

**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  
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 April 12, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order -- in -- in -- in -- 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. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board members attention to the memorandum from my office dated April 10, 2017, identifying matters to be considered as routine agenda items together with any additions that are -- any addi-- and corrections and that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

Interim City Solicitor: "I Move the approval of 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

BOARDS AND COMMISSIONS1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Bensky Construction Co., LLC	\$ 5,652,000.00
DemCole, LLC	\$ 513,000.00
Design Recycle Incorporated	\$ 1,500,000.00
DN Tanks, Inc.	\$503,181,000.00
Grace Management & Construction, LLC	\$ 1,500,000.00
HASCON, LLC	\$ 8,000,000.00
HomeRite of Baltimore, LLC	\$ 612,000.00
KCI Construction Services, LLC d/b/a KCI Communications Infrastructure	\$ 24,867,000.00
Nichols Contracting, Inc.	\$ 8,000,000.00
Stewart & Tate, Inc.	\$ 8,000,000.00
Zone Striping, Inc.	\$138,888,000.00

2. Prequalification of Architects and Engineers

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

Albrecht Engineering, Inc.	Engineer
Baker Engineering Services, Inc.	Engineer
C.C. Johnson & Malhotra, P.C.	Architect Engineer Land Survey

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

Cho, Benn, Holback & Associates, Inc.	Architect
Modjeski and Masters, Inc.	Engineer
Patton Harris Rust & Associates, P.C.	Engineer

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

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Mr. Alan Salazar for an amount that is less than the lien amount for the property located at 2503 E. Federal Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
2503 E. Federal Street	\$5,000.00	\$3,444.92	\$22,468.06	\$5,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 2503 E. Federal Street on May 16, 2016 for \$22,468.06. Mr. Salazar has offered to purchase the Tax Sale Certificate for \$5,000.00 cash, file the petition to foreclose, acquire title to the property, and return it to productive use. The appraised value of \$5,000.00 is greater than the flat taxes and water bills on that property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Mr. Alan Salazar for an amount that is less than the lien amount for the property located at 2503 E. Federal Street.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1223 - 1225

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. <b>\$ 20,000.00</b>	9938-910061-9475	9938-911061-9474
1 <sup>st</sup> Parks & Public	FY'16 Baltimore	FY'16 Baltimore
Facilities	Playground Program	Playground Program
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with design services for the Remington Playlot.

2. <b>\$ 30,600.00</b>	9938-907049-9475	9938-917071-9474
General Fund	Cahill Community	FY'17 Tree Balti-
	Center (Reserve)	more Program
		(Active)

This transfer will provide funds to cover the costs associated with the purchase and planting of trees under Forestry's Tree Baltimore Program.

Mayor's Office of Information Technology (MOIT)

3.   \$251,514.42	9903-933006-9116	
General Funds	Digital Logging	
	Recorder Project	
	(Active)	
272,146.38	9903-952002-9116	
General Funds	Mainframe Replacement	
	Project (Active)	
<b>\$523,660.80</b>	-----	9903-929009-9116
		Data Back Up
		Project (Active)

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>MOIT</u> - cont'd		
<p>MOIT is requesting to transfer capital funds from the Digital Logging Recorder project and the Mainframe Replacement project account to the Data Back Up Project account. These funds will cover the upgrade for the backup system which comprises software and hardware that will be located at the City co-located data centers.</p>		
4. <b>\$236,000.00</b>	9903-952002-9116	9903-902009-9116
General Funds	Mainframe Replacement project (Active)	VOIP project (Active)

This transfer will cover costs associated with the Mitel Voice-Over-IP project (Telecommunication Improvement and Procurement Project). This transfer partially funds infrastructure upgrades to switches at user sites to Power-over-Ethernet switches, which are required for phone operations.

Department of General Services

5.    \$100,000.00	9916-911063-9194	9916-903154-9197
1 <sup>st</sup> Parks & Public Facilities Loan	Engine 36 Electrical Upgrades - Reserve	Engine 46 Roof Replacement - Active
110,000.00	9916-908060-9194	9916-903154-9197
6 <sup>th</sup> Public Bldg. Loan	Engine 46 Roof Replacement - Reserve	Engine 46 Roof Replacement - Active
<u><b>\$210,000.00</b></u>		



MINUTES

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of General Services - cont'd

Engine 46 has chronic roof leaks, which affect the normal operation and functions of the firehouse. A full roof replacement is necessary to alleviate the conditions of the building.

MINUTES

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

The Board is requested to approve and authorize execution of the following Community Development Block Grant Agreements (CDBG). The period of the CDBG is July 1, 2016 through June 30, 2017.

- 1. **THE VILLAGE LEARNING PLACE, INC. \$49,000.00**

Account: 2089-208917-5930-429330-603051

The Village Learning Place, Inc. will utilize the funds to subsidize the operating expenses of the Village Learning Place literacy outreach and Let's Invest in Neighborhood Kids (LINK) Initiative. The LINK program will provide free, educational after-school and summer programs for low- to moderate-income youth in the City, primarily of the Greater Charles Village/Barclay area.

- 2. **NEIGHBORHOOD DESIGN CENTER, INC. \$93,502.00**

Account: 2089-208917-5930-436080-603051

The Neighborhood Design Center, Inc. will utilize the funds to subsidize NDC's budget for one year. The Neighborhood Design Center, Inc. will provide design planning and technical assistance to a minimum of 39 community-based revitalization projects in Baltimore City's low- and moderate-income neighborhoods.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$17,836.14, AS FOLLOWS:**

**MBE:** \$4,815.72

**WBE:** \$1,783.61

**MINUTES**

DHCD - cont'd

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

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

Upon approval of the Resolution, the DHCD's Contracts Section began negotiating and processing this CDBG Agreement as outlined in the Plan effective July 1, 2016 and beyond. Consequently, these CDBG Agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Individual Training Account Agreement with SW Design School, LLC. This First Amendment extends the period of the Agreement through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$ 3,000.00 - (July 1, 2016 - June 30, 2017)  
15,000.00 - (July 1, 2017 - June 30, 2018)  
**\$18,000.00** - 4000-807517-6312-467253-603051  
                   4000-806717-6312-467253-603051  
                   2026-000000-6311-734100-603051

**BACKGROUND/EXPLANATION:**

On September 14, 2016, the Board approved the original agreement for the period July 1, 2016 through June 30, 2017, for the amount of \$12,000.00. The agreement authorized the SW Design School, LLC to provide training in those areas specified on the Maryland Higher Education Commission list of approved Training Providers.

This First Amendment to the Individual Training Account Agreement increases the funding for the period July 1, 2016 through June 30, 2017 by \$3,000.00, and also increases the award by \$15,000.00 for FY 18 making the total contract award \$30,000.00. All other terms and conditions of the original agreement remain unchanged.

**MINUTES**

Mayor's Office of Employment - cont'd  
Development

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to the Individual Training Account Agreement with SW Design School, LLC.

**MINUTES**Mayor's Office of Human Services - Agreements and Ratification  
of Amendments

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

AGREEMENTS

1. **MERCY MEDICAL CENTER, INC.** **\$ 330,300.50**

Account: 4000-407016-3571-758601-603051

Mercy Medical Center, Inc. (MERCY) will use funds to operate the Coordinated Access System for the Baltimore Continuum of Care; providing support services to 80 households and completing intake assessments on 240 homeless families. MERCY staff will assess, arrange, coordinate, and monitor the delivery of individualized services to meet the needs of program participants. The period of the agreement is February 1, 2017 through January 31, 2018.

The agreement is late because of a delay in receiving signatures from Mercy Medical Center, Inc.

2. **PROJECT PLASE, INC.** **\$ 232,904.50**

Account: 4000-407016-3573-758900-603051

Project PLASE, Inc. will use funds to provide supportive services to 103 formerly homeless individuals. Clients served in this program are individuals struggling with chronic mental illness, substance abuse, and HIV/AIDS. The period of the agreement is July 1, 2017 through June 30, 2018.

## MINUTES

Mayor's Office of Human Services - cont'd

3. **PROJECT PLASE, INC.** **\$1,578.742.00**

Account: 4000-407016-3571-756801-603051

Project PLASE, Inc. will provide rental assistance to 103 formerly homeless households with at least one member struggling with chronic mental illness, substance abuse, and HIV/AIDS. The period of the agreement is April 01, 2017 through March 31, 2018.

The agreement is late because of a delay in receiving signatures from Project PLASE, Inc.

4. **ST. AMBROSE HOUSING AID CENTER, INC.** **\$ 123,702.00**

Account: 4000-407016-3571-759120-603051

St. Ambrose Housing Aid Center, Inc. will provide rental assistance to six formerly homeless households. The housing program works to move families to self-sufficiency using a home-based approach that utilizes the building of life skills, employability skills, and connection to community resources where appropriate. The period of the agreement is July 1, 2017 through June 30, 2018.

5. **STRONG CITY BALTIMORE, INC.** **\$ 75,721.00**

Account: 5000-583617-3572-792700-603051

Strong City Baltimore, Inc. will provide rapid re-housing services to 10 homeless youth, including rental assistance and case management services. The period of the agreement is July 1, 2016 through July 22, 2017.

The agreement is late because of a delay in receiving the formal grant award from the State of Maryland.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Mayor's Office of Human Services - cont'd

6. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** \$ 33,850.50

Account: 4000-407016-3573-756700-603051

Govans Ecumenical Development Corporation will provide supportive services to 25 homeless households. Clients served under this program will be low-income formerly homeless individuals who have HIV/AIDS, mental and/or physical disabilities and substance abuse issues. The period of the agreement is August 1, 2017 through July 31, 2018.

7. **HEALTHCARE FOR THE HOMELESS** \$ 25,000.00

Account: 4000-490817-3571-763200-603051

Healthcare for the Homeless, Inc. will use funds to provide supportive services to clients who are medically fragile and experiencing substance abuse and/or mental health issues. Services will include case management, medical assessment by a Registered Nurse, substance abuse treatment, and connecting patients with mental health services and personal care services. The period of the agreement is July 1, 2016 through June 30, 2017.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

RATIFICATION OF AMENDMENTS

8. **THE BALTIMORE STATION, INC.** \$ 0.00

On December 7, 2016, the Board approved the original agreement in the amount \$75,173.12 for the period of October 15, 2016 through March 15, 2017.



## MINUTES

Mayor's Office of Human Services - cont'd

The organization provides 11 emergency overnight shelter beds to homeless men on nights declared winter emergency nights by the Department when the outdoor temperature falls below 32 degrees Fahrenheit.

9. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** \$ 0.00

On November 30, 2016, the Board approved the original agreement in the amount \$108,877.60 for the period of October 15, 2016 through March 15, 2017.

The organization provides 19 emergency overnight shelter beds to homeless men on nights declared winter emergency nights by the Department when the outdoor temperature falls below 32 degrees Fahrenheit.

10. **NEW VISION HOUSE OF HOPE, INC.** \$ 0.00

On February 15, 2017, the Board approved the original agreement in the amount \$109,327.55 for the period of December 15, 2016 through March 15, 2017.

The organization provides 30 emergency overnight shelter beds to homeless men on nights declared winter emergency nights by the Department when the outdoor temperature falls below 32 degrees Fahrenheit.

11. **ASSOCIATED CATHOLIC CHARITIES, INC.** \$ 0.00

On November 30, 2016, the Board approved the original agreement in the amount \$23,649.00 for the period of December 15, 2016 through March 15, 2017.

The organization provides personnel services to coordinate emergency overnight sheltering for the City on nights declared winter emergency nights by the Department when outdoor temperature falls below 32 degrees Fahrenheit.

The ratifications are requested because winter shelter services were provided through March 31, 2017.

## MINUTES

Mayor's Office of Human Services - cont'd

12. **DAYSPRINGS PROGRAM, INC.** \$ 0.00

On September 19, 2012, the Board approved the original agreement in the amount of \$369,816.00 for the period of August 11, 2011 through July 29, 2016.

The organization provided permanent housing and supportive services to four formerly homeless households. In order to 834-866 Ensor St, Baltimore, MD 21202, USA allow for the full expenditure of funds, the U.S. Department of Housing and Urban Development approved a no-cost time extension on March 2, 2015, changing the grant period. This amendment will extend the period of the agreement through July 28, 2017.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

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

## MINUTES

Health Department - TRANSFER OF LIFE-TO-DATE SICK LEAVE

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

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

<u>Donors</u>	<u>Days</u>
Leslie Thompson	3
Liban Jama	2
Kamal Patel	5
Phyllis Lee	5
Beverly J. Harris	5
Elouise Mayne	5
Deborah Hamilton	<u>5</u>
<b>Total</b>	<b>30</b>

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

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

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

**MINUTES**Health Department - Agreements

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

1. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.** **\$60,000.00**

Account: 4000-484817-3023-718000-603051

The organization will subcontract with Integrative Counseling Services to recruit 8 behavioral health agencies in the City to receive training and technical assistance to improve agencies' Lesbian, Gay, Bisexual, Transgender, and Questioning cultural competence. The target programs will be those that service the clients referred by the Department's pre-exposure prophylaxis for HIV program. The period of the Agreement is September 30, 2016 through September 29, 2017.

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

2. **BLACK MENTAL HEALTH ALLIANCE FOR  
EDUCATION AND CONSULTATION, INC.** **\$70,000.00**

Account: 4000-483517-3080-294600-603051

The organization will provide Emotional Emancipation Circle (EEC) workshops and training in the ReCAST communities. The purpose of the ReCAST West Baltimore Project is to reduce the impact of trauma and build resilience in the Central West Baltimore Communities so that young people can complete school and engage in the workforce. EEC workshops and trainings are "within group" gatherings designed to equip members of the Black community with fresh, powerful, and culturally relevant ways to create new and exciting culturally appropriate initiatives aimed at intra-racial healing to help promote personal and community resilience,

**MINUTES**

Health Department - cont'd

healing and transformation in the ReCAST communities. The period of the Agreement is September 30, 2016 through September 29, 2017.

The Agreement is late because the Department had to review and approve sub-grantee budgets.

**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 - Employee Expense Reports**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various expense reports for the following employees:

1. **KATINA EVANS** **\$ 15.00**

Account: 1001-000000-3100-295900-603003  
August 2016

The Department requests reimbursement to Ms. Evans for parking expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to oversight.

2. **AISHA BURGESS** **\$ 97.09**

Account: 4000-428516-3160-271400-603002  
July 2016

The Department requests reimbursement to Ms. Burgess for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to oversight.

