

**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 May 03, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will -- 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 May 1, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

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."

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MINUTES

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THE DEPARTMENT OF FINANCE

PRESENTED THE

PROPOSED ORDINANCE OF ESTIMATES FOR FY 2018

AND

THE ORDINANCE TO LEVY AND COLLECT A TAX

AND

REQUESTED AUTHORIZATION TO ADVERTISE

THE ORDINANCE OF ESTIMATES

**MINUTES**Department of Finance - Ordinances

President: "Ah -- the first item on the non-routine agenda can be found on page 1. The Department of Finance will present the Proposed Ordinance of Estimates for FY 2018 and the Ordinance to Levy and Collect a Tax and Request Authorization to Advertise the Ordinance of Estimates. Budget Director, Andrew Kleine will make the presentation. But, before he does I want to recognize Councilman Costello and Councilwoman Sneed, who have joined us today. Mr. Kleine."

Mr. Andrew Kleine: "Good morning, Mr. President, Madam Mayor, Madam Comptroller, members of the Board of Estimates. I'm here today to present the Board with the Proposed Fiscal 2018 Ordinance of Estimates and Changes to the Preliminary Plan, and the Proposed Ordinance to Levy and Collect a Tax. The Proposed Ordinance includes: \$2.77 billion for operating expenses, an increase of \$124.5 million or 4.7% above the Fiscal 2017 adopted budget. The General Fund operating budget is \$1.81 billion, \$66 million [SIC \$1,813,500,000.00] or 3.8% above the Fiscal 2017 level: there's \$1.12 billion for capital expenses, including

## MINUTES

Department of Finance - Ordinances - cont'd

\$21.4 million in General Fund paygo capital and \$65 million in General Obligation Bond borrowing. There are a few significant changes from the preliminary budget, most the result of final State budget action: \$5.4 million in Highway User Revenue to subsidize MTA transportation for students; \$3 million in State funding and \$750 thousand in uh -- General Fund match to extend library hours; \$1.7 million to restore crossing guard pay to a flat four-hour daily rate; savings of \$1.5 million based on updated energy cost estimates; the shift of \$12.4 million of the \$22.4 million of bridge funding for City Schools to the School Health Service, and in the capital budget, \$2 million in State funding for Consent Decree implementation. The proposed Ordinance to Levy and Collect a Tax maintains the City's real property tax rate at \$2.248 per \$100 of assessed value, and the personal property tax rate at \$5.62 per \$100 of assessed value. I ask your Honorable Board to approve these two proposed Ordinances for consideration by the City Council and to approve the Advertisement of the Ordinance of Estimates in two local

## MINUTES

Department of Finance - Ordinances - cont'd

newspapers, as required by the City Charter. I'd be happy to answer any questions."

President: "Any questions from anybody? Okay, I'll entertain a Motion."

Mayor: "Motion -- a Motion?"

Interim City Solicitor: "Move to approve -- approve the um -- Ordinance of Estimates."

Comptroller: "Second."

President: "All those in favor, say Aye. All opposed, Nay. Um - - please note that the Motion carried."

Mr. Kleine: "Also, need a -- a Motion to approve the Advertisement of the Ordinance."

President: "Um -- entertain the Motion for the Advertisement of the um -- Ordinance."

Interim City Solicitor: "Move to approve the Advertisement of the Ordinance, as requested."

Comptroller: "Second."

## MINUTES

Department of Finance - Ordinances - cont'd

President: "All those in favor, say Aye. All opposed, Nay. The Motion carries."

Mr. Kleine: "Thank you."

President: "Um --"

Deputy Comptroller: "Also, for the one for taxes too."

Comptroller: "-- for the taxes. Uh -- pardon me."

Deputy Comptroller: "Yes. Also, uh --"

President: "I thought he did it all at once."

Deputy Comptroller: "for page 3, the Tax Ordinance to approve to submit that to City Council."

Mayor: "Tax Ordinance? Does that require a Motion?"

President: "I thought he had moved all three together."

Mayor: "We did too."

President: "Alright, you just moved them separately?"

Mr. Kleine: "Yeah."

President: "Huh?"

## MINUTES

Department of Finance - Ordinances - cont'd

Mr. Kleine: "The first one."

Deputy Comptroller: "This is the Ordinance."

President: "For the tax?"

Deputy Comptroller: "The other one is for the tax. It's a separate one on page 3. The request is to approve the Fiscal Year 2018 Tax Rate Ordinance for transmittal to Baltimore City Council. So, that has to also be approved."

President: "Alright, I entertain a Motion."

Interim City Solicitor: "Ah -- move to approve the Fiscal 2018 Tax Rate Ordinance for Transmittal to the um -- Baltimore City Council."

Comptroller: "Second."

President: "All those in favor, say Aye. All opposed, Nay. The Motion carries." The President **ABSTAINED**.

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**MINUTES**

Bureau of the Budget and - Annual Ordinance of Estimates FY 2018  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Fiscal 2018 Ordinance of Estimates for transmittal to the Baltimore City Council.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Ordinance of Estimates totals \$3,888,422,140.00, including \$2,770,411,140.00 for operating expenses and \$1,118,011,000.00 for capital expenses.

UPON MOTION duly made and seconded, the Board approved the Fiscal 2018 Ordinance of Estimates for transmittal to the Baltimore City Council. The President **ABSTAINED**.

**MINUTES**

Bureau of the Budget and - Annual Property Tax Ordinance FY 2018  
Management Research

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Fiscal 2018 Tax Rate Ordinance for transmittal to the Baltimore City Council.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Real Property Tax Rate is proposed to remain at \$2.248 per \$100.00 of assessed value. The Personal Property Tax Rate is 2.5 times the Real Property Tax Rate per State Law.

UPON MOTION duly made and seconded, the Board approved the Fiscal 2018 Tax Rate Ordinance for transmittal to the Baltimore City Council. The President **ABSTAINED**.

**MINUTES**Department of Planning - Fiscal Year 2018 - 2023 Capital Budget  
and Capital Improvement Program

The Board is requested to **NOTE** receipt of the revised FY 2018 Capital Budget and the FY 2018 - 2023 Capital Improvement Program.

On March 2, 2017, the Planning Commission adopted the recommended Fiscal Year 2018 Capital Budget and the Fiscal Year 2018 - 2023 Capital Improvement Program. The recommended program totaled \$4.0 billion for capital projects during FY 2018 - 2023 and \$1.129 billion to be appropriated as part of the FY 2018 budget.

**Changes after Planning Commission**

Since the March 2, 2017 Planning Commission approval, the series of four revisions outlined below were recommended to the FY 2018 - FY 2023 Capital Improvement Program. The FY 2018 - 2023 Capital Improvement Program, including the changes submitted were approved by the Board of Finance at its meeting on March 27, 2017.

- 1) Due to a decision made since the Planning Commission vote, Children and Youth Funds and Local Impact Aid (shown below as 990- Other Funds) will not be available for the capital projects below. In order to fully fund Cherry Hill Recreation Center and Bocek Park Improvements, State Open Space Matching Grants and General Obligation Bonds were moved from the FY 2019 - 2023 Park Rehabilitation Program to these two projects. In addition, for Cherry Hill Recreation Center, additional State Open Space Grants were allocated to the project in FY 2019 and FY 2020 (\$2,000,000.00 per year). The additional State Open Space Grants are funds that were not previously reflected in the capital budget. The net impact of these changes is (\$5,850,000.00) for the three projects together.

## MINUTES

Dept. of Planning - cont'd

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<b><u>Cherry Hill Recreation Center Construction (474-784)</u></b>		
FY 2018	962 - Children and Youth Fund	(\$2,650,000.00)
FY 2018	990 - Other Funds	(\$925,000.00)
FY 2019	962 - Children and Youth Fund	(\$2,650,000.00)
FY 2019	990 - Other Funds	(\$925,000.00)
FY 2019	603 - State Open Space Grants	\$2,000,000.00
FY 2019	604 - State Open Space Matching Grants	\$750,000.00
FY 2019	100 - General Obligation Bonds	\$400,000.00
FY 2020	603 - State Open Space Grants	\$2,000,000.00
FY 2020	604 - State Open Space Matching Grants	\$250,000.00
FY 2020	100 - General Obligation Bonds	\$150,000.00
FY 2021	100 - General Obligation Bonds	\$1,600,000.00
<b><u>Bocek Park Improvements (474-079)</u></b>		
FY 2018	962 - Children and Youth Fund	(\$1,350,000.00)
FY 2019	962 - Children and Youth Fund	(\$1,350,000.00)
FY 2019	100 - General Obligation Bonds	\$1,850,000.00
FY 2020	604 - State Open Space Matching Grants	\$500,000.00
FY 2020	100 - General Obligation Bonds	\$350,000.00
<b><u>FY 2019 - 2023 Park Rehabilitation Program (474-016)</u></b>		
FY 2019	604 - State Open Space Matching Grants	(\$750,000.00)
FY 2019	100 - General Obligation Bonds	(\$2,250,000.00)
FY 2020	604 - State Open Space Matching Grants	(\$750,000.00)
FY 2020	100 - General Obligation Bonds	(\$500,000.00)
FY 2021	100 - General Obligation Bonds	(\$1,600,000.00)

## MINUTES

Dept. of Planning - cont'd

- 2) The changes to the following two projects were made in order to ensure that two-year loan totals for the Community and Economic Development Loan and the Parks and Public Facilities Loan match the voter-approved amounts. The net impact of these changes is \$0.

