) 205-5114.

Sincerely,
Kim Trueheart,
Voter, Citizen & Resident

*5519 Belleville Ave
Baltimore, MD 21207*

MINUTES

President: "There being no more business before this Board, this meeting will recess until bid opening at 12 noon. Thank you."

MINUTES

Clerk: "The Board is now in session for the receiving and opening of bids."

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Bureau of Purchases - B50004828, Incontinent Supplies and Durable Equipment
BIDS TO BE RECV'D: 03/29/2017
BIDS TO BE OPENED: 03/29/2017

Bureau of Purchases - B50004890, Medical Administration Services for HMO & PPO Plans
BIDS TO BE RECV'D: 04/05/2017
BIDS TO BE OPENED: 04/05/2017

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

Department of Transportation - TR 11306, Midtown Streetscape/
Traffic Improvements

M. Luis Construction Co. Inc.
P. Flanigan & Sons, Inc.
Civil Construction, LLC

MINUTES

Department of Public Works - WC 1293, Water Infrastructure Rehabilitation, Various Locations

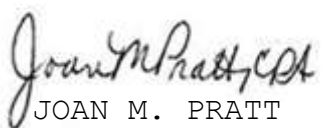
J. Fletcher Creamer & Son, Inc.
 Spiniello
 Civil Construction, LLC

Bureau of Purchases - B50004901, Banquet Stacking Chairs

MTS Seating
 Mity-Lite, Inc.
 KMK Imports, Inc.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 29, 2017.



JOAN M. PRATT
 Secretary