3. **NANCY JILL KERR** **\$ 62.15**

Account: 4000-498817-3080-284000-603002  
August 2016

The Department requests reimbursement to Ms. Kerr for mileage expenses. The reimbursement is late because the employee expense statement and appropriate back up documents were inadvertently misplaced due to oversight.

## MINUTES

Baltimore City Health Department - cont'd

4. DENISE PARKER		\$ 35.72
a. Accounts: 4000-426617-3080-294000-603002	\$	6.87
4000-426617-3080-294000-603003		<u>14.00</u>
August 2016	\$	20.87
b. Accounts: 4000-426617-3080-294000-603002	\$	8.60
4000-426617-3080-294000-603003		<u>6.25</u>
September 2016	\$	14.85

The Department requests reimbursement to Ms. Parker for mileage and parking expenses. The reimbursement is late because the employee expense statement and appropriate back-up documents were inadvertently misplaced due to oversight.

Pursuant to Administrative Manual Section 240-11, an Employee Expense Report must be received by the Bureau of Accounting and Payroll Services within 40 work days from the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the various expense reports for the foregoing employees.

**MINUTES**

Police Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the University of Baltimore, Schaefer Center for Public Policy, for tuition costs for March 2017 through November 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$700.00 - 6000-611217-2013-197500-603026

**BACKGROUND/EXPLANATION:**

Jason Callaghan and Jan Bryant are attending the Maryland Equity & Inclusion Leadership Program training offered jointly by the University of Baltimore, Schaefer Center for Public Policy and the Maryland Commission on Civil Rights. The training is being held on March 23 and 24, April 13, May 11, June 15, July 13, August 1, September 14, October 19, and November 9, 2017.

This program will teach techniques for developing equitable and inclusive policies within the Department. It will involve a two-day retreat and seven additional class sessions. The students will also be required to participate in online sessions and assignments. The program will conclude in November with a final presentation along with an equity and inclusive project.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



MINUTES

Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the University of Baltimore, Schaefer Center for Public Policy, for tuition costs for March 2017 through November 2017.

**MINUTES**

Department of Transportation - Developer's Agreement No. 1477

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1477 with Redfern Holdings, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$152,875.00

**BACKGROUND/EXPLANATION:**

Redfern Holdings, LLC would like to install water, conduit, storm drain, sanitary sewer, and paving improvements to its proposed construction located at 100-116 Dolphin Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$152,875.00 has been issued to Redfern Holdings, 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. 1477 with Redfern Holdings, LLC, Developer.

**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 RELP Holabird, LLC, Developer for Port 95 Industrial Center at 5300 Holabird Avenue. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$82,615.24 - 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to construct certain improvements commonly referred to as Port 95 Industrial Center at 5300 Holabird Avenue by constructing Building 1, a warehouse with 413,345 sq. ft. The Developer agrees to make a one-time contribution in the amount of \$82,615.24 to fund the City's multimodal transportation improvements in the Development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with RELP Holabird, LLC, Developer for Port 95 Industrial Center at 5300 Holabird Avenue.

**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 EWA Baltimore 5350, LLC, Developer for Port 95 Logistics Center-Building 2 at 5350 Holabird Avenue. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$28,666.18 - 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Impact Study was required for the Development. The Developer proposes to perform the Scope of Work for Port 95 Logistics Center-Building 2 at 5350 Holabird Avenue constructing a new building for warehousing with 140,400 sq. ft. The Developer agrees to make a one-time contribution in the amount of \$28,666.18 to fund the City's multimodal transportation improvements in the Development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with EWA Baltimore 5350, LLC, Developer for Port 95 Logistics Center-Building 2 at 5350 Holabird Avenue.

**MINUTES**

Department of Transportation (DOT) - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with CPC Retail LLC, McHenry Row Association, Inc. (lessor). The Lease Agreement is effective upon Board approval for a ten-year period with an additional renewal period of three (3) successive five (5) year terms, unless either party gives 90 days written notice to the other party prior to the end of the current term of its intention not to renew.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00 per year - 6000-600517-2303-749800-603051

**BACKGROUND/EXPLANATION:**

The attached Lease Agreement establishes the roles and responsibilities in connection with the Bicycle Sharing Station to be leased from CPC Retail LLC, McHenry Row Association, Inc. The leasing property is known as 1700 Whetstone Way, Ward 24, Section 100, Block 2034, Lot 007J, Baltimore, Maryland. The Lessor is willing to allow DOT to use a part of the property in connection with DOT's Bicycle Sharing System Program. The Bicycle Sharing Station will be installed at the City's expense and powered by an electrical connection installed on the property.

**MBE/WBE PARTICIPATION:**

N/A

The Space Utilization Committee approved this Lease Agreement on March 28, 2017.

**APPROVED FOR FUNDS BY FINANCE**

MINUTES

DOT - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with CPC Retail LLC, McHenry Row Association, Inc.

**MINUTES**

Department of Transportation/ - Task Assignment Task No. 10  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 10 to HAKS Engineers, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing. The period of the task is approximately one-year.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 - 9962-908070-9562-900000-705032  
422,539.16 - 9962-915071-9562-900000-705032  
**\$622,539.16**

**BACKGROUND/EXPLANATION:**

This authorization provides for a Construction Project Supervisor II, one Public Works Inspector I, and Public Works Inspector III for inspection support for various on-site conduit projects; TR 16018, TR 16019 and TR 16020.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 9%

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Department of Transportation/ - cont'd  
Engineering and Construction

UPON MOTION duly made and seconded, the Board approved and authorized execution of the assignment of Task No. 10 to HAKS Engineers, Inc. under Project No. 1162, On-Call Consultant Services for Reconstruction and Resurfacing.



## MINUTES

Department of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	415 S. Central Avenue	Fallsway Spring, LLC	Double Face electric sign 26.6 sq. ft., single face electric sign 28 sq. ft.
	Flat Charge:	\$826.80	
2.	3126 Greenmount Avenue	Bradley Matthew	One flat sign 6'9" x 3'
	Flat Charge:	\$105.60	
3.	5456 Park Heights Avenue	Ramdat Family Trust	One cornice sign 8' x 8 3/4"
	Flat Charge:	\$105.60	
4.	779 Washington Blvd.	Ilana Shochat	One flat sign 6'9" x 3'
	Flat Charge:	\$105.60	
5.	777 Washington Blvd.	Ilana Shochat	One flat sign 6'9" x 3'
	Flat Charge:	\$105.60	

## MINUTES

Department of Transportation - cont'd

6. 5200 Denmore Avenue                      Word and Praise Faith Ministries, Inc.                      Flat sign 4' x 8'

Flat Charge:     \$134.40

There being no objections, the Board, UPON MOTION duly made and seconded, approved the foregoing applications for a Minor Privilege Permit.

**MINUTES**

Department of Transportation - Amendment No. 2 to Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment No. 2 to Funding Agreement with The Bryn Mawr School for Girls, Inc. (Bryn Mawr) and The Gilman School, Inc.

**ACTION REQUESTED OF B/E:**

N/A

**BACKGROUND/EXPLANATION:**

On May 9, 2012, the Board approved a Funding Agreement for the period of May 9, 2012 through September 9, 2013. to establish the funding responsibilities for rehabilitating Northern Parkway between Roland Avenue and Boxhill Lane, and Roland Avenue between Northern Parkway and Coldspring Lane.

On August 21, 2013, the Board approved Amendment No. 1 extending the period of the agreement through September 9, 2014. The additional one year was needed due to the delays encountered by right-of-way and forest delineation permit issues, which took longer than expected and required SHA and Federal Highway review and approval.

Amendment No. 2 will reduce Bryn Mawr's obligation by \$5,417.00, which results in a final contribution of \$344,583.00. The reduction is the result of unforeseen data cable work not included in the advertised contract documents that was performed by Bryn Mawr's contractor due to the nature of schools communication and data cables.

**DBE PARTICIPATION:**

The construction contract TR 12314 associated with this amendment includes an 18% DBE goal.

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Funding Agreement with The Bryn Mawr School for Girls, Inc. and The Gilman School, Inc.

**MINUTES**

Department of Transportation - Amendment No. 2 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Gannett Fleming, Inc. under Project No. 1135, On-Call Consultant Services for Federal Aid Bridges within the City of Baltimore. The amendment will extend the period through March 29, 2020.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On March 30, 2011, the Board approved the original agreement in the amount of \$3,000,000.00 for the period of five years. Gannett Fleming, Inc. assisted the Department's Engineering & Construction Division in the replacement or rehabilitation design of bridge structures, geotechnical design services/soil borings, and other related civil and structural engineer designs.

On March 2, 2016 the Board approved Amendment No. 1 for a one year time extension to complete on-going tasks.

This Amendment No. 2 to Agreement is needed for the completion of the deck rehab of the Hanover Street Bridge that has been revised several times due to changes in the scope of work.

**DBE PARTICIPATION:**

The Consultant will comply with Title 419 Code of Federal Regulations part 26 and the DBE goals established in the original agreement

**DBE: 25%**

**AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW THE TASK ASSIGNMENTS.**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with Gannett Fleming, Inc. under Project No. 1135, On-Call Consultant Services for Federal Aid Bridges within the City of Baltimore.

**MINUTES**

Department of Transportation (DOT) - Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Funding Agreement with GEI Windemere, LLC (GEI). The period of the Funding Agreement is effective upon Board approval and will remain in effect until the installation of the water service is complete.

**AMOUNT OF MONEY AND SOURCE:**

\$21,034.39 - 9950-916051-9527-000000-490375 (Revenue)

**BACKGROUND/ EXPLANATION:**

On April 6, 2016, Contract No. TR 10318, East Baltimore Development, Inc. (EBDI), Phase 2A was awarded to Monumental Paving & Excavating, Inc. (MPE). The scope of the contract is for the rehabilitation of roadways around the East Baltimore Life Science Park and includes, but is not limited to reconstruction of sidewalks, pedestrian ramps, curbs & gutters, installation of new pavement marking and roadway signage, construction of grass buffers in the sidewalk and planting new trees, new storm drain pipes, drainage inlets and manholes, new pedestrian lighting and lighting conduits, new water mains, water service connections, water meters, and relocation of fire hydrants.

On June 13, 2016, the Notice to Proceed was issued to the MPE. During the utility phase of construction, the work consisted of the installation of sewer lines, water service connections, and storm drain pipes. The GEI requested the DOT to install water services at five locations within the project limit. The MPE prepared the estimated cost of \$21,034.39 which was accepted by the GEI, who is paying for the work outlined in this Funding Agreement. The final accepted estimated cost of \$21,034.39 was accepted by both the DOT and the GEI. Upon Board of Estimates approval of this Funding Agreement, the GEI will provide payment in the amount of \$21,034.39.

**MINUTES**

DOT - cont'd

The DOT now seeks approval of the installation of five water services in connection with Contract No. TR 10318, EBDI, Phase 2 in E. Chase Street, identified as Lots No. 1, No. 2, No. 3, No. 4, and No. 5, all at the sole cost of the Developer.

The DOT will process an Extra Work Order under Contract No. TR 10318 to pay the MPE for services performed as described above.

**MBE/WBE PARTICIPATION:**

The minority goals applicable to this Funding Agreement will be adhered to under Contract No. TR 10318, East Baltimore Development, Inc.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding Agreement with GEI Windemere, LLC.



**MINUTES**

Baltimore Development Corporation - Wharfage License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Wharfage License Agreement with Living Classrooms Foundation, Inc. (Developer) for the two floating docks located along the Inner Harbor promenade immediately east and west of the World Trade Center. The period of the Wharfage License Agreement is effective upon Board approval for five years with one 5-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

The base rent will be \$120,000.00 with a 3% annual increase and percentage rent according to the following schedule:

<u>Revenue</u>	<u>Rent Percentage</u>
\$850,001.00 - \$950,000.00	10%
\$950,001.00 - \$1.1M	8%
\$1.1M - \$1.3M	6%
Over \$1.3M	5%

**BACKGROUND/EXPLANATION:**

On September 1, 2016, the Baltimore Development Corporation issued a BDC issued a 60-day Request for Proposals (RFP) for on-water attractions. There were two sites offered in the RFP; respondents could submit an offer on one or both sites.

The RFP's intent was to maintain and/or improve the appearance of the Inner Harbor while providing on-water attractions that are family-oriented and diversify the mix, style, and price points of attractions offered. The Baltimore Development Corporation received one response from the Living Classrooms Foundation, Inc. which submitted an offer on both sites.

**MINUTES**

BDC - cont'd

The first site will continue to be used for the paddleboat attraction, including 30 iconic Chessie Dragon boats and 15 standard paddleboats.

The second site, which is currently not operational due to dock disrepair, will be restored and used for new Pirate Ship electric boats, adorned with classic pirate ship elements including faux cannons, crow's nests, and pirate flags, the new ships will be battery powered making them attractive and accessible to children of all ages and capabilities and opening up on-water recreation to a wider variety of tourists and residents.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Wharfage License Agreement with Living Classrooms Foundation, Inc. for the two floating docks located along the Inner Harbor promenade immediately east and west of the World Trade Center. The President ABSTAINED.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

UPON MOTION duly made and seconded,  
awarded the formally advertised contracts  
listed on the following pages:

1260 - 1263

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

The Transfer of Funds was approved  
SUBJECT to receipt of a favorable report  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation (DOT)

1. TR 11013R, Loch Raven Civil Construction, \$7,857,814.39  
 Watershed Culvert LLC  
 Repair, Replacement  
 and Resurfacing

(DOT, Engineering & Construction)

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS OF 26% MBE AND 9% WBE.**

<b>MBE:</b>	Pipelines Investigations, Inc.	\$ 9,087.00	0.11%
	Hammer Head Trucking, LLC	167,000.00	2.12
	Priority Construction Corporation	910,730.00	11.59
	Daco Construction Corporation	958,320.00	12.19
	<b>Total:</b>	<b>\$2,045,137.00</b>	<b>26.01%</b>
<b>WBE:</b>	Mark-Lang, Inc.	\$ 257,875.00	3.28%
	Guardrails, Etc., Inc.	261,099.00	3.32
	Priceless Industries, Inc.	189,000.00	2.40
	<b>Total:</b>	<b>\$ 707,974.00</b>	<b>9.00%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Department of Public Works/Office of Eng. and Constr. (DPW/OE&C)

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 6,159,706.21 (Revenue Bonds)	9960-906068-9558 Constr. Res. Watershed Rd. & Culvert	
4,211,408.79 (Baltimore County)	" "	
<b>\$10,371,115.00</b>		

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW/OE&C - cont'd

\$	785,181.00	-----	9960-904648-9557-2 Extra Work
	785,181.00	-----	9960-904648-9557-3 Engineering
	471,469.61	-----	9960-904648-9557-5 Inspection
	7,857,814.39	-----	9960-904648-9557-6 Construction
	<u>471,469.00</u>	-----	9960-904648-9557-9 Administration
	<b><u>\$10,371,115.00</u></b>		

This transfer will provide funds to cover the cost of the award of TR 11013R, Loch Raven Watershed Culvert Repair.