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<b><u>Citywide Acquisition and Relocation (588-017)</u></b>		
FY 2019	100 - General Obligation Bonds	(\$100,000.00)
FY 2019	200 - General Funds	\$100,000.00

<b><u>Greenmount Recreation Center (474-105)</u></b>		
FY 2019	100 - General Obligation Bonds	\$100,000.00
FY 2019	200 - General Funds	(\$100,000.00)

- 3) The Department of Housing and Community Development recently learned that it would not be receiving certain State grants for which it had applied, and which were reflected in the FY 2018-2023 Capital Improvement Program. Changes to the following three projects reflect this new information. The net impact of these changes is (\$8,000,000.00).

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<b><u>Urgent Demolition (588-005)</u></b>		
FY 2018	690 – Other State Funds	(\$2,500,000.00)

<b><u>Demolition of Blighted Structures (588-983)</u></b>		
FY 2018	690 – Other State Funds	(\$2,500,000.00)

<b><u>Housing Repair Assistance Program (588-986)</u></b>		
FY 2018	690 – Other State Funds	(\$3,000,000.00)

**MINUTES**

Dept. of Planning - cont'd

- 4) When the Planning Commission voted, funds in the stormwater program were inadvertently reversed such that amounts intended to be appropriated in revenue bonds were entered as stormwater utility funds, and amounts intended to be appropriated in stormwater utility funds were entered as stormwater revenue bonds. The changes detailed below fix this error. The net impact of these changes is \$0.

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<b><u>Harris Creek Storm Drainage (520-005)</u></b>		
FY 2018	305 – Stormwater Revenue Bonds	(\$3,947,000.00)
FY 2018	405 – Stormwater Utility Funds	(\$1,885,000.00)
FY 2018	610 – State Water Quality Revolving Loan Fund	\$5,832,000.00
<b><u>Colgate Creek Pumping Station (520-011)</u></b>		
FY 2018	305 – Stormwater Revenue Bonds	\$435,000.00
FY 2018	405 – Stormwater Utility Funds	(\$435,000.00)
FY 2019-2023	305 – Stormwater Revenue Bonds	\$12,875,000.00
FY 2019-2023	405 – Stormwater Utility Funds	(\$12,875,000.00)
<b><u>Storm Drain and Inlet Rehabilitation (520-099)</u></b>		
FY 2018	305 – Stormwater Revenue Bonds	\$1,800,000.00
FY 2018	405 – Stormwater Utility Funds	(\$1,800,000.00)
<b><u>Northeast Baltimore Drainage Improvements (520-715)</u></b>		
FY 2018	305 – Stormwater Revenue Bonds	\$6,790,000.00
FY 2018	405 – Stormwater Utility Funds	(\$6,790,000.00)
<b><u>Small Stormwater BMP (525-004)</u></b>		
FY 2018	305 – Stormwater Revenue Bonds	\$3,920,000.00
FY 2018	405 – Stormwater Utility Funds	(\$3,920,000.00)

**MINUTES**

Dept. of Planning - cont'd

**Citywide Stream Restoration (525-405)**

FY 2018	305 – Stormwater Revenue Bonds	\$22,875,000.00
FY 2018	405 – Stormwater Utility Funds	(\$18,987,000.00)
FY 2018	610 – State Water Quality Revolving Loan Fund	(\$3,888,000.00)

**Impervious Removal/Greening (525-406)**

FY 2018	305 – Stormwater Revenue Bonds	\$2,910,000.00
FY 2018	405 – Stormwater Utility Funds	(\$2,910,000.00)

**Large Stormwater BMP (525-407)**

FY 2018	305 – Stormwater Revenue Bonds	\$1,650,000.00
FY 2018	405 – Stormwater Utility Funds	(\$1,650,000.00)

**Harbor Debris Collector (525-448)**

FY 2018	305 – Stormwater Revenue Bonds	\$1,960,000.00
FY 2018	405 – Stormwater Utility Funds	(\$1,960,000.00)
FY 2019-2023	305 – Stormwater Revenue Bonds	\$5,680,000.00
FY 2019-2023	405 – Stormwater Utility Funds	(\$5,680,000.00)

**Powder Mill Run Stream Restoration (525-448)**

FY 2018	305 – Stormwater Revenue Bonds	\$375,000.00
FY 2018	405 – Stormwater Utility Funds	(\$375,000.00)

**Changes after Board of Finance**

Since the March 27, 2017 Board of Finance approval, three further changes were made detailed below. With these changes, the recommended program totals \$3.986 billion for capital projects during FY 2018 - FY 2023 and \$1.118 billion to be appropriated as part of the FY 2018 budget. These changes are reflected in the submitted reports.

## MINUTES

Dept. of Planning - cont'd

- 1) The Governor's supplemental budget includes an additional \$2 million for police technology improvements related to the U.S. Department of Justice Consent Decree.

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<u>Police Technology Improvements (206-010)</u>		
FY 2018	690 – Other State Funds	\$2,000,000.00

- 2) In the Final FY 2018 Pimlico Local Impact Aid Spending Plan, \$300,000.00 was moved from the capital budget to the operating budget.

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<u>Parks Heights Redevelopment (588-963)</u>		
FY 2018	612 – Pimlico Area Local Impact Aid – VLT Revenue	(\$300,000.00)

- 3) Certain projects under Department of Public Works (DPW) in the water program were inadvertently entered using waste water utility funds, and certain projects in the waste water program were entered using water utility funds. The changes below correct these errors. The net impact of these changes is \$0.

<u>Year</u>	<u>Fund Source</u>	<u>Change</u>
<u>Patapsco Sludge Blending Tank Rehab (551-028)</u>		
FY18	301 – Water Revenue Bonds	(\$2,148,000.00)
FY18	302 – Waste Water Revenue Bonds	\$2,148,000.00

<u>Patapsco Chlorine Building Concrete SC 892 (551-029)</u>		
FY18	301 – Water Revenue Bonds	(\$3,083,000.00)
FY18	302 – Waste Water Revenue Bonds	\$3,083,000.00

**MINUTES**

Dept. of Planning - cont'd

**Neiman Avenue Office Renovations (557-015)**

FY18	302 – Waste Water Revenue Bonds	\$270,000.00
FY18	301 – Water Revenue Bonds	(\$270,000.00)

The recommendations of the Planning Commission along with the revisions listed above are reflected in the recommendations.

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the revised FY 2018 Capital Budget and the FY 2018 - 2023 Capital Improvement Program. The President **ABSTAINED**.

## MINUTES

Board of Finance - Six Year Capital Improvement Program

By City Charter, the review schedule for the Capital Improvement Program ("CIP") includes an endorsement by the Board of Finance. At a scheduled meeting on March 27, 2017, the FY 2018 Capital Budget totaling \$1,118,011,000.00 and the FY 2018-2023 CIP totaling \$3,986,100,000.00 amended by the Department of Planning, was presented to the Board of Finance. Following the presentation, the Board of Finance endorsed the CIP as summarized below:

**Board of Finance Recommended 2018-2023 CIP  
(\$000)**

<b>Source</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
G.O. Bonds	65,000	65,000	65,000	65,000	65,000	65,000	390,000
General Fund	21,400	17,000	17,000	17,000	17,000	17,000	106,400
Revenue Loans	436,378	145,364	190,328	214,679	469,108	169,275	1,625,132
Federal	49,002	39,064	50,067	42,807	41,145	36,282	258,367
State	258,485	37,437	24,625	22,330	25,140	20,800	388,817
Other	287,746	125,571	155,046	199,307	321,691	128,023	1,217,384
<b>TOTAL</b>	<b>1,118,011</b>	<b>429,436</b>	<b>502,066</b>	<b>561,123</b>	<b>939,084</b>	<b>436,380</b>	<b>3,986,100</b>

UPON MOTION duly made and seconded, the Board **NOTED** receipt of the review schedule for the Capital Improvement Program and the endorsement by the Board of Finance. The President **ABSTAINED**.

**MINUTES**

Department of Finance - Six Year Capital Improvement Program

**ACTION REQUESTED OF B/E:**

The Board is recommended to adopt the Six-Year Capital Improvement Program for Fiscal Years 2018 through 2023.

**BACKGROUND/EXPLANATION:**

The Department of Finance completed its review of the Six-Year Capital Improvement Program for Fiscal Years 2018 through 2023.

As required by City Charter, the first year of this program represents the Capital Budget for Fiscal Year 2018 and will be included in Part B of the proposed Ordinance of Estimates.

The Six-Year Capital Improvement Program is summarized as follows:

*(Dollars in Thousands)*

<b>Fund Source</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
G.O. Bonds	65,000	65,000	65,000	65,000	65,000	65,000	390,000
General Funds	21,400	17,000	17,000	17,000	17,000	17,000	106,400
Revenue Loans	436,378	130,494	197,278	200,054	476,798	154,405	1,595,407
Federal	49,002	39,064	50,067	42,807	41,145	36,282	258,367
State	258,485	37,437	24,625	22,330	25,140	20,800	388,817
Other	287,746	140,441	148,096	213,932	314,001	142,893	1,247,109
<b>TOTAL</b>	<b>1,118,011</b>	<b>429,436</b>	<b>502,066</b>	<b>561,123</b>	<b>939,084</b>	<b>436,380</b>	<b>3,986,100</b>

UPON MOTION duly made and seconded, the Board **ADOPTED** the Six-Year Capital Improvement Program for Fiscal Years 2018 through 2023. The President **ABSTAINED**.

MINUTES

Department of Human Resources - Personnel Matter

The Board is requested to approve the Personnel matter below:

Law Department

	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>M. JENNIFER LANDIS</b>	\$45.00	<b>\$58,500.00</b>

Account: 1001-000000-8620-175200-601009

Ms. Landis will continue to work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). She will assist in the drafting of City Council bills and amendments, attend City Council hearings and committee hearings, and testify at committee hearings. In addition, Ms. Landis will assist in reviewing State legislation referred by the Mayor's Office of Government Relations, draft testimony on State legislation, and respond to requests for advice from the Mayor's Office, City agencies, and the City Council. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board of Estimates approval for one year.

**THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.**

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

**MINUTES****BOARDS AND COMMISSIONS**1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Alliance Exterior Construction, Inc.	\$ 8,000,000.00
Apex Companies, LLC	\$140,710,000.00
Baltimore Contractors, Inc.	\$ 8,000,000.00
Chavis Enterprises, LLC	\$ 8,000,000.00
Commercial Camera & Security, Inc.	\$ 1,500,000.00
Edwin A. & John O. Crandell, Inc.	\$ 22,520,000.00
Insituform Technologies, LLC	\$185,330,000.00
Joseph B. Fay Co.	\$196,722,000.00
Malstrom Electric, Inc.	\$ 1,500,000.00
Merrell Bros., Inc.	\$ 8,000,000.00
Oakmont Contracting, LLC	\$ 3,582,000.00
Premier Trucking, LLC	\$ 1,350,000.00
RSC Electrical & Mechanical Contractors, Inc.	\$ 8,000,000.00
Teniseal Corporation	\$ 1,500,000.00
Trenton Contracting Co., Inc.	\$ 4,880,000.00
Vigil Contracting, Inc.	\$ 8,000,000.00

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

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rates at the City-owned Arena Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rates charged at the Arena Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes				Proposed Monthly Rate Changes
Arena Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	3 hour rate	\$14.00	\$15.00	March 2015	
	4-12 hour rate	\$16.00	\$18.00	March 2015	
13-24 hour rate	\$18.00	\$20.00	March 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the transient rates at the City-owned Arena Garage that is managed by the PABC.

**MINUTES**

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the monthly rate at the City-owned Lexington Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the Lexington Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

MINUTES

PABC - cont'd

Location	Proposed Transient Rate Changes			Proposed Monthly Rate Changes			
Lexington Street Garage	<b>Regular Transient Rates</b>			<b>Regular Monthly Rate</b>			
		Current Rate	Proposed Rate	Last Rate Change	Current Rate	Proposed Rate	Last Rate Change
	No Proposed Changes			\$130.00	\$135.00	February 2016	

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the adjustment to the monthly rate at the City-owned Lexington Street Garage that is managed by the PABC.

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1523 - 1525

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>\$50,000.00</b> General Fund	9938-913038-9475 Latrobe Park Field House (Reserve)	9938-915038-9474 Latrobe Park Field House (Active)

This transfer will provide funds to cover the costs associated with installation of a waterline and advertising the Latrobe Park Field House project for construction.

Department of Housing and Community Development

2. <b>\$100,000.00</b> General Funds	9910-923019-9587 Baltimore Homeowner Incentive (Reserve)	9910-906011-9588 Employee Homebuying Assistance Program
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This transfer will provide funds for the City Employee Homebuying Assistance Program, one of Baltimore Housing's Homeownership Incentive Programs.

Department of Public Works/Office of Engineering and Construction

3. <b>\$249,000.00</b> (SW Utility)	9958-914406-9526 (Constr. Res. Impervious Removal/ Greening)	9958-904419-9525-6 (Construction)
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The transfer will cover the costs for Recreation and Parks to plant trees to enable the Department to meet the terms of the MS4 Permit relating to impervious surfaces.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation (BDC)</u>		
4. \$ 738.82 23 <sup>rd</sup> EDF	9910-913990-9600 Constr. Reserve Commercial Revitalization	9910-921101-9601 Commercial Revitalization
11,250.03 <u>24<sup>th</sup> EDF</u>	9910-908018-9600 Constr. Reserve Seton, Cross Rds. Park Circle	9910-903361-9601 Business Park Upgrades
<b>\$11,988.85</b>		

This transfer will provide funds to reimburse the BDC for eligible capital expenses for the month ending March 31, 2017.

Department of Transportation

5. <b>\$86,213.00</b> FED	9950-904900-9507 Construction Reserve - Federal Aid Resurfacing	9950-903771-9514 JOC Citywide
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This transfer will move the appropriation to match the Federal amount received on project TR 10308, Resurfacing Highways JOC Citywide.

**MINUTES****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Dept. of Transportation - cont'd</u>		
6. <b>\$ 35,236.02</b>	9950-903705-9514	9950-911711-9514
MVR	Federal Resur- facing Northeast	Resurfacing Harford Road

This transfer will move the funding to the new account associated with project TR 04303, Resurfacing Harford Road from North Avenue to Chesterfield Avenue.

Department of General Services

7. <b>\$675,000.00</b>	9916-907118-9194	9916-907218-9197
1 <sup>st</sup> Parks & Public Facilities Loan	2300 Maryland Ave. Cornice (Reserve)	2300 Maryland Ave. Cornice Replacement (Active)
<b>\$200,000.00</b>	9916-905001-9194	9916-907218-9197
1 <sup>st</sup> Public Building Loan	Construction Unallocated (Reserve)	2300 Maryland Ave. Cornice Replacement (Active)

The facilities located at 2300 Maryland Avenue have chronic roof leaks which affect the normal operation and functions of the buildings. A full roof replacement including rehabilitation of the historic cornice and gutters is necessary to alleviate conditions and correct the water infiltration into the buildings.

**MINUTES**

Mayor's Office of Immigrant and - Governmental/Charitable  
Multicultural Affairs 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 the Mayor's Office of Immigrant and Multicultural Affairs (MIMA) to promote the Safe City Baltimore Fund established by the Open Society Institute Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are associated with this request.

**BACKGROUND/EXPLANATION:**

MIMA wishes to promote and encourage financial support to the "Safe City Baltimore" initiative established by the Open Society Institute, which seeks to address the current needs of immigrants in the City of Baltimore.

The funds will be used support the development and increase of services related to immigration legal services for individuals with viable claims to remain in the United States. In addition, the funds will support efforts to provide community education and outreach.

MIMA will promote the "Safe City Baltimore Fund" with individuals, organizations, and businesses in the Baltimore region and not targeted donors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City endorsed charitable function or activity that has been approved by the Ethics Board. Ethics Regulations

**MINUTES**

Mayor's Office of Immigrant and - cont'd  
Multicultural Affairs

96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics for the Mayor's Office of Immigrant and Multicultural Affairs to promote the Safe City Baltimore Fund established by the Open Society Institute Baltimore.

**MINUTES**

Mayor's Office of Human Services - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Continuum of Care Agreement with Project PLASE, Inc. The period of the agreement is October 1, 2017 through September 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$70,478.00 - 4000-407016-3572-756101-603051

**BACKGROUND/EXPLANATION:**

Project PLASE, Inc. will use funds to provide supportive services to 10 formerly homeless individuals. Clients served in this program are individuals struggling with chronic mental illness, substance abuse and HIV/AIDS.

**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 Continuum of Care Agreement with Project PLASE, 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 - Options</u>				
1.	Ira Oring and Nancy Oring	918 E. Eager St.	G/R \$30.00	\$ 300.00
2.	Debra A. Moy and Karen E. Benckini	909 E. Chase St.	G/R \$49.00	\$ 327.00

Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.

3.	David N. Kuryk, Personal Rep- resentative of the Estate of Leon Kuryk	4305 Park Heights Avenue	G/R \$84.00	\$ 770.00
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Funds are available in account no. 9910-903183-9588-900000-704040.

4.	Kim D. Fowlkes, Personal Rep- resentative of the Estate of Myrtle Grigsby	2217 Henneman Ave.	L/H	\$ 40,300.00
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Funds are available in account no. 9910-908636-9588-900000-704040.