Bureau of Purchases

- 3. B50004841, Mowing of the Grass in Medians      Lorenz Lawn & Landscape, Inc.      \$7,608,960.00

(Dept. of Transportation)

**MWBOO SET GOALS OF 27% MBE AND 9% WBE.**

**MBE:** 4 Evergreen Lawn Care, Inc.    \$2,055,000.00      27%

**WBE:** Fouts Lawn Care Corp, Inc.    \$ 685,000.00      9%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Purchases

4. B50004854, Copper Cable Installation, Maintenance and Repair Services \$1,000,000.00  
 Highlander Contracting Company, LLC  
 Technical Specialties, Inc.  
 SCD Information Technology, LLC

(MOIT)

**MWBOO SET GOALS OF 15% MBE 5% WBE.**HIGHLANDER CONTRACTING COMPANY, LLC**MBE:** Paniagua Enterprises, Inc. \$ 151,087.50 15%**WBE:** Fleet Electric, Inc. \$ 50,362.50 5%**MWBOO FOUND VENDOR IN COMPLIANCE.**TECHNICAL SPECIALTIES, INC.

Total Contract Amount Unknown (Requirements Contract)

**MBE:** Realistic Computing, Inc. 15%**WBE:** Linkit, LLC 5%**MWBOO FOUND VENDOR IN COMPLIANCE.**

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

SCD INFORMATION TECHNOLOGY, LLC

Total Contract Amount Unknown (Requirements Contract)

**MBE:** Crawford Technical Services, Inc. 15%

**WBE:** McEnroe Voice & Data Corp. 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- HICKORY INTERNATIONAL d/b/a  
BALTIMORE TURF EQUIPMENT

BMR INC. d/b/a LAWN  
AND POWER EQUIPMENT

\$100,000.00

Renewal

Contract No. B50003305 - O.E.M. Parts and Service for Exmark Mowers - Department of General Services - P.O. Nos. P526449 & P526450

On February 26, 2014, the Board approved the initial award for the amount of \$100,000.00. The Board is requested to approve the final renewal for the amount of \$100,000.00 to cover the period of April 10, 2017 through April 9, 2020, with no renewal options remaining.

MBE/WBE PARTICIPATION:

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

**MWBOO GRANTED A WAIVER.**

- METRO BOBCAT, INC. N/A Renewal  
Contract No. B50003355 - O.E.M. Parts and Service for Bobcat Equipment - Department of General Services, Fleet Management - P.O. No. P526890

On April 2, 2014, the Board approved the initial award for the amount of \$250,000.00. The Board is requested to approve the first renewal at no cost to cover the period of June 1, 2017 through May 31, 2018 with one, 1-year renewal option remaining.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

**MBE/WBE PARTICIPATION:**

On January 14, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract, as there are currently no certified MBEs or WBEs who are authorized Bobcat parts or service providers.

**MWBOO GRANTED A WAIVER.**

3. CUMMINS COOLING PRODUCTS,  
INC. d/b/a CUMMINGS  
RADIATOR COMPANY

N/A

Renewal

Contract No. B50003396 - Automotive Radiators and Heaters -  
Department of General Services, Fleet Management - P.O. No.  
P526900

On April 2, 2014, the Board approved the initial award for the amount of \$800,000.00. The Board is requested to approve the renewal at no cost to cover the period of June 1, 2017 through May 31, 2018, with one, 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On February 5, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**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

- |  |              |         |
|--|--------------|---------|
| 4. SOURCE TECHNOLOGIES,<br>LLC   | \$ 50,000.00 | Renewal |
| Contract No. 06000 - STX Chemical-Back River Waste Water<br>Treatment Plant - MOIT, Department of Public Works - P.O. No.<br>P535740 |              |         |

On June 1, 2016, the Board approved the initial award for the amount of \$278,400.00. The Board is requested to approve the first renewal for the amount of \$50,000.00 to cover the period of June 1, 2017 through May 31, 2018, with one 1-year renewal option remaining.

On March 31, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 5. KEY RECYCLING, LLC<br>PATUXENT MATERIALS,<br>INC.                                    | \$200,000.00 | Renewal |
| Contract No. B50003473 - Recycling of Milled Asphalt - P.O.<br>Nos. P527031 and P527032 |              |         |

On April 30, 2014, the Board approved the initial award for the amount of \$100,000.00. On August 13, 2015, the City Purchasing Agent approved an increase for the amount of \$50,000.00. On December 9, 2015, the Board approved an

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

increase for the amount of \$100,000.00. On May 11, 2016, the Board approved the first renewal for the amount of \$200,000.00. The Board is requested to approve the second renewal for the amount of \$200,000.00 to cover the period of May 1, 2017 through April 30, 2018.

**MBE/WBE PARTICIPATION:**

On March 27, 2014, MWBOO determined that no goals would be set because of no opportunities to segment the contract. Contractors are required to have an asphalt facility to accept the City's old asphalt milled from road surfaces, and all trucking services are provided by the City.

**MWBOO GRANTED A WAIVER.**

- |   |         |         |
|---|---------|---------|
| 6. THE BEST BATTERY<br>COMPANY, INC.  | \$ 0.00 | Renewal |
| Contract No. B50003414 - Automotive Starters and Alternators<br>- Department of General Services - Fleet Management - P.O.<br>No. P527231 |         |         |

On May 6, 2014, the Board approved the initial award in the amount of \$1,600,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period June 1, 2017 through May 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

In setting goals on a contract, MWBOO must consider the availability in various industry classifications and professions of MBEs and WBEs that are qualified and willing to provide goods, expertise, and services on the particular contract. On February 10, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |             |         |
|--|-------------|---------|
| 7. ALBAN TRACTOR CO., INC.   | \$20,000.00 | Renewal |
| Contract No. B50003451 - Milling Machine Teeth - Department of Transportation - P.O. No. P527172 |             |         |

On May 7, 2014, the Board approved the initial award in the amount of \$37,689.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$20,000.00 is for the period May 7, 2017 through May 6, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 26, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

**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

## 8. AUSTON TRANSFER &amp; PROCESSING

L.L.C.	\$60,000.00	Renewal
Contract No. B50004534 - Scrap Tire Collection, Disposal, and Recycling Service - Department of Public Works, Solid Waste - P.O. No. P535433		

On May 4, 2016, the Board approved the initial award in the amount of \$67,500.00. The award contained four 1-year renewal options. This first renewal in the amount of \$60,000.00 is for the period May 6, 2017 through May 5, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. The City transports scrap tires to the vendor's facility for recycling.

**MWBOO GRANTED A WAIVER.**

## 9. PARAGUARD

DIRECT	\$ 0.00	Renewal/ Sole Source
Contract No. 08000 - Paraguard IUD - Health Department - P.O. No. P526935		

On April 16, 2014, the Board approved the initial award in the amount of \$59,780.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period April 9, 2017 through April 8, 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>
---------------	------------------------	--------------------

Bureau of Purchases

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:

MBE/WBE is not applicable. This meets the requirement for certification as a sole source procurement. This is a proprietary commodity which is only available from the vendor and is not available from subcontractors.

## 10. SYSTEMS ENGINEERING

TECHNOLOGIES CORPORATION

d/b/a SYTECH CORPORATION	\$ 32,856.00	Sole Source
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Contract No. 08000 - SyTech Annual Maintenance - Baltimore  
Police Department - Req. No. R757932

SyTech Corporation is the sole authorized distributor able to provide maintenance support for the I&IB/ATT system the Baltimore Police Department currently has in use. The period of the award is September 1, 2016 through August 30, 2017.

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

**MBE/WBE PARTICIPATION:**

MBE/WBE is not applicable. This sole source award of proprietary services is below the MBE/WBE threshold of \$50,000.00.

- |   |              |             |
|---|--------------|-------------|
| 11. CAREFUSION SOLUTIONS,<br>LLC  | \$ 26,878.00 | Sole Source |
| Solicitation No. 08000 - Medstation 4000 Auxiliary Towers -<br>Health Department - Req. No. R757280 |              |             |

Carefusion Solutions, LLC is a subsidiary of BD Worldwide, Inc., the manufacturer and sole distributor of its equipment. The towers being purchased will be used in addition to Medstation equipment currently in use, which will allow for the electronic reporting and storage of both patient-specific and bulk medications, reducing the chance of dispensing medications in error and improving security. This is a one-time procurement.

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:**

MBE/WBE is not applicable. This sole source award of commodity is below the MBE/WBE threshold of \$50,000.00.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

12. PROMEGA		Increase/
CORPORATION	\$200,000.00	Sole Source
Contract No. 08000 - DNA Consumables & Kits for the Police Department Crime Lab - Baltimore City Police Department, Crime Lab - Req. No. R700097		

On July 15, 2015, the Board approved the initial award in the amount of \$273,000.00. This increase in the amount of \$200,000.00 is needed in order to meet the projected needs of the Biology Forensic Unit. To date, the Baltimore City Police Department Crime Lab has utilized \$263,000.00 and additional funds are necessary to continue to provide these sole source DNA analysis products through the remainder of the term. This increase will make the total contract amount \$473,000.00. The contract expires on September 3, 2018. 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

13. AUTO DIAGNOSTIC AND

EQUIPMENT DISTRIBUTORS	\$ 39,685.00	Low Bid
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Solicitation No. B50004943 - Automotive Diagnostic Equipment  
- Department of General Services - Req. No. R756646

Vendors were solicited by posting on CitiBuy. The only bid received was opened on March 20, 2017 and is considered fair and reasonable.

**MBE/WBE PARTICIPATION:**

MBE/WBE Participation is not applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00. This is a one-time procurement.

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts and extensions.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Cylburn Arboretum Association, Incorporated (CAA) and Natural Concerns, Inc. (NCI). The period of the Agreement is effective upon Board approval until the completion and expiration of the Tree Maintenance Project.

**AMOUNT OF MONEY AND SOURCE:**

\$152,184.92

**BACKGROUND/EXPLANATION:**

This Agreement will permit the installation of a new landscape within the Cylburn Arboretum (Arboretum) through funding from the Baltimore City Foundation (BCF) to the Cylburn Arboretum Association, Incorporated which, in turn, will fund Natural Concerns, Inc. for the required work and follow-up care.

Cylburn Arboretum is Baltimore City's premier public garden. The Arboretum lost six acres of forest to accommodate a new Baltimore Gas and Electric (BGE) substation. The BGE paid \$280,000.00 to the BCF TreeBaltimore account for tree mitigation, a portion of which is required to occur on Arboretum property.

The CAA donated over \$40,000.00 in landscape design services for this project. In addition, the CAA provided approximately \$10,000.00 in services by overseeing the bidding process and committing to additional landscape care. The BCF TreeBaltimore account will provide the \$152,000.00 for the purchase of trees, installation, maintenance, and warranty. The shared total project cost is approximately \$202,000.00.

**MINUTES**

Department of Recreation and Parks - cont'd

The CAA selected the NCI, a firm with a record of hiring, training, and retaining Baltimore residents from disadvantaged backgrounds. The NCI will continue with its workforce development by utilizing City residents for at least 33% of the team on this project.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Cylburn Arboretum Association, Incorporated and Natural Concerns, Inc.

**MINUTES**

Department of Finance - Payment in Lieu of Taxes Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Payment in Lieu of Taxes (PILOT) Agreement with Westminster Development Partners, L.P., Owner.

**AMOUNT OF MONEY AND SOURCE:**

No City funds are required at this time.

FHA Mortgage	\$18,835,300.00
LIHTC	12,113,299.00
Existing Reserves	389,416.00
Seller Take Back Note	11,931,000.00
	<b>\$43,269,015.00</b>

(All figures are approximate)

**BACKGROUND/EXPLANATION:**

The Owner will transfer the property to a related entity to be established. The PILOT is to support the redevelopment and preservation of 283 (167 studio apartments, 114 one bedroom units and 2 two bedroom units) subsidized affordable elderly rental housing known as Westminster Apartments. The estimated annual amount of the base payment in lieu of taxes is approximately \$177,000.00 plus other potential payments as explained below. The PILOT Agreement will continue to run for the length of the FHA insured loan which is 40 years plus 18 months for completion of construction and as long as the property remains housing for low-income households.

The property consists of an 18 story, affordable senior housing project located at 524 North Charles Street in the Mount Vernon neighborhood of Baltimore City. In addition to the apartments, the

## MINUTES

Department of Finance - cont'd

building has two ground floor retail spaces that total 1,700 sq. ft. The property was originally completed in 1968 and was originally developed using HUD Section 202 financing, which resulted in the units being age restricted for senior occupancy. The project consists of 283 units of which 104 units are subject to a 20-year Project Based Voucher contract (PBV). Under the PBV contract, tenants pay 30% of their income towards the established contract rent and the subsidy pays the difference between the tenant contribution and the contract rent. 170 of the non-PBV units are affordable at or below 60% of Area Median Income, and 8 of the non-PBV units will be affordable at or below 80% of Area Median Income. One of the non-PBV units will be affordable at or below 100% of the Area Median Income. Upon financial closing of the redevelopment, the owner will enter into a Low Income Housing Tax Credit Restrictive Covenant, which will restrict the units to occupancy by households earning 60% - 80% or less of Area Median Income. The building also has a below grade garage, a first floor with management office, mechanical, retail, and common space. The apartment units are located on floors 2 through 17 and a penthouse which provides additional common space.

The project will consist of the rehabilitation of the units, building systems, infrastructure, amenities, and safety features of the building. The rehabilitation will stabilize and improve conditions at the project while retaining all of the current tenants, maintaining the current property manager and this important community asset.

The terms of the PILOT were negotiated with the Owner and the PILOT Committee and are as follows:

- The project is to be occupied by tenants whose incomes do not exceed the standards and limits as required by the tax code covenant with the Department of Housing and Community Development or the State of Maryland.
- An annual amount equal to six percent (6.00%) of the total amount of gross basic scheduled rents but not less than One Hundred Seventy-Seven Thousand Dollars (\$177,000.00) received during the prior year (the "Base PILOT Payment").