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

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>				
5.	Paul Wye Nochumowitz and Amy Sue Nochumowitz	1424 N. Gay St.	G/R \$45.00	\$ 412.00
	Funds are available in account no. 9910-910634-9588-900000-704040.			
6.	Maxine Gilmore, Personal Rep- resentative of the Estate of Dorothy Mae Gilmore	2504 Emerson St.	L/H	\$15,250.00
	Funds are available in account no. 9910-908636-9588-900000-704040.			
7.	Eddie Dezurn, Deceased and Annie Dezurn	1712 Mosher St.	F/S	\$50,000.00
	Funds are available in account no. 9910-908636-9588-900000-704040.			

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

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>				
8.	Cynthia Bailey	1826 N. Chester St.	L/H	\$21,300.00
	Funds are available in account no. 9910-908636-9588-900000-704040, FY 16 Whole Block Demo Project.			
9.	Mehran Sadeghi	2732 Fenwick Ave.	L/H	\$14,600.00
	Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.			
10.	G/S Associates, LLC	2734 Fenwick Ave.	L/H	\$ 3,200.00
11.	Donnie T. Armstead and Peggy Washington	2736 Fenwick Ave.	L/H	\$ 3,440.00
12.	Felix LaForest	2738 Fenwick Ave.	L/H	\$ 1,400.00
	Funds are available in 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 or Redemptions</u>			
13. Samuel T. Fantum and Howard T. Fantum	2041 E. Biddle St.	G/R \$60.00	\$ 1,000.00
Funds are available in account no. 9910-910634-9588-900000-704040.			
14. Rosalye F. Singer, Life Tenant and Andrea Lynn Lowenthal, Remainderman	1318 Argyle Ave.	G/R \$67.50	\$ 675.00
15. Mamie C. Woodford and Carroll S. Woodford	1327 Myrtle Ave.	G/R \$90.00	\$ 600.00

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 options, condemnations, quick-takes, and the condemnations or redemptions.

**MINUTES**

Mayor's Office of Employment - Memorandum of Understanding  
Development (MOED) and Amendments to Agreements

The Board is requested to approve and authorize execution of a Memorandum of Understanding and various amendments to agreements with the following service providers:

MEMORANDUM OF UNDERSTANDING

1. **HOUSING AUTHORITY OF BALTIMORE CITY** **\$287,450.00**

Account: 4000-401317-6312-456000-404001

The purpose of this Memorandum of Understanding is to compensate MOED for hiring a full-time Career Navigator to provide employment related services to the Jobs Plus program participants at the Gilmore Homes four days per week and one day per week at the Northwest One-Stop Career's Re-entry Center. The Career Navigator will guide job searches, offer individualized job preparation, career exploration, and counseling, resume writing and job retention, and follow up services. The funding for this MOU comes from a Federal Grant (CFDA# 14.895) to the Housing Authority of Baltimore City. The period of the MOU is May 1, 2017 through September 30, 2020.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AMENDMENTS TO AGREEMENTS

The following organizations (item nos. 2-6) provide training programs with defined curricula that are designed for hard-to-serve, low-skill, underemployed or unemployed Baltimore residents with a focus on individuals between the ages 16 to 29 years old. The organizations (items nos. 7-8) provide construction, energy efficiency, and environmental remediation training with defined curricula.

## MINUTES

MOED - cont'd

2. **AMERICA WORKS OF MARYLAND, INC.** **\$0.00**

On June 1, 2016, the Board approved the original agreement from May 1, 2016 through April 30, 2017, in the amount of \$150,000.00. This first amendment will extend the agreement through October 31, 2017.

3. **BALTIMORE ALLIANCE FOR CAREERS  
HEALTHCARE, INC. (BACH)** **\$0.00**

On August 10, 2016, the Board approved the original agreement through April 30, 2017, in the amount of \$150,000.00. This first amendment will extend the agreement through October 31, 2017.

4. **BALTIMORE UNITED IN LEADERSHIP  
DEVELOPMENT (BUILD)** **\$0.00**

On October 19, 2016, the Board approved the original agreement through April 30, 2017, in the amount not to exceed \$128,376.38. This first amendment will extend the agreement through October 31, 2017.

5. **FUSION PARTNERSHIPS, INC.** **\$0.00**

On March 8, 2017, the Board approved the original agreement for the period of September 1, 2016 through April 30, 2017, in the amount not to exceed \$150,000.00. This first amendment will extend the agreement through October 31, 2017.

6. **LIVING CLASSROOMS FOUNDATION, INC.** **\$0.00**

On August 10, 2016, the Board approved the original agreement from May 1, 2016 through April 30, 2017, in the amount not to exceed \$149,999.00. This first amendment will extend the agreement through August 31, 2017.

**MINUTES**

MOED - cont'd

7. **CIVIC WORKS, INC.** **\$0.00**

On October 28, 2015, the Board approved the original agreement for the period of November 1, 2015 through April 30, 2017. On January 25, 2017, the Board approved the first amendment to agreement which increased the original agreement by \$111,691.86 making total agreement \$361,691.86. This second amendment will extend the agreement through October 31, 2017.

8. **JOB OPPORTUNITIES TASK FORCE, INC.** **\$0.00**

On October 28, 2015, the Board approved the original agreement for the period November 1, 2015 through April 30, 2017. On January 25, 2017, the Board approved the first amendment to agreement which increased the original agreement by \$96,802.10 making total agreement \$346,802.10. This second amendment will extend the agreement through October 31, 2017.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding and foregoing amendments to agreements with the foregoing service providers. The President **ABSTAINED** on item no. 6.

**MINUTES**Department of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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.	1930 Windsor Avenue	New Shiloh Baptist Church, Inc.	One canopy 24.21' x 1.09'

Annual Charge: \$ 73.88

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

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

**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 for the Project, 325 W. Baltimore Street at 325 W. Baltimore Street (Ward 4, Section 10, Block 0643, Lot: 002) with Balti-West 300, LLC (Developer). 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:**

\$10,310.43 - 9950-906082-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for the Project, 325 W. Baltimore Street at 325 W. Baltimore Street, constructing a mixed-use high rise building with 440,382 sq. ft. of residential space and 7,859 sq. ft. of retail space. The Developer agrees to make a one-time contribution in the amount of \$10,310.43 to fund the City's multimodal transportation improvements in the Development's vicinity.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement for the Project, 325 W. Baltimore Street at 325 W. Baltimore Street (Ward 4, Section 10, Block 0643, Lot: 002) with Balti-West 300, LLC.

**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 for Oldham Crossing at 120 and 160 South Oldham Street and 4600 Gough Street (Ward 26, Section 17, Block 6320E, Lots: 001A, 001, 020) with Oldham Crossing, LLC (Developer). 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:**

\$39,386.16 - 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for Oldham Crossing at 120 and 160 South Oldham Street and 4600 Gough Street constructing 173 townhouses (2,091 sq. ft. each) with a total development sq. ft. of 361,743. The Developer agrees to make a one-time contribution in the amount of \$39,386.16 to fund the City's multimodal transportation improvements in the Development's vicinity.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement for Oldham Crossing at 120 and 160 South Oldham Street and 4600 Gough Street (Ward 26, Section 17, Block 6320E, Lots: 001A, 001, 020) with Oldham Crossing, LLC.

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Rummel, Klepper & Kahl, LLP, for Project No. 1249, On-Call Bridge Design Services. The period of the agreement is effective upon Board approval for two years or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset limit

Funds will be determined with each individual project.

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the consulting agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of Rummel, Klepper & Kahl, LLP. The cost of services rendered will be on actual payroll rates not including overhead and burdens, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits. The Consultant will assist with the scope of services which includes, but is not limited to site inspection, analysis/recommendations, and final design for bridges and various types of structures. The subject services may also require laboratory testing, environmental, and mechanical and electrical engineering, studying/reporting, as well as obtaining the permits required for construction. The Consultant must be familiar with the City's design criteria specifications. The consultant will prepare contract plans, specifications and cost estimates for the construction.

## MINUTES

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

Rummel, Klepper & Kahl, LLP will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

**MBE:**

Alvi Associates, Inc.	\$180,000.00	9.00%
RJM Engineering, Inc.	180,000.00	9.00%
Navarro & Wright Consulting Engineers, Inc.	<u>180,000.00</u>	<u>9.00%</u>
	<b>\$540,000.00</b>	<b>27.00%</b>

**WBE:**

Phoenix Engineering, Inc.	\$ 60,000.00	3.00%
Constellation Design Group, Inc.	80,000.00	4.00%
The Robert Balter Company	<u>60,000.00</u>	<u>3.00%</u>
	<b>\$200,000.00</b>	<b>10.00%</b>

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Rummel, Klepper & Kahl, LLP, for Project No. 1249, On-Call Bridge Design Services.

MINUTES

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Metro Heights Limited Partnership, Developer, for the sale of the City-owned properties located at 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2714, 2716, 2718, 2720, and 2722 Reisterstown Road.

**AMOUNT OF MONEY AND SOURCE:**

2700 Reisterstown Rd.	\$ 17,500.00
2702 Reisterstown Rd.	17,500.00
2704 Reisterstown Rd.	17,500.00
2706 Reisterstown Rd.	17,500.00
2708 Reisterstown Rd.	17,500.00
2710 Reisterstown Rd.	17,500.00
2712 Reisterstown Rd.	17,500.00
2714 Reisterstown Rd.	17,500.00
2716 Reisterstown Rd.	17,500.00
2718 Reisterstown Rd.	17,500.00
2720 Reisterstown Rd.	17,500.00
2722 Reisterstown Rd.	<u>17,500.00</u>
	<b>\$210,000.00</b>

**BACKGROUND/EXPLANATION:**

The Developer will purchase the nine vacant lots known as 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2716, and 2718 Reisterstown Road and three vacant buildings at 2714, 2720, and 2722 Reisterstown Road, which will be demolished. The Developer will then consolidate the twelve separate parcels to construct a seventy unit low-income apartment building. The properties are located within the Liberty Square Community. The purchase price

**MINUTES**

DHCD - cont'd

and improvement to the site will be funded through low income housing tax credits and private funds.

The authority to sell these properties is within Article 13, §2-7 (h) (2) (ii) (C) of the Baltimore City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE APPRAISED VALUE:**

The properties were collectively appraised as a single development parcel for \$210,000.00, per approved appraisal and will be sold for the appraised value. The property individual sale price for each property is \$17,500.00. Therefore, this section does not apply.

**MBE/WBE PARTICIPATION:**

The Developer has signed the Commitment to Comply with the Article 5, Subtitle 28 of the Baltimore City Code regarding Minority Business Enterprises and Women's Business Enterprise goals.

**MBE:** 27%

**WBE:** 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Metro Heights Limited Partnership, Developer, for the sale of the City-owned properties located at 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2714, 2716, 2718, 2720, and 2722 Reisterstown Road.

**MINUTES**

Department of Housing and - Lease Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Maryland Center for Adult Training, Inc., (MCAT), Tenant, for a portion of the building known as The Baltimore Regional Technical Training Center (Training Center), located at 4910 Park Heights Avenue, on the second floor consisting of 6,770+/- square feet. The period of the Lease Agreement is effective upon Board approval through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

The annual rent will be \$1.00.

**BACKGROUND/EXPLANATION:**

MCAT, was established in 1998 and has been located in Baltimore, since then. MCAT provides different career training services to the community. It trains students in billing & coding, customer services, computer technology. In the last six years, it has focused its attention on Healthcare & Adult Basic Education. MCAT is certified by the Maryland Board of Nursing and has successfully trained over 600 nurses who are certified in Nursing and Geriatric Nursing. Most importantly, MCAT provides high quality skills training and support services to help lower-income and unemployed workers achieve self-sufficiency and provides economic and workforce development to businesses to improve their competitiveness. Local companies will be able to hire credentialed employee-graduates of the program.

The landlord's responsibilities include the following: major repairs and capital costs, elevator permit fees, maintenance, snow renewal, lawn maintenance to the parking area and the area immediately in front of the leased premises along Park Heights Avenue extending to W. Garrison Boulevard as applicable.

**MINUTES**

DHCD - cont'd

Commencing on the date the Board of Estimates approves this Lease Agreement, the Tenant will pay for ordinary maintenance and minor repairs of the leased premises and associated cost for telephone, and IT services. In addition, the Tenant will pay when it is due, its proportionate share of the general building maintenance expenses to the originally placed tenant known as "JARC." These proportionate charges include, but are not limited to charges for security during regular hours, gas, electric, water, sewer, janitorial services, and all other utilities used at or in connection with Tenant's portion of the leased premises and common areas.

This Lease Agreement was approved by the Space Utilization Committee on December 13, 2016.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Maryland Center for Adult Training, Inc., Tenant, for a portion of the building known as The Baltimore Regional Technical Training Center, located at 4910 Park Heights Avenue, on the second floor consisting of 6,770+/- square feet.

**MINUTES**

Department of Housing and - Land Disposition and  
Community Development      Development Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Land Disposition and Development Agreement with Maryland Custom Builders, Inc., Developer, for the sale of the City-owned properties located at 516, 518, 520, 522, 524, 526, 528, and 530 E. 21<sup>st</sup> Street, in the East Baltimore Midway Neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$24,000.00 - Purchased Price

**BACKGROUND/EXPLANATION:**

The project will consist of one vacant building located at 516 E. 21<sup>st</sup> Street that will be rehabbed and seven vacant lots located at 518-530 E. 21<sup>st</sup> Street for new construction of seven homes for sale. The project will be privately financed.

The City may dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition) and Article 13, 27(h) (2) (ii) (c) of the City Code and Article 28, Subtitle 8 of the Baltimore City Code (2010 Edition).

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

One of the properties, a vacant building at 516 E. 21<sup>st</sup> Street, was priced pursuant to the appraisal policy of Baltimore city using the Waiver Valuation Process which determined the price to be \$5,000.00 and be will be sold for \$3,000.00. The other seven properties are vacant lots and will be sold at \$3,000.00 each, an amount that is more than the assessed value of \$1,000.00.

**MINUTES**

DHCD - cont'd

The vacant building will be sold to Maryland Custom Builders, Inc. below the price determined by the appraisal because of the following reasons:

- (1) the sale and the rehabilitation will help to promote a specific benefit to the immediate community,
- (2) the sale and rehabilitation will continue the elimination of blight, and
- (3) the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.

**MBE/WBE PARTICIPATION:**

The developer will purchase one vacant building and five vacant lots for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Development Agreement with Maryland Custom Builders, Inc., Developer, for the sale of the City-owned properties located at 516, 518, 520, 522, 524, 526, 528, and 530 E. 21<sup>st</sup> Street, in the East Baltimore Midway Neighborhood.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1917 Frederick Avenue, (Block 0226, Lot 018) as a gift from Tolga Alper, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

The DHCD, Land Resources Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling this property to be returned to productive use and improve Baltimore's neighborhoods.

Tolga Alper has offered to donate to the City, title to the property located at 1917 Frederick Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 27, 2017, other than water bills which must be part of the transaction is as follows:

## MINUTES

DHCD - cont'd1917 Frederick Avenue

Tax Sale Cert. #285731	Date: 05/19/14	\$4,481.28
Real Property Tax	2016-2017	687.76
Environmental Citation	#53676441	100.00
Property Registration	#011150	122.40
<b>Total Taxes Owed:</b>		<b>\$5,391.44</b>

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1917 Frederick Avenue, (Block 0226, Lot 018) as a gift from Tolga Alper, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2246 Booth Street, (Block 0204, Lot 104) as a gift from Landos Wallace, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 2246 Booth Street (Block 0204, Lot 104). With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 16, 2017, other than water bills which must be part of the transaction is as follows:

**MINUTES**DHCD - cont'd    2246 Booth Street

Real Property Tax	2016-2017	\$ 0.00
Environmental Fine	54608559	500.00
Property Registration	Reg. #420247	<u>143.00</u>
<b>Total Taxes Owed:</b>		<b>\$ 643.00</b>

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2246 Booth Street, (Block 0204, Lot 104) as a gift from Landos Wallace, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1721 Westwood Avenue, (Block 0009, Lot 024) by gift from Anthony Laws, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owner has offered to donate to the City, title to the property located at 1721 Westwood Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 22, 2017, other than water bills which must be part of the transaction is as follows:

## MINUTES

DHCD - cont'd1721 Westwood Avenue

Tax Sale Cert #303434	Date: 5/18/15	\$14,188.02
Real Property Tax	2016-2017	395.46
Real Property Tax	2015-2016	478.38
Real Property Tax	2013-2014	11.79
Real Property Tax	2012-2013	1,467.30
Miscellaneous Bill	#6726988	229.37
Miscellaneous Bill	#673307	318.02
Miscellaneous Bill	#6870018	311.27
Miscellaneous Bill	#6880413	311.27
Miscellaneous Bill	#6886386	168.24
Miscellaneous Bill	#7001886	212.36
Miscellaneous Bill	#7037948	266.19
Miscellaneous Bill	#7084270	282.29
Miscellaneous Bill	#7352057	191.20
Miscellaneous Bill	#7469224	221.13
Miscellaneous Bill	#7478175	221.13
Miscellaneous Bill	#7946247	255.25
Miscellaneous Bill	#8040651	181.60
Miscellaneous Bill	#8095549	205.59
<b>Total Taxes Owed:</b>		<b>\$19,915.86</b>

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1721 Westwood Avenue, (Block 0009, Lot 024) by gift from Anthony Laws, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1521 N. Chapel Street, (Block 1479, Lot 077) as a gift from Herman Rowlett and Ellen Rowlett, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owners have offered to donate to the City, title to the property located at 1521 N. Chapel Street (Block 1479, Lot 077). With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 16, 2017, other than water bills which must be part of the transaction is as follows:

## MINUTES

DHCD - cont'd1521 N. Chapel Street

Tax Sale Cert #307083	Date: 5/16/16	\$34,187.93
Tax Sale Cert #095801	Date: 5/11/16	682.77
Real Property Tax	2016-2017	26.36
Real Property Tax	2015-2016	83.25
Real Property Tax	2014-2015	37.40
Real Property Tax	2013-2014	128.76
Real Property Tax	2012-2013	157.74
Real Property Tax	2011-2012	163.14
Real Property Tax	2010-2011	231.53
Real Property Tax	2009-2010	196.50
Real Property Tax	2008-2009	225.63
Real Property Tax	2005-2006	269.16
Miscellaneous Bill	#2647667	69.80
Miscellaneous Bill	#5197926	7,747.53
Miscellaneous Bill	#5361852	242.76
Miscellaneous Bill	#5476254	228.19
Miscellaneous Bill	#6041065	233.97
Miscellaneous Bill	#6066401	251.90
Miscellaneous Bill	#6348908	267.77
Miscellaneous Bill	#6443345	278.52
Miscellaneous Bill	#6547053	234.36
Miscellaneous Bill	#6651756	231.36
Miscellaneous Bill	#6706337	229.41
Miscellaneous Bill	#6752331	223.76
Miscellaneous Bill	#7093628	269.49
Miscellaneous Bill	#7365539	269.50
Miscellaneous Bill	#7387517	269.54
Miscellaneous Bill	#8019465	219.47
Miscellaneous Bill	#8079303	213.67
Miscellaneous Bill	#8132904	207.87
Alley/Footway	08025-000000	508.95
<b>Total Taxes Owed:</b>		<b>\$48,587.99</b>

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1521 N. Chapel Street, (Block 1479, Lot 077) as a gift from Herman Rowlett and Ellen Rowlett, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2508 E. Biddle Street, (Block 1538, Lot 005) as a gift from Solomon Zeragaber and Roza Haile, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

The Owners offered to donate to the City, title to the property located at 2508 E. Biddle Street, (Block 1538, Lot 005). With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through March 27, 2017, other than water bills which must be part of the transaction is as follows:

**MINUTES**DHCD - cont'd2508 W. Biddle Street

Tax Sale Certificate # 304319	Date: 10/21/15	\$22,107.21
Real Property Tax	2016 - 2017	79.08
Real Property Tax	2015 - 2016	95.64
Real Property Tax	2014 - 2015	123.54
Real Property Tax	2013 - 2014	605.76
Real Property Tax	2012 - 2013	689.82
Real Property Tax	2011 - 2012	779.80
Miscellaneous Bill	#6174262	272.17
Miscellaneous Bill	#6341390	240.23
Miscellaneous Bill	#6404198	234.95
Miscellaneous Bill	#6434153	391.30
Miscellaneous Bill	#6439517	230.68
Miscellaneous Bill	#6459473	228.94
Miscellaneous Bill	#6545768	249.13
Miscellaneous Bill	#6569669	373.17
Miscellaneous Bill	#6608483	296.60
Miscellaneous Bill	#6956197	329.67
Miscellaneous Bill	#7651003	166.06
Miscellaneous Bill	#7677255	257.17
Miscellaneous Bill	#7950249	257.27
Miscellaneous Bill	#8203028	199.17
Environmental Citation	52475043	1,500.00
Property Registration	#807551	1,755.20
<b>Total Taxes Owned:</b>		<b>\$31,462.56</b>

**MBE/WBE PARTICIPATION:**

N/A

**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2508 E. Biddle Street, (Block 1538, Lot 005) as a gift from Solomon Zeragaber and Roza Haile, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - HOME Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnerships Program loan in an amount not to exceed \$1,250,000.00 (the HOME Loan) to North Avenue Gateway II Limited Partnership. Proceeds of the HOME Loan will be used to support a portion of the hard construction costs related to the new construction of sixty-five (65) residential units of affordable rental housing known as the "North Avenue Gateway II Apartments" located at 3000, 3006-3052 West North Avenue, and 1900-1904 North Longwood Street.

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

**CURRENT APPROXIMATE AMOUNT OF FUNDS AND SOURCE:**

<u>Sources</u>		<u>Uses</u>	
Capital One, N.A.	\$ 1,086,000.00	Construction Costs (includes contingency)	\$12,684,000.00
MD Project C.O.R.E.	500,000.00	Fees Related to Constr.	1,206,258.00
HOME Loan	1,250,000.00	Financing Costs	947,847.00
Tax Credit Equity	14,398,460.00	Developer Fee	1,944,416.00

## MINUTES

DHCD - cont'd

<u>Sources</u>		<u>Uses</u>	
Developer's Equity	567,432.00	Guarantees and Reserves	272,100.00
MD Bond Bill	25,000.00	Acquisition Costs	614,381.00
Total Sources:	<u>\$17,826,892.00</u>	Syndication Related Costs	<u>157,890.00</u>
		Total Uses:	<u>\$17,826,892.00</u>

HOME Account: 9910-906350-9610

**BACKGROUND/EXPLANATION:**

The Woda Group, Inc. (Woda) is a for-profit real estate developer specializing in the production of affordable housing development projects. The company has a long established history of successfully completing development projects and has created over 9,000 housing units in rural, suburban, and urban settings across 13 states, including Maryland.

From its inception, the North Avenue Gateway project was envisioned to consist of two phases of apartment housing. The first phase, a 64-unit development located on the south side of the 3000 block of West North Avenue, was completed in March of 2014 and is 100% occupied. The subject of this request is an apartment complex to be known as "North Avenue Gateway II" and will be located at 3000, 3006 - 3052 West North Avenue and 1900 - 1904 North Longwood Street (the north side of the 3000 block of West North Avenue) within the Rosemont/Walbrook neighborhoods of Baltimore City.

## MINUTES

DHCD - cont'd

The proposed Project (defined herein) will help reduce the stock of underutilized real estate in the City and contribute to the on-going revitalization efforts within the Rosemount/Walbrook neighborhoods. Upon completion, North Avenue Gateway II will have a gross building area of approximately 81,000 square feet, will contain 65 affordable housing units, of which 30 will be one-bedroom units, 27 will be two-bedroom units, and eight will be three-bedroom units, and will contain a multi-purpose room, resident lounge, tenant storage and laundry room (collectively, the "Project"). All 65 units in the Project will be affordable to families earning between 30% and 60% of the Area Median Income (AMI), adjusted for family size.

The Housing Authority of Baltimore City (HABC) will provide Project-Based Section 8 vouchers through a renewable Housing Assistance Payment contract (the "HAP Contract") for 16 units (the "HCV Units") of Project Based Housing Choice Voucher rent subsidy for a period of 15 years. Ten of the HCV Units are to be reserved for non-elderly disabled residents (the "NED Units"). The City and the HABC will require that the NED units to be restricted for exclusive use for at least 15 years, in accordance with and meeting the requirements of the Bailey Consent Decree. A "NED" refers to a family whose sole member, head of household, or head of household's spouse is a person with a disability who is under age 62, who is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons, and who is on an HABC waiting list for public or Section 8 subsidized housing.

In addition, the HCV Units will also include six one-bedroom units that will be targeted and restricted to individuals or families who meet the definition of "chronically homeless" as set forth by the United States Department of Housing and Urban Development (the "CH Units"). The City and the HABC will require that the CH Units be restricted for exclusive use for at least 15 years.

## MINUTES

DHCD - cont'd

Prior to leasing the CH units, the Borrower will contact the Mayor's Office of Human Services (MOHS) to obtain referrals of applicants, who may be assigned under the Homeless Services Program's Coordinated Access and Assessment System (the "CAAS Program") and who are eligible to lease one of the CH Units (the "CH Unit Applicant"). The MOHS will continue to refer the CH Applicants, through the CAAS Program or otherwise, until the Borrower leases an available CH Unit to a CH Unit Applicant.

The HOME Loan will be used solely to finance a portion of the hard construction costs of the Project.

An appraisal was prepared on February 16, 2017 by Novogradac & Company. The future prospective investment value of the stabilized Project, assuming affordable rents, was determined, as of February 2, 2017, to be \$5,900,000.00. The prospective investment value of the stabilized Project assuming market rents was determined to be \$14,200,000.00. The appraised value is below the total cost of the project. This is common in transactions involving LIHTC, subsidized rents and preferred governmental financing. The LIHTC provides equity, and is not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term debt to the property and long-term income and rent restrictions. As a result, the financing, such as the HOME Loan and other governmental sources, are in place in order to allow for continuing affordability. Since the reduced rents decrease the appraised value, the combined debt is well under the appraised value, leaving only the equity exposed, which is, as noted above, relying on tax incentives rather than the property. The appraised value meets the underwriting standards for the must-pay permanent superior mortgage.

**MINUTES**

DHCD - cont'd

**Participating Parties:****A. Developer**

North Avenue Gateway II Limited Partnership (the Borrower) will act as owner/borrower for the Project. The WODA Group will guarantee construction completion and will form a related entity that will act as the General Partner of the Borrower.