**MINUTES**Department of Finance - cont'd

- The Owner will make additional payments to the City in the amount equal to ten percent (10.00%) of available cash flow as evidenced by an annual audit no later than 120 days after the close of each of its accounting years.
- "Available Cash Flow" will mean the excess of Cash Receipts over the sum of (a) Operating Expenses, (b) amounts owed to Owner's investor member under Owner's Operating Agreement, (c) the outstanding balance of any deferred developer fee, operating expense loans, and development costs loans, inclusive of accrued interest, and (d) other priority payments approved by the Lender.
- The PILOT will only continue so long as the general partner of the ownership is controlled by a nonprofit entity.

Given the extreme need and age of the current facility and the need of the City for affordable housing, the PILOT Committee believes that the PILOT is necessary to support both the capital and operating needs of the project.

**MBE/WBE PARTICIPATION:**

The Developer will comply with the Minority Business Enterprise and other contract and hiring requirements of the State of Maryland's Department of Housing and Community Development required in securing Tax Exempt Bonds.

UPON MOTION duly made and seconded, the Board approved the Payment in Lieu of Taxes Agreement with Westminster Development Partners, L.P., Owner.

**MINUTES**

Department of Human Resources - Governmental/Charitable Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics for donations from a wide audience of individuals and businesses. These donations will promote participation in the Work Baltimore: Empowerment to Employment Convention, a program that with acquired partners, will create and establish a collaborative and integrated strategy to provide job readiness resources that will prepare and equip Baltimore City residents with the employment opportunities and skills necessary to seek, secure, and retain employment opportunities. The period of the solicitation is effective upon Board approval through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

This City-Wide Employment and Job Readiness Convention is designed to connect current Baltimore City Residents with job opportunities, as well as attract people to live and work in Baltimore City. The convention will facilitate the connection between active, passive, and exploratory job seekers and Baltimore City employers, provide job seekers with skills development workshops and seminars to assist them and/or ensure that they receive resource assistance to effectively prepare for seeking, securing and retaining employment, and provide employers with a viable pool of qualified applicants who are poised to meet their current and future business demands.

The annual, consecutive day event is intended to attract participation from the full spectrum of job-seekers including the under-skilled, early career, mid-level, and highly-skilled and will provide a myriad of job readiness resources. The DHR plans to provide concurrent workshops, seminars, and job-

## MINUTES

DHR - cont'd

readiness resources which may include resume preparation and critique; interviewing skills; career transition; salary negotiation; recovering from involuntary employment separations; re-development; multi-cultural and generational workforce dynamics; workplace ethics and conduct; social media strategies for job searches; non-degreed job opportunities; adult literacy and computer training; job match assessments; and childcare/eldercare resources.

The goal of DHR is to connect Baltimore City residents with a high volume of local and diverse employers across multiple industries, from nationally ranked medical facilities and institutions of higher learning to hospitality and athletic apparel manufacturing, as well as national retailers. Baltimore City is the home to a broad variety of employers. The Convention will provide its City employers with an opportunity to recruit and hire from the local talent pool.

Lastly, the DHR wishes to underscore the benefits of living and working in Baltimore City by partnering with groups and organizations that are committed to empowering and fostering growth and the revitalization of Baltimore City and its neighborhoods and businesses. The Convention will provide these partner stakeholders with a platform for engaging with current and future Baltimore City residents to provide services and share information and resources.

This enormous undertaking requires that the DHR raise funds from interested donors and sponsors. In these solicitation activities, controlled donors will not be targeted and will be solicited, if at all, in the same manner as other potential donors. There will be no suggestion that potential donors might receive special access or favored treatment from any City agency or official.



## MINUTES

Department of Human Resources - cont'd

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics for donations from a wide audience of individuals and businesses.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 005 with EMA, Inc., under Project No. 1176, On-Call Montebello Plant 2-Filter Building Structural Improvements. The original contract will expire on September 17, 2018. The duration of the task is for three months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 72,751.05  
49,393.38  
**\$122,144.43** - 9960-906310-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The EMA, Inc., engineering firm under Task 005, will perform engineering evaluations and develop construction documents for structural repairs at the Montebello Filtration Plant 2-Filter Building. In the basement of the Filter Building, there is significant structural decline to the reinforced concrete beams and columns. The filter area beams and columns support the Backwash storage Tank and Filter Building superstructure. The basement area beams and columns support the ground floor and superstructure of the Filter Building. The continued reliable operation of the Filter Building is critical for the plant's operations; therefore, structure repairs have to be designed and implemented as soon as possible.

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

DPW/OC&E - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$101,517.75	9960-936001-9558	
Baltimore	Const. Reserve	
County	Unallocated	
148,482.25	9960-910300-9558	
Water Revenue	Constr. Reserve	
<u>Bonds</u>	Water Facilities	
<b>\$250,000.00</b>	-----	9960-906310-9557-900020-3 Engineering

The transfer of funds is required to cover the costs of the design of WC 1350, Design of Montebello Plant 2 Filter Building Improvements.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 005 with EMA, Inc., under Project No. 1176, On-Call Montebello Plant 2-Filter Building Structural Improvements. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of 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. 001 with Moffatt & Nichol under Project No. 1236M, On-Call Stormwater Study and Engineering Design Services. The original contract will expire on July 19, 2021. The duration of the task is for 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 542,466.31 - 9958-944010-9520-900020-703032

**BACKGROUND/EXPLANATION:**

Moffatt & Nichol completed the Harris Creek Storm Drain Inspection, Assessment, and Maintenance and Rehabilitation Plan in January 2016. Moffatt & Nichol evaluated approximately 8,000 linear feet of a 10-foot diameter storm drain in Patterson Park neighborhood under this study.

This segment of storm drain was identified as a First Priority Rehabilitation. Moffatt & Nichol will provide biddable documents for rehabilitation and minor spot repair of the approximately 8,000 linear feet of a 10-foot diameter circular brick and mortar storm drain.

The scope of the original agreement includes perform hydrology and hydraulic analysis of storm drain and open channel systems, design of stormwater drainage systems and stormwater management facilities, design for culvert rehabilitation, retaining wall, slope stabilization, environmental site design, perform inspection, and evaluation and assessment of structural condition of stormwater infrastructure.

**APPROVED FOR FUNDS BY FINANCE**

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

MINUTES

DPW/OC&E - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 72,000.00 Utility Funds	9958-937005-9522 Const. Reserve SWC 7768 Harris Creek	
528,000.00 <u>State Const.</u>	" "	
<b>\$ 600,000.00</b>		
 \$ 544,675.00	 -----	9958-944010-9520-3 Engineering
 55,325.00	 -----	9958-944010-9520-9 Administration
<b>\$ 600,000.00</b>		

The transfer of funds will cover the engineering costs under Project 1236M-Task 1, Engineering Design for Harris Creek Drainage Improvements.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 with Moffatt & Nichol under Project No. 1236M, On-Call Stormwater Study and Engineering Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Bureau of the Budget and - Appropriation Adjustment  
Management Research      Order No. 62

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Appropriation Adjustment Order (AAO) No. 62 to transfer Federal funds within the Health Department from Service 715 (Administration-Health) to Service 315 (Emergency Services-Health).

**AMOUNT OF MONEY AND SOURCE:**

\$15,000.00 - From: 4000-400017  
Unallocated Federal Funds

To: 5000-500217  
Emergency Services

**BACKGROUND/EXPLANATION:**

The source of funds is a Grant Award, in the amount of \$15,000.00, from the State of Maryland, Department of Health and Mental Hygiene. On December 7, 2016, the Board approved acceptance of the Grant Award entitled the "PREP Zika Supplemental" project. The purpose of the Grant Award is to protect citizens from the Zika virus infection and associated adverse health outcomes through potential outbreak investigation, response coordination planning, and prevention kits.

Initially, funding was appropriated within an unallocated State grant fund account in the Fiscal 2017 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

**MINUTES**

Bureau of the Budget and - cont'd  
Management Research

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 62 to transfer Federal funds within the Health Department from Service 715 (Administration-Health) to Service 315 (Emergency Services-Health).

**MINUTES**

Bureau of the Budget and - Appropriation Adjustment  
Management Research                      Order No. 64

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Appropriation Adjustment Order (AAO) No. 64 to transfer unallocated Federal funds within the Baltimore City Health Department from Service 715 (Administration - Health) to Service 718 (Chronic Disease Prevention - Health).

**AMOUNT OF MONEY AND SOURCE:**

\$4,970.00 - From: 4000-400017  
  Unallocated Federal Funds  
  
  To: 4000-483417  
  Chronic Disease Prevention

**BACKGROUND/EXPLANATION:**

The source of funds is a Grant Award, in the amount of \$4,970.00, from the State of Maryland, Department of Health and Mental Hygiene. On December 7, 2016, the Board approved acceptance of the Grant Award for "Blood Pressure Cuffs" to purchase blood pressure cuffs.

Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**



## MINUTES

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 64 to transfer unallocated Federal funds within the Baltimore City Health Department from Service 715 (Administration - Health) to Service 718 (Chronic Disease Prevention - Health).

**MINUTES**

Office of the Mayor - South Baltimore Gateway Community Impact  
District Management Authority Bylaws

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Bylaws of the South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

**ACTION REQUESTED OF B/E:**

N/A

**BACKGROUND/EXPLANATION:**

Following a feasibility study led by the Mayor's Office and the Baltimore Casino Local Development Council (LDC), the Maryland General Assembly and the Mayor and City Council passed legislation in 2016 creating the South Baltimore Gateway Community Impact District (CID) and Management Authority, later rebranded as the South Baltimore Gateway Partnership (SBGP). Baltimore City Council Bill 16-0694 requires the CID's Bylaws, Strategic Plan and annual budgets be submitted to the Board.

Under State law, the CID/SBGP must receive 50% of Casino Local Impact Grant (LIG) funds starting in FY'18. The purpose of these funds is to provide enhanced services and community development activities to communities in the South Baltimore Gateway, consistent with Maryland's gaming law that established the LDC and LIG funds. In addition, over \$1,000,000.00 in FY'16-17 has been appropriated for the CID.

The SBGP Board began meeting in November 2016 and has been diligently working with the Mayor's Office to realize start-up of the CID's operations by April, 2017. Actions include reviewing past plans, approving Bylaws, electing officers and committee chairs, developing a Strategic Plan and programming available FY'17 funds through an interim budget.

**MINUTES**

Office of the Mayor - cont'd

The SBGP Board of Directors adopted its Bylaws at a meeting on January 25, 2017, which are submitted for approval by the Board of Estimates. The Law Department has reviewed the Bylaws for consistency with CC16-0694 and the City Charter, Article II, and found them acceptable.

**MBE/WBE PARTICIPATION:**

No contracting for goods or services is contemplated at this time. It should be noted that, under the enabling ordinance establishing the Authority, the SBG is subject to the City's MBE/WBE policy.

MINUTES



**South Baltimore Gateway Neighborhoods**

-  Casino
-  South Baltimore Gateway Boundary
-  Major Roads
-  Railroad
-  Park
-  Water

MINUTES

SOUTH BALTIMORE GATEWAY PARTNERSHIP  
Board of Directors

February 7, 2017

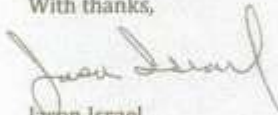
To : Baltimore City Board of Estimates  
From: Board of Directors, South Baltimore Gateway Partnership  
Re : Bylaws Review for Approval

To the Baltimore City Board of Estimates,

Baltimore City Council Bill 16-0694 Section §19-6(H) requires that the South Baltimore Gateway Community Impact District (Since branded "South Baltimore Gateway Partnership") Board of Directors shall adopt bylaws, subject to approval by the Baltimore City Board of Estimates.

Please find attached, respectfully submitted for review for your approval, our bylaws. Should you require any additional information, please do not hesitate to contact me.

With thanks,



Jason Israel  
Board Chair  
South Baltimore Gateway Partnership  
E-mail: [jason.w.israel@icloud.com](mailto:jason.w.israel@icloud.com)  
Cell: 617-852-5405

**MINUTES****SOUTH BALTIMORE GATEWAY COMMUNITY IMPACT DISTRICT  
MANAGEMENT AUTHORITY BYLAWS**

Adopted or modified by the Board of Directors

on January 25, 2017, and

approved by the Board of Estimates

on \_\_\_\_\_, 201\_\_\_\_\_.

**ARTICLE I. Name, Location and Powers**Section 1. Name.

This organization, the South Baltimore Gateway Community Impact District Management Authority (the "Authority"), established pursuant to the Baltimore City Code, Article 14, Subtitle 19 (the "Code"), has been branded by the Board as the "South Baltimore Gateway Partnership." These bylaws are intended to be consistent with the Code and to the greatest extent reasonably possible shall be so interpreted.

Section 2. Location of Offices.

The principal office of the Authority shall be at such location as the Board may designate within the South Baltimore Gateway Community Impact District ("the District"), whose boundaries are defined in the Code.

Section 3. Powers.

The Authority shall have the powers enumerated in § 19-4 of the Code, subject to the limitations described therein or in § 19-5 of the Code.

The Authority may contract for and purchase goods and services without being subject to Baltimore City requirements regarding wage scales, competitive bidding or other local procurement laws, but nonetheless shall be subject to applicable ordinances regarding City policy on encouraging and achieving goals for minority and women's business enterprises participation in the contracting activities of the Authority.

The business and affairs of the Authority shall be managed under the direction of its Board of Directors (the "Board"). All powers of the Authority may be exercised by or under authority of the Board. The Board is a public body under the "Open Meetings Act," Title 10, Subtitle 5 of the State Government Article of Md. Ann. Code.

The Authority shall not discriminate on any basis prohibited by applicable federal, state, or Baltimore City laws or ordinances.

If an organization or association from which Board members are to be drawn, such as the

**MINUTES**

Local Development Council (the "LDC"), ceases to exist, the Board shall petition the City Council to amend the Code to reflect the change.

**ARTICLE II. Mission**

The mission of the Authority is to:

- (A) Provide the District with supplemental security, maintenance, sanitation, and other public services above and beyond those already provided by City government (the "Enhanced Services");
- (B) Disperse grants to local community and nonprofit organizations within the District (the "Community Grants");
- (C) Undertake transformational community development and economic development projects, designed to improve the quality of life and economic conditions within the District (the "Transformational Projects"); and
- (D) Implement the vision outlined in the South Baltimore Gateway Master Plan; and
- (E) Provide other services and functions determined by the Board to be in the best interests of the District.

The Board may adopt a formal mission statement of its own choosing, provided that the language is not inconsistent with these goals.

**ARTICLE III. Board of Directors**Section 1. Number.

The Board shall consist of 21 members, excluding vacancies.

Section 2. Composition of the Board.

## (A) Residents

The majority of the members of the Board shall be residents of the District. That is, their primary residence must be located within the District, irrespective of whether it is leased, owned, or otherwise inhabited.

## (B) Businesses

At least 4 members of the Board shall be representatives of businesses located within the District. To qualify under this paragraph, a business must own, occupy, or lease real property in the District on which it operates an office, headquarters, manufacturing facility, retail store, or other ongoing operation.

A nonprofit 501(c)(3) or 502(c)(10) organization that meets this criteria qualifies as a "business".

## MINUTES

A business representative may, but need not, reside in the District. If a person who resides in the District serves on the Board in the role of a business representative, then for the purpose of allocating Board positions that person does not also constitute a "resident".

Section 3. Community Representation.

To the maximum extent practical, the Board shall reflect the full diversity of the District's neighborhoods, residents, and businesses.

Of the residents serving on the Board:

- (A) At least 3 shall reside within the West Sector, as identified in the South Baltimore Gateway Master Plan;
- (B) At least 3 shall reside within the East Sector, as identified in the South Baltimore Gateway Master Plan; and
- (C) At least 3 shall reside within the South Sector, as identified in the South Baltimore Gateway Master Plan.

Of the business representatives serving on the Board:

- (A) At least 1 shall represent a business that has its place of business within the West Sector, as identified in the South Baltimore Gateway Master Plan;
- (B) At least 1 shall represent a business that has its place of business within the East Sector, as identified in the South Baltimore Gateway Master Plan; and
- (C) At least 1 shall represent a business that has its place of business within the South Sector, as identified in the South Baltimore Gateway Master Plan.

These requirements exclude temporary vacancies.

Section 4. Appointment.

(A) State Appointments.

- (i) Subject to subparagraph (iii) of this paragraph, 4 members of the Board shall be designated by the Speaker of the Maryland House of Delegates.
- (ii) Subject to subparagraph (iii) of this paragraph, 2 members of the Board shall be designated by the State Senator who represents the legislative district in which the Video Lottery Facility is located. These individuals shall be residents of the District or representatives of businesses located within the District.
- (iii) Of the 6 members designated under subparagraphs (i) and (ii) of this paragraph:



## MINUTES

- a. At least 2 shall be residents of the 40<sup>th</sup> Legislative District; and
  - b. At least 2 shall be residents of the 46<sup>th</sup> Legislative District.
- (B) Council President Appointees.  
2 members of the Board shall be appointed by the City Council President.
- (C) Mayoral Appointee.  
1 member of the Board shall be appointed by the Mayor.
- (D) Additional Members.
  - (i) The 12 members of the LDC who are not elected officials shall be ex officio members of the Board until at least December 31, 2018.
  - (ii) At any time on or after January 1, 2019, the Board may elect to replace some or all of the LDC Board Members. If it does so, the 1<sup>st</sup> Replacement shall be appointed by the Mayor (as an additional Mayoral Appointee) and the rest shall be nominated and appointed by the Board. The Board may vote or otherwise prepare to take such action prior to December 31, 2018, provided that the replacement and appointment are made effective after that date.
- (E) Proxy Members.
  - (i) Each Board member shall be allowed to select one individual per term to serve as their Proxy at meetings. This Proxy shall entirely represent the views and interests of the actual member. In extraordinary circumstances, a Board member may change their Proxy during a term with approval of the Board Chairman.

Section 5. Terms.

- (A) Starting Date.
  - (i) Board terms begin on January 1<sup>st</sup>. Any Additional Members appointed by the Board under Section 4 (D)(ii) above shall have their terms begin on the January 1<sup>st</sup> closest to the date of their appointment. For term purposes, the initial members of the founding Board shall be treated as if they were appointed on January 1, 2017.
- (B) Special Terms for Founding Board Members.  
The members first appointed to the Board shall serve initial terms, as follows:
  - (i) Of the 4 members appointed by the House Speaker, 2 shall be appointed for a term of 1 year, and 2 shall be appointed for a term of 2 years.

## MINUTES

- (ii) Of the 2 members appointed by the Senator, 1 shall be appointed for a term of 1 year, and 1 shall be appointed for a term of 2 years.
  - (iii) Of the 2 members appointed by the Council President, 1 shall be appointed for a term of 1 year, and 1 shall be appointed for a term of 2 years.
  - (iv) The member appointed by the Mayor shall be appointed for a term of 2 years.
- (C) Terms Generally.
- (i) Other than the special provisions for the founding Board described in Article III, Section 5(B), the term of a Board member is 2 years. At the end of a term, a member continues to serve until a successor is appointed.
- (D) Reappointment.
- (i) Board members shall be eligible for reappointment provided that no individual (other than members serving in an ex officio capacity) shall serve as a Board member for more than six consecutive years.

Section 6. Board Vacancies.

A vacancy is created when a Board member or member-elect withdraws, resigns, dies, is removed, or otherwise leaves the Board before the end of his or her term, or declines to accept, or is found to be disqualified from taking, a seat on the Board to which he or she has been appointed or elected. Vacancies shall be filled by the individual or entity vested with appointment power in Article III, Section 4.

Section 7. Compensation.

Any Board member serving as interim Administrator or in any other staff role shall do so as an unpaid volunteer. Board members may only be contracted to provide professional services to the Authority pursuant to a resolution of the Board, including a finding that the services do not violate the requirements of applicable ethics laws.

Section 8. Removal of a Board Member.

A Board member may be removed with cause by a vote of 11 of the Board members.

A Board member may be removed without cause by a vote of 14 of the Board members. Such Board member, and the individual or entity that appointed the Board member, shall be given no less than ten days' notice of the meeting at which his or her removal is to be considered, and shall have the right to appear and speak at a public meeting on his or her behalf.

The removal of a Board member shall constitute a vacancy under Article III, Section 6.

**MINUTES****ARTICLE IV. Officers**Section 1. Officers.

The State Senator who represents the legislative district where the Video Lottery Facility is located shall designate 1 of the members appointed under Article III, Section 4 to serve as the Chair of the Board.

During the final meeting of each calendar year, the Board shall select from among its members individuals to serve as Vice Chair, Treasurer and Secretary of the Authority.

These four Officers shall have the following responsibilities:

- (A) Chair. The Chair shall sign and execute, in the name of the Authority, all instruments related to the Authority's affairs, except in cases in which the signing and execution thereof shall have been expressly delegated to some other officer or agent of the Authority. The Chair shall perform other duties incident to the office of Chair assigned to him or her by the Board.
- (B) Vice Chair. The Vice Chair shall assist the Chair as requested, shall preside at meetings of the Board when the Chair is absent, and shall perform other duties incident to the office of Vice Chair assigned by the Board. If the office of the Chair becomes vacant, the Vice-Chair shall temporarily assume the responsibilities of the Chair.
- (C) Treasurer. The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Authority, and shall deposit or cause to be deposited, in the name of the Authority, all moneys or other valuable effects in such banks, trust companies or other depositories selected by the Board; shall render to the Chair and to the Board, whenever requested by the Board, an account of the financial condition of the Authority; and, in general, shall perform all the duties incident to the office of a Treasurer and such other duties as are assigned by the Board.
- (D) Secretary. The Secretary shall keep the minutes of the meetings of the Board, shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; shall be custodian of the records of the Authority; may witness any document of behalf of the Authority, the execution of which is duly authorized; and, in general, shall perform all duties incident to the office of a Secretary and such other duties as assigned by the Board.

Any or all of the duties of the Secretary or Treasurer may be delegated by the Board to the Executive Director.

Section 2. Term of Office.

Officer (other than the Chair) terms shall be for one year, beginning January 1<sup>st</sup>. If an officer other than the Chair becomes vacant, the Board may elect an existing Board member to

**MINUTES**

serve the remainder of the term.

Section 3. Execution of Documents.

A person who holds more than one office in the Authority may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one officer.

Section 4. Executive Director.

The Board may employ as its Administrator an Executive Director to perform the duties and functions delegated to him or her by the Board. In the absence of an Executive Director, the Chair shall serve as the Administrator. The Executive Director may preside at Board meetings when the Chair and Vice Chair are absent.

Section 5. Executive Committee.

There shall be an Executive Committee composed of the Chair, Vice Chair, Secretary, and Treasurer, and the Executive Director as a non-voting ex officio member.

The Board may delegate to the Executive Committee from time to time the authority to act on the Board's behalf in the implementation of specific Board decisions or policies. In emergent circumstances where Board action is required but a quorum of the Board cannot be convened in time to meet the emergency, the Executive Committee may act on the Board's behalf and in its stead in the absence of a specific delegation of authority.

### **ARTICLE V. Meetings**

Section 1. Regular Meetings.

The Board shall schedule at least six meetings each calendar year, including a Spring Public Meeting. The time in between full Board meetings is expected to be used for committees to meet and prepare to report out during full Board meetings.

Section 2. Spring Public Meeting.

The Spring Public Meeting shall be held in the District each year before April 30, and shall include the presentation of the proposed Budget for the coming Fiscal Year, as well as any contemplated or recently-adopted changes to the Strategic Plan.

Members of the general public shall be invited to provide feedback on these items, as well as on the general performance of the Authority. This feedback shall be recorded in the minutes of the meeting.

The Spring Public Meeting must be scheduled to leave enough time for:

- (A) Any Budget modifications deemed appropriate in response to public feedback;
- (B) A Board vote to adopt the proposed Budget; and

**MINUTES**

(C) Submission of the proposed Budget to the Board of Estimates by April 30.

**Section 3. Special Meetings.**

Special meetings of the Board may be called upon reasonable notice by the Chair and shall be called on request of eight voting members of the Board. The time and place of such meetings shall be determined by the Chair, or, in the case of a meeting called by members of the Board, the time and place shall be determined by the Chair and those members calling the meeting.

**Section 4. Quorum and Voting.**

A majority of the members of the Board constitute a quorum for the transaction of business. An affirmative vote by majority of a quorum is required for any action by the Board. Each member of the Board shall have one vote.

**Section 5. Notice of Board Meetings.**

The Secretary shall ensure that reasonable notice is given to the public and each Board member stating the time and place of each Board meeting.

The Board shall give notice of the Spring Public Meeting by publishing notice of the date, time, and place on the Authority website for three consecutive weeks prior to the date of the public meeting and by any other means of notice that the Board may deem appropriate. The notice for the Spring Public Meeting shall state that the budget for the upcoming fiscal year will be presented.

**Section 6. Meetings by Other Means than in person.**

Subject to Maryland State law, members of the Board or any committee thereof may participate and/or vote in a meeting of the Board or such committee by means of a telephone, internet, video conference, or similar communications equipment pursuant to which all persons participating in the meetings can communicate with each other at the same time and participation by such means shall constitute presence in person at the meetings.

**ARTICLE VI. Committees****Section 1. Standing Committees.**

- (A) In addition to the Executive Committee, there shall be at a minimum the following standing committees: Governance, Finance, Nominating, Program, and Communications. Membership of each committee shall be determined by the Board, and all committees shall be chaired by a Board member.
- (B) Additional standing and ad hoc Committees may be created at any time.
- (C) Committees may perform the duties and responsibilities delegated to them by the Board. Except as otherwise provided in these bylaws, no Committee may act on

**MINUTES**

behalf of the Board without specific authorization from the Board.

- (D) Committees shall keep minutes of their meetings and make them available to the Board upon request. All committees shall comply with the Open Meetings Act.

Section 2. Governance Committee.

The Governance Committee shall ensure that the Board runs effectively and efficiently by ensuring that all Board members are aware of their respective roles and responsibilities. It shall periodically review and make recommendations with regard to Board operations and policies.

Section 3. Finance Committee.

The Finance Committee shall recommend and review activities and initiatives related to the financial condition, operations, and status of the Authority to ensure good fiscal health. This committee shall be chaired by the Treasurer.

Section 4. Nominating Committee

The Nominating Committee shall identify individuals who meet the criteria of Board membership established in these Bylaws and have the potential to contribute meaningfully to the organization.

The Committee shall develop a process for identifying potential Board members that encourages widespread participation by the full diversity of the District's neighborhoods, residents, and businesses. Such a process could include soliciting proposals from community representatives, holding public meetings, offering neighborhoods a chance to vote on their preferred representatives, or other means of community engagement. Irrespective of the form of public outreach, the decision to nominate ultimately remains the responsibility of the Committee.

The Committee shall nominate proposed Board members to the person or entity responsible for appointing a new member to an available seat. The responsible party will consider the nomination, but need not accept the suggestion.

Section 5. Program Committee.

The Program Committee shall recommend and review the activities of the Authority related to Enhanced Services, Community Grants, Transformational Projects, and any other programs approved by the Board. It shall also be responsible for ensuring that the Authority is working within, and achieving the goals of, the Strategic Plan.

Section 6. Communications Committee

The Communications Committee shall remain apprised of ongoing and planned efforts of

**MINUTES**

the Authority and develop a an external communications plan for approval by the Board in order to maximize transparency and invite public dialogue as constituents of the District are informed of the plans, processes, and activities of the Authority.

**ARTICLE VII. Strategic Planning**Section 1. Strategic Plan.

Because the District faces many challenges and has many opportunities, but the Authority has limited resources, the Board shall adopt and operate under a Strategic Plan that will establish strategic priorities for the coming 5-year period. This Strategic Plan shall be consistent with the vision outlined in the South Baltimore Gateway Master Plan.

The first Strategic Plan shall be adopted by June 1, 2017. The Strategic Plan shall then be updated at least once every 5 years, but may be updated more frequently at the Board's discretion. The most current version of the Strategic Plan must be made available to the general public, at no charge, in print and posted electronically on the Authority's website.

Section 2. Strategic Plan Committee.

In order to draft or update the Strategic Plan, the Board shall create an ad hoc Strategic Plan Committee consisting of at least the Chair, the Treasurer, the chair of the Program Committee, and two other Board Members. The Executive Director shall also serve as a non-voting ex officio member of the Strategic Plan Committee. The Strategic Plan Committee will regularly update the Program Committee on its work.

Section 3. Process.

Based upon input from the Board, the Strategic Plan Committee, and (if desired) public input, the Executive Director shall develop a proposed Strategic Plan. The chair of the Strategic Plan Committee shall then present the proposed Strategic Plan to the full Board for adoption.

The Strategic Plan Committee shall provide the Board with sufficient time to review the Plan prior to the meeting where the Plan will be voted on, and the Board shall have an opportunity to discuss the Plan before taking any vote.