**B. General Contractor/Architect**

Harkins Builders will act as the general contractor and will post a 100% Payment and Performance Bond. Marks, Thomas Architects will provide architectural services.

**C. Participating Lenders:****Capital One Bank - 1<sup>st</sup> lien construction/permanent**

Capital One Bank will make a construction loan in the approximate amount of \$13,815,000.00 and a permanent loan in the amount of up to \$1,086,000.00. The construction loan will be for a term of approximately twenty-one (21) months with an interest rate of LIBOR plus 2.75%, and the permanent loan will be for a term of fifteen years after completion of construction, and will have an amortization period of 30 years. The interest rate for the permanent loan will be set at construction closing.

**Baltimore City HOME Loan - 2<sup>nd</sup> lien construction/permanent**

The HOME Loan will be in the approximate amount of \$1,250,000.00 to fund permitted development costs. No interest will be charged on the HOME Loan during the construction period of 18 months, which will include up to three months for cost certification. Following construction completion, the HOME Loan will have a 40-year permanent loan period (the HOME Permanent Loan Period). The interest rate on the HOME Loan will be 0.0%. No payments on the HOME Loan will be required during construction, but during the HOME Permanent Loan Period,

**MINUTES**

DHCD - cont'd

principal and contingent interest will be due and payable from 100% of the cash flow. To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance and any deferred and accrued interest will be due and payable on the last day of the HOME Permanent Loan Period. The HOME Loan will be long-term, subordinate, non-recourse debt.

**MD CDA PROJECT C.O.R.E. -3<sup>rd</sup> lien construction/permanent**

Project C.O.R.E. ("Creating Opportunities for Renewal and Enterprise") is a multi-year partnership between the City and the State of Maryland (the "State") designed to demolish vacant and derelict buildings and replace them with green space or create the foundation for redevelopment in Baltimore City.

The Maryland Department of Housing and Community Development, a principal department of the State, will provide loan proceeds in the approximate amount of \$500,000.00 (the C.O.R.E. Loan) to fund development costs permitted by the program. The C.O.R.E. Loan will be in a third lien position and will have a construction/permanent period of approximately 40-years and will be repayable at maturity.

**OTHER GRANT**

The project is expected to include gap financing in the approximate amount of \$25,000.00 from a State Bond Bill.

**MBE/WBE PARTICIPATION:**

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

MINUTES

DHCD - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. <b>\$1,250,000.00</b>	9910-923006-9609	9910-906350-9610
Federal Home	Home FY 2016	North Avenue
Home FY 2016	(Reserve)	Gateway II

This transfer will provide Federal HOME funds to North Avenue Gateway II Limited Partnership to support a portion of the construction costs of North Avenue Gateway II Apartments.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the HOME Investment Partnerships Program loan in an amount not to exceed \$1,250,000.00 (the HOME Loan) to North Avenue Gateway II Limited Partnership. Proceeds of the HOME Loan will be used to support a portion of the hard construction costs related to the new construction of 65 residential units of affordable rental housing known as the "North Avenue Gateway II Apartments" located at 3000, 3006-3052 West North Avenue, and 1900-1904 North Longwood Street.

**MINUTES**

DHCD - cont'd

The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Housing and - HOME Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnerships Program Loan in an amount not to exceed \$1,250,000.00 (the "HOME Loan") to Bon Secours-New Shiloh II Limited Partnership. Proceeds of the HOME Loan will be used to support a portion of the construction and construction-related costs of 73 affordable and market rate rental housing units known as "New Shiloh Village Apartments" located at 1930 Windsor Avenue.

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

**AMOUNT OF FUNDS AND SOURCE** (all amounts approximate):

<u>SOURCES OF FUNDS</u>		<u>USES OF FUNDS</u>	
First Loan*	\$ 2,000,000.00	Construction Costs	15,175,021.00
		Fees Related to	
HOME Funds	1,250,000.00	Construction	1,505,530.00
CDA/Rental		Financing Fees &	
Housing	1,350,000.00	Charges	1,639,745.00
FHLB AHP	500,000.00	Acquisition Costs	986,605.00
Deferred		Syndication Related	
Developer Fee	406,715.00	Costs	147,500.00
Project C.O.R.E.	600,000.00	Reserves	388,471.00
Tax Credit Equity	15,900,000.00	Developer Fee	<u>2,346,343.00</u>
Seller Take Back	<u>182,500.00</u>		
<b>TOTAL</b>	<b>\$22,189,215.00</b>	<b>TOTAL</b>	<b>\$22,189,215.00</b>

Account No. 9910-909400-9610

**MINUTES**

DHCD - cont'd

**BACKGROUND/EXPLANATION:**

Bon Secours of Maryland Foundation ("BSMF"), through its subsidiaries, has owned and operated affordable rental housing in Baltimore City since 1988. To date, BSMF has developed approximately 729 units of affordable housing. Unity Properties, Inc. (Unity Properties) is a subsidiary of BSMF and has partnered, since 1997, with Enterprise Homes, Inc. (Enterprise Homes) in the development of multiple affordable housing developments in West Baltimore. Unity Properties, New Shiloh Community Development Corporation (New Shiloh CDC), and Enterprise Homes will be co-developers (collectively, the Developer) of the Project.

Bon Secours New Shiloh II Limited Partnership (the Borrower), a newly-created single purpose entity that is an affiliate of Unity Properties, has proposed to construct and operate a rental housing development that will be comprised of 73 affordable and market rate rental housing units consisting of approximately 43 one-bedroom units, 22 two-bedroom units, and 8 three-bedroom units in a four-story structure totaling approximately 95,000 gross square feet (the Project). Of the 73 units, approximately 19 units are expected to be reserved for households with incomes at or below 30% of the area median income, adjusted for family size (AMI), approximately 10 units are expected to be reserved for households with incomes at 40% or less of AMI, approximately 30 units are expected to be reserved for households with incomes of 50% or less of AMI, approximately 6 units are expected to be reserved for households with incomes of 60% or less of AMI, and the remaining approximately 8 units will not have any income restrictions. The building will offer a number of on-site amenities including a multi-purpose room, cyber cafe, fitness center, and a TV lounge. The Project will be built in conformance with LEED Silver standards, creating a healthier and more energy efficient environment for the residents.

## MINUTES

DHCD - cont'd

The Project will also contain a total of 43 surface parking spaces, of which 10 spaces will be at grade parking garage and the remaining 33 spaces will be in a surface parking lot.

The Housing Authority of Baltimore City (HABC) intends to support the Project by providing Project-Based Section 8 subsidies for 19 units.

As a condition for receiving the HOME Loan, the Borrower has agreed to provide not less than 15% of the units i.e. 11 one-bedroom units) targeted and restricted to non-elderly disabled residents (NEDs) earning 30% or less of the AMI. The NEDs units will be restricted for at least 15 years in accordance with and meeting the requirement of the Bailey Consent Decree. The term NEDs (or Non Elderly Person with Disabilities) means a household that meets the following criteria: (i) the sole member, head of household, or head of household's spouse has a disability and is under age 62, (ii) the household is eligible for a one-bedroom public housing unit; and (iii) the household is on the HABC waiting list for public or Section 8 subsidized housing.

The Borrower has further agreed to provide an additional eight units five one-bedroom units, two 2-bedroom units, and one three-bedroom unit that will be targeted and restricted to individuals or families who meet the definition of chronically homeless as set forth by the United States Department of Housing and Urban Development (the "CH Units").

Prior to leasing any of the CII units, the Borrower will contact the Mayor's Office of Human Services or its designee (MOHS) to obtain referrals of applicants who are eligible to lease the CII Units (each, a CH Applicant and collectively, the CR Applicants). MOHS will continue to refer CH Applicants until the Borrower leases all of the CH Units to qualified applicants. Once a CH Unit is leased by a CR Applicant, the CR Units will

**MINUTES**

DHCD - cont'd

become designated for CH Applicants as required by the HAP Contract for the Project.

The HOME Loan will be used solely to finance a portion of the hard construction and construction-related costs of the Project.

On June 1, 2016, Chaney & Associates, prepared an appraisal for Bank of America. The estimated market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$5,140,000.00. The appraised value is below the total development cost of the Project which is common for transactions involving LIHTCs, subsidized rents and preferred governmental financing. The LIHTCs provide equity and are not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior lender. The Department is comfortable with recommending the HOME Loan as described under these circumstances.

**PARTICIPATING PARTIES:**

- A. Developer - The developer of record will be a joint venture among Unity Properties, New Shiloh CDC, and Enterprise Homes. Unity Properties is the managing member, and New Shiloh CDC is the minority member, of Bon Secours New Shiloh II, LLC, which is, in turn, the general partner of the Borrower, which is a single purpose limited partnership. Enterprise Homes is the development consultant and a guarantor for the Project.

## MINUTES

DHCD - cont'd

B. General Contractor - Whiting-Turner Contracting Company will act as the general contractor and post a payment and performance bond. Hord Coplan Macht Architects will provide architectural services.