Section 4. Timing.

The first Strategic Plan shall be adopted by June 1, 2017.

Any other new or revised Strategic Plan that will influence spending decisions in the subsequent fiscal year must be adopted prior to December 31<sup>st</sup> in the current fiscal year. This will provide time for the Plan to be presented at the Spring meeting, and incorporated into the proposed Budget. If the Board determines more work will be required at the December 31<sup>st</sup> deadline, the Board may vote to extend the deadline by up to 60 days.

Section 5. Content

**MINUTES**

At a minimum, the Strategic Plan will lay out: the strategic priorities of the Authority over the period of the Plan, including:

- (A) Allocation of Funding. Specify how funds will be divided between the three core program areas of Enhanced Services, Community Grants, and Transformational Projects and explain the reasoning for these allocations.
- (B) Enhanced Services. Identify priorities for Enhanced Services that the Authority should provide within the District, and explain the reasoning for these prioritizations.
- (C) Community Grants. Provide guidance for the Community Grants program, including whether competitive grants above and beyond minimum dispersals are required.
- (D) Transformational Projects. The Strategic Plan will identify the specific topic(s) that the Authority wishes to address, the key opportunities that it wishes to act upon, and the specific projects it intends to accomplish.
- (E) Strategic Communications. Outline how key audiences and stakeholders should be engaged throughout the planning and execution of projects, in order to maximize transparency and to optimize public engagement in these processes.

**ARTICLE VIII. Fiscal Management****Section 1. Fiscal Year.**

Each fiscal year of the Authority shall begin on July 1 and shall end on June 30.

**Section 2. The Budget.**

Each fiscal year the Executive Director shall develop a proposed Budget in accordance with § 19-7 of the Code. The Budget shall contain funding for the three core project areas of Enhanced Services, Community Grants, and Transformational Projects.

After the Spring Public Meeting presentation of the draft Budget, and after presenting the draft Budget to the LDC for comment, and with due consideration for the input received from both, the Board shall finalize and adopt the proposed Budget and submit it to the Board of Estimates for approval prior to April 30.

In the event that the Board of Estimates should reject the proposed Budget, the Board shall promptly submit a revised proposed Budget. Until a final Budget is approved by the Board of Estimates, the Board shall temporarily adopt an interim spending plan to allow for ongoing operations to continue without funding new projects.

Funds raised by the Authority from sources other than the City (such as grant funds from philanthropic organizations) need not be included in the proposed Budget submitted to the Board of Estimates.

In the first year of the Authority, the proposed Budget may be for less than a full fiscal year,



**MINUTES**

and must be submitted within 180 days of the enactment of the ordinance establishing this Authority, even if that date is after April 30.

**Section 3. Annual Audit.**

The Board shall, no later than 90 days following the end of the Authority's fiscal year, contract with an independent certified public accountant not affiliated with the Board to prepare an audit of all funds of the Authority. A copy of the audit report shall be furnished to the Board and to the City's Department of Finance and Board of Estimates. An electronic copy shall also be promptly posted on the Authority's website so that it is available to the general public.

**Section 4. Baseline City Services Agreement.**

The Board shall negotiate and enter into a Memorandum of Understanding or other legal agreement with the City of Baltimore defining the baseline city services that the City is required to provide within the District.

This agreement must detail the process by which the City will expend that portion of the Local Impact Grant funds that the City spends on its own. Because they are intended to further enhance quality of life in the District, these services or improvements provided by the City with such funds shall not be considered baseline services.

**Section 5. Fiscal Agent.**

The Board shall determine, with the advice of the Executive Director, whether a fiscal agent is required to manage funds on behalf of the Authority. In such an event, the Board shall promptly negotiate and approve a contract with an entity capable and willing to serve in such a role.

**ARTICLE IX. Allocation and Distribution of Funds****Section 1. Enhanced Services**

Working with the Executive Director, the Program Committee shall determine what package of Enhanced Services the Authority will provide to the District in accordance with the Strategic Plan, and incorporate this package into the proposed Budget.

Prior to or during the delivery of Enhanced Services, citizens within the District may propose to the Board an alternative set of services that better fits their local needs. The Program Committee will review these proposals once per year at approximately the midpoint of the fiscal year and present them to the Board. The Board may grant the request(s) in whole or in part, provided that the change does not increase the overall cost of providing Enhanced Services.

The Program Committee may delegate some or all of these tasks to staff, with adequate oversight. If no Executive Director has been hired, the Executive Director's work shall be performed by the Administrator.

**MINUTES**Section 2. Community Grants

Working with the Executive Director, the Program Committee shall:

- (A) Establish the total amount of Community Grant funding available any given year, for inclusion in the annual Budget, and how that grant money should be allocated. This could include, for example, allocations to neighborhoods (recognizing that neighborhoods vary in size, population, and character), groups of neighborhoods, or allocations based on competitive criteria.
- (B) Establish criteria for the appropriate use of funds, designed to allow for a range of community uses while preventing waste, fraud, and abuse.
- (C) Identify organizations or individuals from each neighborhood in the District who are eligible to serve as a potential recipient of grant funds, based upon written criteria that the Director shall establish and make publicly available. Individuals or organizations that feel they have been excluded from this list may petition to be included.
- (D) Create a written application form, and make it available by at a minimum posting it on the Authority website three months in advance of each due date.
- (E) Establish a grant schedule for each year and publicize this schedule by, at a minimum, posting this information three months in advance of each due date on the Authority website.
- (F) Establish a panel to review applications. This panel may, but need not, be an ad hoc committee of the Board.
- (G) Determine the most fiscally responsible method to make payment to each grantee, given that some applicants may lack bank accounts, may not be incorporated, or may simply lack the systems needed to properly manage funds. These methods could include reimbursement for costs incurred, purchasing of items by the Authority on behalf of the grantee, or direct payment to the grantee itself.
- (H) Develop a process for tracking the use of grant funds, ensuring that funds were spent correctly, including creating a list of grantees that are ineligible applicants due to abuse of funds, and documenting and publicizing the various ways that funds were put to good use.
- (I) Publish a list, at least annually, of grants delivered.

The Program Committee may delegate some or all of these tasks to staff, with adequate oversight. If no Executive Director has been hired, the Executive Director's work shall be performed by the Administrator.

Section 3. Transformational Projects.

**MINUTES**

Working with the Executive Director, the Program Committee shall develop programs that accomplish the Transformational Projects identified within the current Strategic Plan. The Committee shall establish an annual budget for these programs, and shall incorporate these costs into the proposed Budget, recognizing that projects of this type may require funding over multiple years, and working to leverage funding from other sources to the extent possible to support these projects.

**ARTICLE X. Subsidiary and Affiliated Organizations**Section 1. Subsidiary Organizations.

The Board may elect to create and operate subsidiary entities controlled by the Authority, for business purposes such as limiting risk exposure and holding property. Such entities may later be maintained, terminated, or sold in furtherance of the Authority's mission.

Section 2. Affiliated Organizations.

The Board may elect to create, or cause to be created, affiliated nonprofit organizations established to further the mission of the Authority. These could include a nonprofit organization designed to apply for grant funds that the Authority itself is ineligible for.

**ARTICLE XI. Parliamentary Authority**

Meetings of the Board shall, to the extent applicable and not inconsistent with the Bylaws or specific rules of order adopted by the Board, be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised.

**ARTICLE XII. Indemnification**Section 1. Board Indemnification.

The Authority shall fully defend, indemnify, and hold harmless any Board member made a party to any proceeding by reason of some act or omission by him or her in his or her capacity as a Board member unless it is established that an act or omission of the Board member was material to the matter giving rise the proceeding, and

- (A) was committed in bad faith; or
- (B) was the result of active and deliberate dishonesty on the part of the Board member; or
- (C) the Board member actually received an improper personal benefit in money, property, or services; or
- (D) in the case of any criminal proceedings, the Board member had reasonable cause to believe that the act or omission was unlawful.

Section 2. Allowable Recompense.

**MINUTES**

Mayor's Office - cont'd

Indemnification shall be against judgments, penalties, fines, settlements, and reasonable expenses actually incurred by the Board member in connection with the proceeding. Reasonable expenses may be paid or reimbursed by the Authority in advance of the final disposition of the proceeding upon receipt by the Authority of:

- (A) A written affirmation by the Board member of the Board member's good faith belief that the standard of conduct necessary for indemnification by the Authority has been met; and
- (B) A written undertaking by or on behalf of the Board member to repay any amount if it shall ultimately be determined that the standard of conduct has not been met.

**ARTICLE XIII. Amendments**

These Bylaws may be amended by the Board, provided that all of the following conditions are met:

- (A) Written notice of the exact text of the amendment is sent to all Board members at least thirty days before the meeting at which the amendment is to be considered;
- (B) The notice contains the date, time and place of the meeting at which the amendment is to be considered;
- (C) The details of the proposed amendment are included on the agenda or other materials on the Authority website at least two weeks in advance of the meeting.
- (D) The amendment is adopted by a majority plus 1 of the voting Board members present at the meeting; and
- (E) The amendment is approved by the Board of Estimates.

UPON MOTION duly made and seconded, the Board approved Bylaws of the South Baltimore Gateway Community Impact District Management Authority, a/k/a South Baltimore Gateway Partnership.

**MINUTES**

Office of the Mayor - Budget & Strategic Plan for South  
Baltimore Gateway Partnership

**ACTION REQUESTED OF B/E:**

The Board is requested to approve FY'17 Budget and Strategic Plan of the South Baltimore Gateway Community Impact District Management Authority.

**ACTION REQUESTED OF B/E:**

N/A

**BACKGROUND/EXPLANATION:**

Following a feasibility study led by the Mayor's Office and the Baltimore Casino Local Development Council (LDC), the Maryland General Assembly and the Mayor and City Council passed legislation in 2016 creating the South Baltimore Gateway Community Impact District (CID) and Management Authority, later rebranded as the South Baltimore Gateway Partnership (SBGP). The City Council Bill 16-0694 requires the CID's Bylaws, Strategic Plan and annual budgets be submitted to the Board.

Under State law, the CID/SBGP must receive 50% of Casino Local Impact Grant (LIG) funds starting in FY'18. The purpose of these funds is to provide enhanced services and community development activities to communities in the South Baltimore Gateway, consistent with Maryland's gaming law that established the LDC and LIG funds. In addition, over \$1,000,000.00 in FY'16-17 have been appropriated for the CID.

The SBGP Board began meeting in November 2016 and has been diligently working with the Mayor's Office to realize start-up of the CID's operations by April, 2017. Actions include reviewing past plans, approving Bylaws, electing officers and committee chairs, developing a Strategic Plan and programming available FY'17 funds through an interim budget.

**MINUTES**

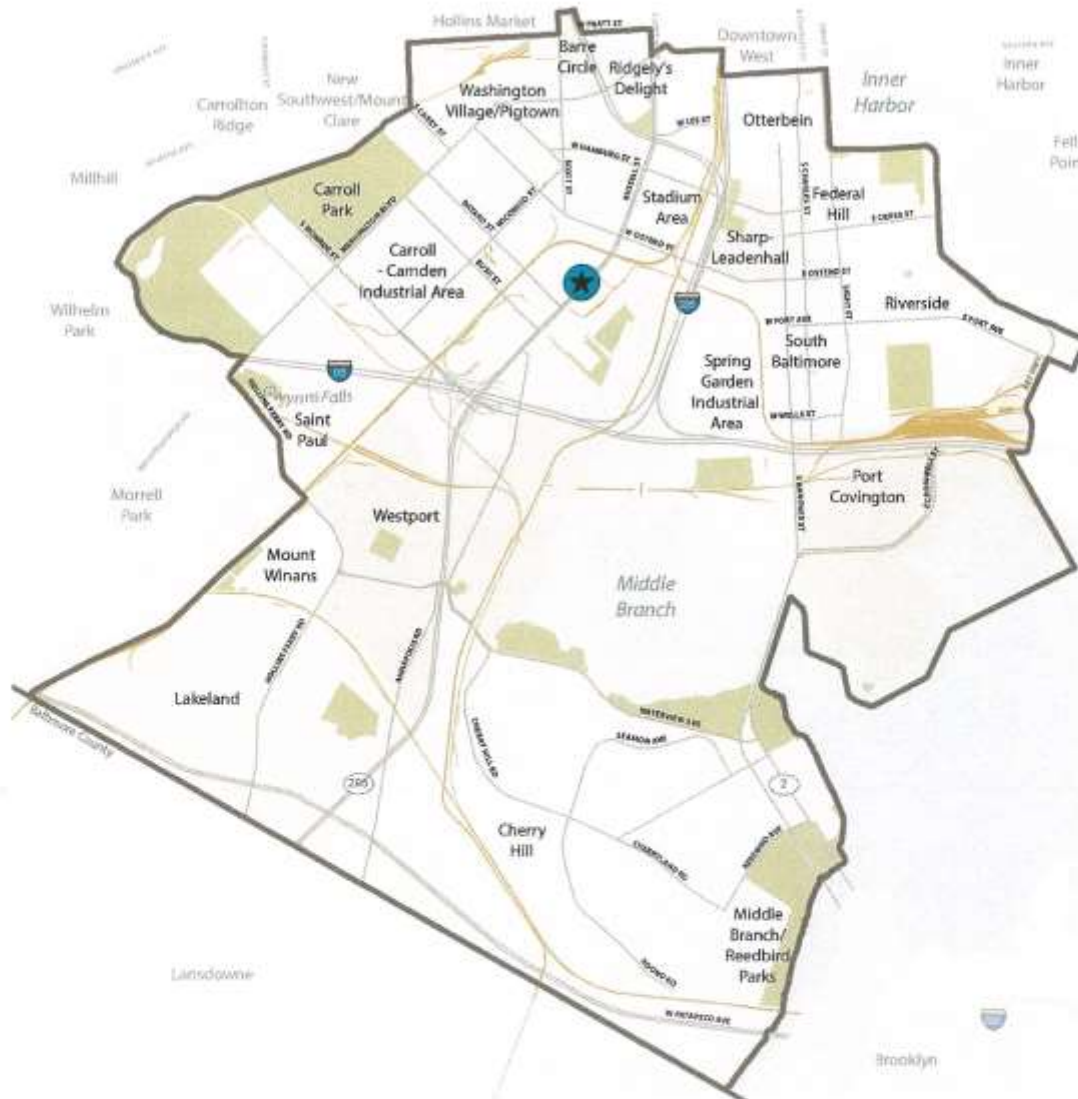
Office of the Mayor - cont'd

The SBGP Board of Directors adopted its Strategic Plan and FY'17 Budget (programming or encumbering funds for the balance of FY'17) at a meeting on February 28, 2017.

**MBE/WBE PARTICIPATION:**

No contracting for goods or services is contemplated at this time. It should be noted that, under the enabling ordinance establishing the Authority, the SBG is subject to the City's MBE/WBE policy.

MINUTES



**South Baltimore Gateway Neighborhoods**

-  Casino
-  South Baltimore Gateway Boundary
-  Major Roads
-  Railroad
-  Park
-  Water

MINUTES

SOUTH BALTIMORE GATEWAY PARTNERSHIP  
Board of Directors

March 6, 2017

To : Baltimore City Board of Estimates  
From: Board of Directors, South Baltimore Gateway Partnership  
Re : Fiscal Year 2017 Budget for Approval

To the Baltimore City Board of Estimates,

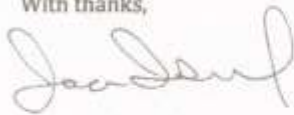
Baltimore City Council Bill 16-0694 Section §19-7 requires that the South Baltimore Gateway Community Impact District (Since branded "South Baltimore Gateway Partnership") Board of Directors shall submit its budget to the Board of Estimates after adopting the budget and presenting it in a public hearing.

This budget, respectfully submitted here for your approval, for the remainder of Fiscal Year 2017 will allow us to establish the South Baltimore Gateway Partnership office (including hiring an Executive Director), and provides funding to a set of initial named programs as well as seed funding for community grants. This budget was adopted by the board on February 22 and presented in a public hearing on February 28.

Section §19-4(B)(1) of the same bill requires that we adopt a strategic plan to guide our efforts. It is attached here to provide context for this budget and for future submissions such as our Fiscal Year 2018 budget, which we intend to submit next month.

Should you require any additional information, please do not hesitate to contact me. I am proud of the many hundreds of volunteer hours the South Baltimore Gateway Partnership board members have put into planning and preparation of these documents and would welcome the opportunity to discuss our work thus far.

With thanks,



Jason Israel  
Board Chair  
South Baltimore Gateway Partnership  
E-mail: [jason.w.israel@icloud.com](mailto:jason.w.israel@icloud.com)  
Cell: 617-852-5405



## MINUTES

**South Baltimore Gateway Partnership  
2017 Budget**

	FY 2017	Comments
<b>Revenue</b>		
<b>Cash Revenue</b>		
Local Impact Grants	\$ 900,000.00	100% of Revenues for foreseeable future
Individual Donations	\$ -	None Expected
Board Contributions	\$ -	None Expected
Corporate Donations	\$ -	None Expected
Foundation Grants	\$ -	None Expected
Additional Public Support	\$ -	None Expected
Fundraisers and Events	\$ -	None Expected
Withdraws from Savings	\$ -	None Expected
Interest income	\$ -	None Expected
Carry Forward	\$ 200,000.00	None Expected
<b>Total Cash Revenue</b>	<b>\$ 1,100,000.00</b>	
<b>In-Kind Donations</b>	<b>\$ -</b>	None Expected
<b>Total Revenue</b>	<b>\$ 1,100,000.00</b>	
<b>Expenses</b>		
<b>Overhead</b>		
Staff salary and benefits	\$ 23,833.33	See Assumptions Sheet.
Occupancy (rent and utilities)	\$ 1,000.00	See Assumptions Sheet.
Insurance	\$ 10,000.00	Actual cost will depend on whether staff are doing hard labor.
Legal	\$ 500.00	Not likely to have costs in first year.
Fiscal Agent	\$ 33,333.33	See Assumptions Sheet. Expected Year 1, not Year 2.
Annual Audit	\$ 5,000.00	Required Yearly.
Equipment (Overhead Only)	\$ 5,000.00	Most Enhanced Services are outsourced.
Supplies (Overhead Only)	\$ 2,000.00	Most Enhanced Services are outsourced.
Printing and copying	\$ 1,500.00	Any major printing costs will be program costs.
Telecommunications	\$ 550.00	See Assumptions Sheet.
Travel and meetings	\$ -	There will likely be community meetings.
Marketing and Communications	\$ 35,000.00	PR for startup phase. District Marketing falls under Enhanced Services.
Staff training/development	\$ -	Trainings paid for in Year 2
Accountant	\$ 5,000.00	Separate from Bookkeeper.
Other Contract services	\$ 20,000.00	Misc. Consulting Support
Deposits into Savings	\$ -	See Assumptions Sheet.
Other	\$ -	Miscellaneous
<b>Total Overhead Costs</b>	<b>\$ 142,716.67</b>	
<b>Program</b>		
Enhanced Services	\$ 365,000.00	The approximate allocation of Program Funds between these three areas is determined in the Strategic Plan.
Community Grants	\$ 150,000.00	
Transformational Projects	\$ 300,000.00	
<b>Total Program Costs</b>	<b>\$ 815,000.00</b>	
<b>Unprogrammed Funds (Carry Forward)</b>	<b>\$ 142,283.33</b>	Available funds not yet appropriated in this Fiscal Year.
<b>Total Expenses</b>	<b>\$ 1,100,000.00</b>	
<b>Net Revenues (-Losses)</b>	<b>\$ -</b>	

MINUTES

FY 2017 Program Expenditures

Item	Description	Amount	%	Budgeted	%	Balance
<b>Enhanced Services</b>						
Park Maintenance						
Middle Branch Park Boat House	Repair Steps, ADA Ramp and Observation Deck	\$ 100,000				
Gwynns Falls Trail	Cost-Share to refurbish footbridges (Warner-Bush Streets)	\$ 50,000				
Trash Cleanup						
Gwynns Falls Trash Wheel	Cost-Share for Trash Wheel at Gwynns Falls outflow	\$ 100,000				
Youth Development						
Youthworks Summer Youth Employment	Cost-Share for Summer Programs	\$ 100,000				
Master Planning						
B&O Railroad Museum Area Plan	Cost-Share on Master Plan for B&O Railroad Museum and Right-of-Way	\$ 15,000				
<b>TOTAL ENHANCED SERVICES</b>		<b>\$ 365,000</b>	<b>45%</b>	<b>\$ 478,642</b>	<b>50%</b>	<b>\$ 113,642</b>
<b>Community Grants</b>						
Grants Program						
Establish Grants Program	Seed Funding for Community Grants Program	\$ 150,000				
<b>TOTAL COMMUNITY GRANTS</b>		<b>\$ 150,000</b>	<b>18%</b>	<b>\$ 191,457</b>	<b>20%</b>	<b>\$ 41,457</b>
<b>Transformational Projects</b>						
Middle Branch Waterfront Plan	Major plan to rethink and improve the Middle Branch, connecting it to the rest of the city.	\$ 150,000				
Redesign of MLK Blvd	Cost-Share to redesign MLK as an attractive, pedestrian/bike-friendly gateway.	\$ 150,000				
<b>TOTAL TRANSFORMATIONAL PROJECTS</b>		<b>\$ 300,000</b>	<b>37%</b>	<b>\$ 287,185</b>	<b>30%</b>	<b>\$ (12,815)</b>
<b>TOTAL FY2017 PROGRAM EXPENDITURES</b>		<b>\$ 815,000</b>		<b>\$ 957,283</b>		<b>\$ 142,283</b>
<b>UNALLOCATED PROGRAM FUNDS ROLLED OVER INTO FY2018 BUDGET</b>						<b>\$ 142,283</b>

## MINUTES

ADOPTED BY BOARD ON 2/22/17

### South Baltimore Gateway Partnership Strategic Plan

**Purpose:**

The South Baltimore Gateway Partnership provides a *nimble and flexible* vehicle for enhancing the vitality of the South Baltimore Gateway neighborhoods, empowering community institutions and improving the welfare of the residents.

**Vision:**

Over a five year period, the South Baltimore Gateway Partnership will significantly improve the vitality of our communities by: 1) fostering community development and revitalization, 2) making communities cleaner greener and healthier, and 3) improving the health and well-being of residents.

**Criteria:**

While the South Baltimore Gateway Master Plan lists many important needs and opportunities, it is simply not possible to complete them all at once. Instead, the Partnership follows an organized strategy that *maximizes our effectiveness* within a smaller subset of priority subject areas. Our goal is to achieve *meaningful and measurable* change in the South Baltimore Gateway Communities and in the lives of the residents, regardless of their background or income.

From all the possible priorities outlined in the Master Plan, the Partnership selects strategic priorities that embody the best mix of the following characteristics:

1. *Alignment.* The priority must be aligned with the South Baltimore Gateway Master Plan, and informed by subsequent work such as the Valbridge Report.
2. *Impact.* Within a 5-year time period, and with the resources available to us, we can make a meaningful and measurable impact on the priority, as determined by clear outcome metrics.
3. *Equity.* The priority responds to needs across our communities in a fair and just manner that allows us to provide enhanced support to the communities facing the greatest challenges, without ignoring other neighborhoods in the process.
4. *Sustainability.* Wherever possible, priority should generate results that can be sustained in the long term.
5. *Synergy.* Wherever possible, Strategic Priorities should have a natural relationship with one another, such that our work on one subject reinforces our work on another subject.

## MINUTES

ADOPTED BY BOARD ON 2/22/17

6. *Partnerships.* Wherever possible, priority should create opportunities for collaboration with other organizations, including nonprofits and businesses from the District.
7. *Leverage.* Wherever possible, priority should create opportunities to leverage outside funding sources.

**Priorities:**

For the duration of this Strategic Plan, the Partnership will build a strategy based upon three priority subject areas and the synergy among them:

- **Community Development and Revitalization:** Improving the quality of neighborhoods by increasing the marketability of properties, stabilizing and improving housing and promoting redevelopment and investment
- **Environmental Sustainability:** Making neighborhoods greener, cleaner, and healthier by improving and upgrading parks and other green space, increasing tree canopies, and assuring clean air and water.
- **Health and Wellness:** Ensuring that all people in the area have equitable opportunities to lead healthy lifestyles by expanding access to healthy foods, wellness programs and space for recreation and physical activity.

Independent of one another, these are each important goals, worthy of concerted effort. But when brought together, they provide a powerful mechanism for driving positive change in neighborhoods across the District. Because of their natural synergy, efforts in one area can generate progress on the others.

By selecting priorities that reinforce one another in this way, the District can stretch the impact of each dollar spent, and harness positive ripple effects. Moreover, these are areas in which we can build durable partnerships with other organizations, and leverage our funds by collaborating with others.

The following outlines in detail one of our strategic priorities. Over the next five years, we will *improve neighborhood quality of life, attract desirable investment, and empower people to live healthy lifestyles* by building, enhancing, maintaining, and programming a world-class network of parks, public spaces, and neighborhood amenities.

## MINUTES

ADOPTED BY BOARD ON 2/22/17



This Strategic Plan will not detail the specific tasks that we will undertake in the coming years. The Executive Director and the Program Committee will make those decisions on an ongoing basis. However, sample projects that could be funded under this approach might include:

- Filling our parks and public spaces with lively activities, events, athletics, and other programming;
- Cleaning and maintaining our public spaces so that they appear safe, attractive, and inviting;
- Spearheading the creation of new parks, recreational facilities, trails, and bike lanes;
- Using high-quality public amenities to attract or anchor new neighborhood investments; and
- Stitching our communities together through safer and more attractive non-automotive connections.

It is also worth noting that this strategy gives us an excellent opportunity to make meaningful progress on several of the high priority "Transformative Initiatives" called for in the Plan, such as creating *expanded trail networks*, building a *world-class waterfront park system*, providing *clean water in the Middle Branch*, and creating an *upgraded Carroll Park*. And as our improved parks and public spaces help to stabilize communities, this strategy will also *spur reinvestment and redevelopment*. Similarly, it will *promote physical activity with opportunities to bike and walk*, empowering people to lead healthier lifestyles.

#### Funding Allocation:

The Partnership will invest in three broad categories:

- *Transformational Projects* that dramatically improve conditions in the District. These could be either major capital projects or major programs. Transformational projects have implications that affect the entire District, often generating long-term outcomes

## MINUTES

ADOPTED BY BOARD ON 2/22/17

over multiple years of funding and partnerships. Such projects should clearly advance our strategic priorities.

- *Enhanced Services* that supplement the services already provided by the City or other partners. These could take the form of ongoing programs, maintenance, or capital investments. These enhanced services should improve upon the baseline services provided by the City, and should not be a way for the City to simply meet its basic obligations to communities.
- *Community Grants* that directly empower communities to improve their neighborhoods as they themselves see fit. These will be awarded based upon specified criteria and a transparent selection process.

As a general rule, the Partnership will only invest in projects that directly further the strategy outlined above. That said, we will allow greater flexibility when providing Community Grants to neighborhoods, because these organizations better understand how best to balance our broader strategic Priorities with other pressing local priorities.

The table below lists the three funding categories that will be used by the South Baltimore Gateway Partnership to support programs, projects and services. The target allocations are guidelines to be used to further our goals and strategies. We will evaluate the targets on an annual basis. If we later discover that, in practice, a different funding allocation would create better outcomes for people in the District, then we will adjust the allocations accordingly.

Category	Criteria	Target Allocation of Program Funds
<b>Transformational Projects</b>	Each year, transformational projects will be funded based on four criteria: alignment with strategic priorities, leverage of partnerships in the community, capacity to benefit the entire District, and sustainability beyond the grant period.	50%
<b>Enhanced Services</b>	Funds are allocated over multiple years, for a limited number of services (including capital projects) that have a material positive effect on the District and its communities. Outcomes will be tracked to ensure their effectiveness.	30%
<b>Community Grants</b>	Each year, community representatives may apply for grants to fund their own efforts at making a substantive positive impact on the community. We will provide some flexibility, so that communities can participate in our Strategic Plan while also solving their own pressing problems.	20%

## MINUTES

ADOPTED BY BOARD ON 2/22/17

**Evaluation:**

The Partnership will constantly monitor and evaluate its own effectiveness, and will actively look for opportunities to improve its strategy. In doing so, we will develop evaluation criteria that emphasize successful outcomes for residents and businesses in the District, rather than focusing on inputs such as dollars spent.

This may require us to change how programs are administered; eliminate programs that are ineffective; reallocate funds between the three major categories of funding; or examine our underlying strategy. Whatever the consequence, we will never be afraid to acknowledge our own mistakes, because doing so helps us to better serve our fellow citizens.

**Communications:**

The South Baltimore Gateway Partnership is committed to an *open, transparent, and responsive* process that engages our community. Moreover, we believe it is important that people *see* where their Local Impact Grant funds are being spent.

Therefore, we will operate under the following communications principles:

1. We will comply with the Open Meetings Act, ensuring that anyone can attend our meetings hear our decision-making in action.
2. We will schedule a public meeting every year to review our proposed budget.
3. We will make our core documents, including our Annual Budget, Strategic Plan, Fiscal Audits, and Performance Evaluations of Projects available online.
4. We will maintain a website filled with useful information.
5. We will develop a clear logo and brand identity for the Partnership.
6. We will use social media to ensure that community members can follow our progress in real time.
7. Capital projects, service programs, and public events funded by the Partnership will incorporate the brand identity through signage and other means.
8. Enhanced Services provided by the Partnership will be performed, wherever possible, by workers in clearly identifiable uniforms and vehicles.

**MINUTES**

Office of the Mayor - cont'd

UPON MOTION duly made and seconded, the Board approved the FY'17 Budget and Strategic Plan of the South Baltimore Gateway Community Impact District Management Authority.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Brian Loiero	Maryland Natural Resources Police Woodland Tactical Operations Training Course Hancock, MD Mar. 27 - Apr. 7, 2017	N/A	\$ 0.00
This training course will be held at the Camp Baker National Guard Training Center at no cost to the Department.			
2. Sean Brown Brian Dayton Brian George	Department of Homeland Security (FEMA) Prevention of and Response to Suicide Bombing and Incidents Socorro, NM Apr. 23 - 29, 2017	N/A	\$ 0.00
This training will be held at the Department of Homeland Security's FEMA training facility in Socorro, New Mexico at no cost to the Department.			
3. Kevin Davis	Harvard Public Safety Summit - Presentation Boston, MA April 21 - 23, 2017 (Reg. Fee \$0.00)	General Fund	\$1,157.89

The airfare cost of \$409.89 was prepaid using a City-issued credit card assigned to Mr. Davis. Therefore, the disbursement to Mr. Davis is \$748.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
4. Craig Stackewick	Tactical Explosive Breacher Course Skyesville, MD April 24 - 29, 2017 (Reg. Fee \$1,525.00)	Asset Forfeiture Fund	\$1,525.00
5. Shannon Sullivan	International Conference on Sexual Assault, Domestic Violence & Systems Change Orlando, FL April 17 - 20, 2017 (Reg. Fee \$545.00)	Asset Forfeiture Funds	\$1,405.05

The airfare cost of \$291.88 and the registration fee of \$545.00 were prepaid on a City-issued credit card assigned to Tribhuvan Thacker. Therefore the disbursement to Shannon Sullivan is \$568.17.

Mayor's Office

6. Catherine E. Pugh	2017 Women's Energy Innovation Network (WeIN) Conference Manalapan, FL May 3 - 5, 2017	N/A	\$ 0.00
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Ms. Pugh will travel to Manalapan, Florida on May 3 - 5, 2017. As an invited speaker for WeIN, the registration, airfare and ground transportation, hotel accommodations, and meals will be paid by the sponsor.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Circuit Court Civil ADR</u>			
7. Jeff Trueman	ABA Dispute Resolution Conference (19 <sup>th</sup> Annual Section on Dispute Resolution) San Francisco, CA April 18 - 23, 2017 (Reg. Fee \$435.00)	FY 2017 Conflict Resolution Grant Award	\$3,009.09

The registration fee of \$435.00 was prepaid on a City-issued procurement card assigned to Jeff Trueman. No City funds are needed or requested.

Health Department

8. Lisa M. Parker	PS12-1201: Comprehensive HIV Prevention Programs for Health Departments Program Review Meeting April 23 - 27, 2017 (Reg. Fee \$0.00)	Comprehensive HIV Prevention Project for Federal Health Depts.	\$1,198.06
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The airfare cost of \$152.38 was prepaid on a City-issued procurement card assigned to Ryan Hemminger. Therefore the disbursement to Lisa Parker is \$1,045.68.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire Department</u>			
9. Brian Bovaird	2017 National Hurricane Conference New Orleans, LA Apr. 16 - 21, 2017 (Reg. Fee \$350.00)	Urban Area Security Initiative Grant	\$2,055.84

The subsistence rate for this location is \$220.00 per night. The cost of the hotel is \$179.00 per night. The total hotel taxes are \$155.96. The airfare in the amount of \$389.88 and the registration fee in the amount of \$350.00 were pre-paid on a City-issued credit card assigned to Mr. Robert Maloney. Therefore, Mr. Bovaird will be disbursed \$1,315.96.

Police Department

10. Brian McGarry	International	SORU	\$6,765.25
Bryan Bowmen	Conference on Sexual	Grant	
Kevin Brown	Assault, Domestic		
Thomas Wolf	Violence		
Justin Stinnett	Orlando, FL		
	April 17 - 20, 2017		
	(Reg. Fee \$436.00 ea.)		

The registration cost of \$436.00 and airfare cost of \$291.88 for each employee were prepaid using a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to each employee is \$625.17.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services</u>			
11. Becky Savadkin	National Human Services Data Consortium Salt Lake City, UH April 25 - 28, 2017 (Reg. Fee \$425.00)	HMIS Grant	\$1,669.78

The subsistence rate for this location is \$174.00 per night. The cost of the hotel is \$165.00 for the first two nights and \$211.65 for the third night plus taxes of \$22.75 per night. The Department is requesting additional subsistence of \$37.65 to cover the cost of the third night of the hotel and \$102.00 for meals and incidentals (\$31.00 on 4/25/17 and 4/26/17 and \$40.00 on 4/27/17). The airfare in the amount of \$454.88 and registration fee in the amount of \$425.00 were prepaid using a City-issued procurement card assigned to Mr. Assas Assadi. Therefore, the disbursement to Ms. Savadkin is \$789.90.

12. Charmane T. McDaniel	RIMS 2017 Annual Conference Philadelphia, PA April 23 - 27, 2017 (Reg. Fee \$950.00)	Internal Service Fund	\$2,654.94
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The subsistence rate for this location is \$252.00 per night. The cost of the hotel is \$299.00 per night plus taxes of \$46.35 per night. The Department is requesting additional subsistence of \$47.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration fee in the amount of \$950.00 was prepaid using a City-issued credit card assigned to Mr. Douglas S. Kerr. Therefore, the disbursement to Ms. McDaniel is \$1,704.94.

MINUTES

TRAVEL REQUESTS

Mayor's Office of Human Services - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests.

**MINUTES**

Baltimore Development Corporation - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with SAA EVI Bathhouse Partners, LLC. (Developer) for the purchase of the property located at 906 Washington Boulevard.

**AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 - due at settlement

**BACKGROUND/EXPLANATION:**

On October 1, 2015, the Baltimore Development Corporation issued the 906 Washington Boulevard Request for Proposals (RFP) for two structures on one parcel located at 906 Washington Boulevard. On December 1, 2015, the RFP closed.

The intent of the RFP was to promote the activation of new commercial activity and adaptive re-use of the historic property as a pedestrian-oriented, mixed-use development at a highly visible location along the Pigtown Main Street.

The Baltimore Development Corporation received two responsive proposals from development teams. It was recommended that 906 Washington Boulevard be awarded to the Developer. Named Bath House Square, the proposal is a market-rate retail and housing development that will create approximately eight new residential rental units and 1,850 square feet of retail space on the ground floor featuring a Milk & Honey Market and Cafe. The project will preserve the historic features of the buildings in accordance with the Commission for Historic and Architectural Preservation.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE APPRAISAL PROCESS**

The property was valued pursuant to the Appraisal Policy of Baltimore City through an appraisal. The appraisal was

**MINUTES**

BDC - cont'd

conducted by Gilbert Advising & Appraising, LLC. and submitted on February 12, 2016. The market value for 906 Washington Boulevard is \$300,000.00 and the purchase price is \$100,000.00. The property is being sold to the Developer below the price determined by the appraisal because of the following reasons:

1. The sale and the rehabilitation will help to promote specific benefit to the immediate community by providing new rental housing options to the area and adding much-needed retail along the Washington Boulevard corridor;
2. It will return a vacant, blighted property to productive use;
3. The project has a specific economic development benefit that will return property to the tax rolls, add additional value to the tax base, and add a new business and jobs to the neighborhood;
4. The write-down will provide a necessary subsidy to a project that is limited by low prevailing rents in the neighborhood, high costs of historic rehabilitation, and for which the redevelopment options are limited by the Historic Landmark status of the properties.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%



**MINUTES**

BDC - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with SAA EVI Bathhouse Partners, LLC for the purchase of the property located at 906 Washington Boulevard

**MINUTES**

Department of Recreation and Parks - Capital Projects  
Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Capital Projects Grant Agreement with the Maryland State Board of Public Works and the Governing Board of the Clarence H. "Du" Burns Memorial Fund, Inc. The period of the Capital Projects Grant Agreement is effective upon approval by the Board of Estimates and the Maryland State Board of Public Works through June 1, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00

**BACKGROUND/EXPLANATION:**

The Maryland State Board of Public Works is the governing Board of the Clarence H. "Du" Burns Memorial Fund, Inc.

The City of Baltimore will serve as a co-grantee, as the Memorial is a gift to the City. Additionally, all supplies, materials, and equipment required for the delivery, installation and dedication of the Clarence H. "Du" Burns Memorial statue and garden are being furnished by the Memorial Fund.

The memorial (statue and garden) will be placed on the Department of Recreation and Parks' property adjacent to the Maryland Science Center at the Inner Harbor, Baltimore.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Capital Projects Grant Agreement with the Maryland State Board of Public Works and the Governing Board of the Clarence H. "Du" Burns Memorial Fund, Inc.

**MINUTES**

Department of Recreation and Parks - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the Clarence H. "Du" Burns Memorial Fund, Inc. (Memorial Fund). The period of the Agreement is effective upon Board approval for ten years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The State of Maryland is providing a grant in the amount of \$200,000.00 to the Clarence H. "Du" Burns Memorial Fund, which will be a gift to the City of Baltimore.

As co-grantee of the gift, the Memorial Fund will provide all applicable services to the City, as well as furnish all supplies, materials, and equipment required for the delivery, installation, and dedication of the Clarence H. "Du" Burns Memorial statue and garden.

The City will prepare the site for installation and provide assistance as is reasonably necessary to install the Memorial, including access to underground utilities and conduits, redirecting traffic as required, and granting such construction, traffic or other permits, all at no cost to the Memorial Fund.

The City will accept delivery of the Memorial, monitor, and inspect the installation of the Memorial, all at no cost to the Memorial Fund.

The Memorial (statue and garden) will be placed on the City of Baltimore, Department of Recreation and Parks' property adjacent to the Maryland Science Center at the Inner Harbor, Baltimore.

## MINUTES

Department of Recreation and Parks - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with the Clarence H. "Du" Burns Memorial Fund, Inc.

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

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>				
1.	Willinette Williams	407 E. Biddle Street	F/S	\$149,500.00

Funds will be transferred prior to settlement into account no. 9910-910715-9588-900000-704040, Johnston Square Ball Fields Project.

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.

Department of Housing and Community Development - Condemnations

2.	Sebastian Belnavis	2746 Fenwick Avenue	F/S	\$ 2,600.00
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Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

3.	Gary Knight	2748 Fenwick Avenue	F/S	\$ 9,000.00
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Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

4.	B&P Investments, Inc.	2752 Fenwick Avenue	L/H	\$ 1,807.00
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Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>				
5.	Lum Brown, Jr.	2756 Fenwick Avenue	F/S	\$ 5,240.00
	Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
6.	The Black Door Treatment, LLC	2760 Fenwick Avenue	L/H	\$ 2,200.00
	Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
7.	Margaret A. Logan and Andre Lewis	2762 Fenwick Avenue	F/S	\$ 2,000.00
	Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
8.	2766 Fenwick Ave, LLC	2766 Fenwick Avenue	F/S	\$ 2,000.00
	Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
9.	Jonathan Wade	2768 Fenwick Avenue	L/H	\$ 1,627.00
	Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>				
10.	2770 Fenwick Ave, LLC	2770 Fenwick Avenue	L/H	\$ 1,500.00

Funds will be transferred prior to settlement into account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

DHCD - Condemnations or Redemptions

11.	Annette Peters	2704 Kennedy Avenue	G/R \$90.00	\$ 1,500.00
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Funds are available in account no. 9910-908636-9588-900000-704040.

12.	Penn Invest-ments	1302 Argyle Avenue	G/R \$69.50	\$ 695.00
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Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

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

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

**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*

April 11, 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 - 104, City Council President and members of the Board of Estimates, BOE Agenda dated April 12, 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](mailto: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 April 12, 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 the Board, the Board will recess until bid opening at 12 noon. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon. The Board of Estimates 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 had issued an Addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

<u>Department of General Services</u> -	GS 14817, Engine 44 Firehouse Roof Replacement <b>BIDS TO BE RECV'D: 04/26/2017</b> <b><u>BIDS TO BE OPENED: 04/26/2017</u></b>
<u>Department of General Services</u> -	GS 16808, Roof Replacement & Repairs at Enoch Pratt Free Library Branch No. 13 <b>BIDS TO BE RECV'D: 04/26/2017</b> <b><u>BIDS TO BE OPENED: 04/26/2017</u></b>
<u>Department of Transportation</u> -	TR 11307, Park Circle Intersection Improvements <b>BIDS TO BE RECV'D: 04/26/2017</b> <b><u>BIDS TO BE OPENED: 04/26/2017</u></b>

## MINUTES

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

Bureau of Purchases - B50004876, Mowers Various  
Types

Finch Services, Inc.  
Gambrills Equipment Co.  
Port City Equipment Co.  
Lusby Motor Company, Inc.  
Manchester Hardware  
Security Equipment Company  
Woodbine Equipment & Supply

Bureau of Purchases - B50004936, Suspension  
and Spring Repairs

Middleton & Meads Company  
Stu-Ron Spring, Inc T/A Peters  
Spring and Alignment  
Beltway Kendwood, LLC  
Waste Equipment Sales & Service, LLC

Department of Transportation - TR 17006, Urgent Need  
Contract Citywide II

P. Flanigan & Sons, Inc.

MINUTES

Department of Public Works - WC 1345-AR, Repaving Utility  
Cuts and Sidewalk  
Restoration at Various  
Locations

Monumental Paving & Excavating, Inc.  
M. Luis Construction Co., Inc.  
Civil Construction, LLC

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next scheduled meeting on  
Wednesday, April 26, 2017.

  
JOAN M. PRATT  
Secretary