C. Participating Lenders

Bank of America, N.A., or its affiliate (Bank of America), is providing two loans during construction: a construction loan in the approximate amount of \$2,000,000.00 (the First Loan) and a construction bridge loan in the approximate amount of \$12,378,927.00 (the "Bank of America Third Loan").

The First Loan will be in first-lien position, will have an interest rate equal to the 30-day LIBOR Market Index Rate plus approximately 275 basis points, and will have a loan term of 24 months plus extensions. The First Loan is expected to be repaid from the proceeds of a permanent loan from Bellwether Enterprise Mortgage Investment, LLC, or its affiliate, following stabilization. The permanent loan is expected to be in an approximate amount of \$2,000,000; accrue interest at a rate of approximately 5.22%; and will have a term of 15 years, with principal amortizing over 35 years. The permanent take-out loan will be in first mortgage lien position following execution.

The Bank of America Third Loan will be in third-lien position, have an interest rate equal to the 30-day LIBOR Market Index Rate plus approximately 275 basis points, and have a term of 24 months plus extensions. Interest only payments will be required. The principal of the Bank of America Third Loan is expected to be repaid from installments of tax credit equity.

MD CDA - RENTAL HOUSING PROGRAM - 2nd lien construction/  
permanent

The Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Maryland Department of

**MINUTES**

DHCD - cont'd

Housing and Community Development, will be providing a loan from its Rental Housing Program funds in an approximate amount of \$1,350,000.00 (the State Loan). The State Loan will be in second-lien position. Interest on the State Loan shall accrue on sums advanced at the rate of 0% during construction and a rate of 0% during a 40-year permanent loan period. The Borrower will make annual payments out of 50% of available cash flow (or as otherwise required by CDA) following payment of Project expenses authorized by CDA (including superior loan payments) so as to fully amortize the principal sum by the maturity date. Any interest and principal not paid because of insufficient surplus cash shall accrue and defer and be paid each subsequent payment date to the extent there is sufficient surplus cash. The State Loan will be long-term, subordinate, non-recourse debt.

**BALTIMORE CITY HOME PROGRAM - 4th lien construction/3rd lien permanent**

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The City is making a construction/permanent loan from amounts available under the HOME Program in the principal amount not to exceed \$1,250,000.00 (HOME Loan). The HOME Loan will be in fourth lien position until the repayment of the Bank of America Third Loan. During the construction loan period, which will be for a term not to exceed 24 months from the date of closing (HOME Loan Construction Loan Period), interest shall accrue at the rate of 0% per annum on sums advanced. The permanent loan period will be 40 years commencing at the end of the HOME Loan Construction Loan Period (the HOME Loan Permanent Loan Period), the interest rate charged will 0% per annum. The final day of the Permanent Loan Period is the "HOME Loan Maturity Date." No payments on the HOME Loan will be required during construction, but during the HOME Loan Permanent Loan Period, annual payments

**MINUTES**

DHCD - cont'd

shall be due from 25% of the available cash flow (or as otherwise required by CDA) following payment of Project expenses authorized by CDA. To the extent such cash flow is not available, required payments due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable on the HOME Loan Maturity Date. The HOME loan will be long-term, subordinate, non-recourse debt.

**AHP LOAN – 5th lien construction/4th lien permanent**

Unity Properties will provide a deferred loan in an amount not to exceed \$500,000.00 (the "AHP Loan") with proceeds of a grant from the Federal Home Loan Bank of Atlanta's Affordable Housing Program. The AHP Loan will be in the fifth-lien position until the repayment of the Bank of America Third Loan. During the construction loan period of the AHP Loan, no interest shall be charged on the outstanding principal balance of the AHP Loan. The permanent loan period of the AHP Loan shall be 40 years commencing at construction completion and during such period, interest on the AHP Loan shall accrue at 8% per annum.

**MD DHCD – PROJECT C.O.R.E. – 6th Lien Construction/5th lien permanent**

Project C.O.R.E. ("Creating Opportunities for Renewal and Enterprise") is a multi-year partnership between the City and the State of Maryland (the "State") designed to demolish vacant and derelict buildings and replace them with green space or create the foundation for redevelopment in Baltimore City.

The Maryland Department of Housing and Community Development ("MD DHCD"), a principal department of the State, will provide proceeds in the approximate amount of \$600,000.00 (the "C.O.R.E. Funds") to fund development costs permitted by the program. The proceeds may be provided directly to the Borrower or through a

**MINUTES**

DHCD - cont'd

non-profit sponsor. The C.O.R.E. Funds also may be secured by a deed of trust, which shall be subordinate the lien of the HOME Loan. The permanent loan period of the C.O.R.E. Funds shall be 40 years.

**SELLER TAKE BACK LOAN**

The New Shiloh Baptist Church, Incorporated, will provide a take-back loan (Seller's Take-Back Loan) in the approximate amount of \$182,500.00. The Seller's Take-Back Loan may be secured by a mortgage, which shall be subordinate to the lien of the HOME Loan. The term of the Seller Take Back Loan shall be at least 40 years following construction and will accrue at 3% interest per annum. Payments due and owing will be deferred and payable on the maturity date of the loan.

**MBE/WBE PARTICIPATION**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. <b>\$1,250,000.00</b>	9910-923006-9609	9910-909400-9610
Federal Home	Home FY 2017	Bon Secours New
FY 2017	- Reserve	Shiloh Village
		Apartments

This transfer will provide Federal HOME funds to Bon Secours New Shiloh II Apartments Limited Partnership to support a portion of the construction and construction related costs of New Shiloh Village Apartments.

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the HOME Investment Partnerships Program Loan in an amount not to exceed \$1,250,000.00 (the "HOME Loan") to Bon Secours-New Shiloh II Limited Partnership. Proceeds of the HOME Loan will be used to support a portion of the construction and construction-related costs of 73 affordable and market rate rental housing units known as "New Shiloh Village Apartments" located at 1930 Windsor Avenue.

The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to legal review and approval for form and legal sufficiency by the Department of Law. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with the Maryland Transit Administration (MTA) and the Maryland Department of Transportation (MDOT), in connection with the Bike Share Program to support Baltimore Link. The period of the License Agreement is effective upon Board approval and will remain in effect at one-year intervals unless terminated by either party.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - 6000-600517-2303-349800-603026

**BACKGROUND/EXPLANATION:**

The City requested MTA's permission to construct and install cement pads and bike share racks where applicable on MTA property. Furthermore, the City will connect to MTA's power sources at the City's sole cost and expense to support the Baltimore Link Project. MTA will be responsible for paying for the electric bills associated with the improvements. MTA is willing to make a portion of the right-of-way available to the City to support the bike racks. The City will be responsible for any work necessary beyond the MTA property boundaries. MTA will be responsible for performing all work on its own property.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**MINUTES**

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement with the Maryland Transit Administration and the Maryland Department of Transportation, in connection with the Bike Share Program to support Baltimore Link.

**MINUTES**

Department of Public Works - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Verizon-MD to pay for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project.

**AMOUNT OF MONEY AND SOURCE:**

\$20,671.00 - 9960-901916-9557-900020-706077

**BACKGROUND/EXPLANATION:**

The Department of Public Works is constructing vehicle storage, salt storage buildings, and a fueling station at the lower site (9800 Loch Raven Drive, Towson, MD), as part of the Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project. These buildings will provide the necessary infrastructure for the Environmental Operations personnel to maintain the Loch Raven Watershed. Previously, the maintenance personnel were using an old barn at the lower site and temporary sheds for storing salt and the maintenance vehicles.

Under the scope of work of this project (WC 1183), BGE poles, and cables are required to be relocated from the current site which is on the footprint of the proposed new construction. The Verizon cables are hung on the BGE poles and are to be removed by Verizon. Verizon has submitted a proposal for removing and rerouting cables through an underground duct bank.

On May 18, 2016, the Board awarded Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project to American Contracting & Environmental Services, Inc.

**MINUTES**

Department of Public Works - cont'd

**MBE/WBE PARTICIPATION:**

The participation goals will not be assigned to this request; however, Water Contract No. 1183 Replacement of Loch Raven Environmental Operations Facility project has assigned goals of MBE 27.4% and 5.1%.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Verizon-MD to pay for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project.

**MINUTES**

Department of Public Works - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with BGE to pay for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project.

**AMOUNT OF MONEY AND SOURCE:**

\$ 83,910.00 - 9960-901916-9557-900020-706078

**BACKGROUND/EXPLANATION:**

The Department of Public Works is constructing vehicle storage, salt storage buildings, and a fueling station at the lower site (9800 Loch Raven Drive, Towson, MD), as part of the Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project. These buildings will provide the necessary infrastructure for the Environmental Operations personnel to maintain the Loch Raven Watershed. Previously, the maintenance personnel were using an old barn at the lower site and temporary sheds for storing salt and the maintenance vehicles.

Under the scope of work of this project (WC 1183), BGE must perform electrical work which requires that the BGE poles and cables be relocated from the current site which is on the footprint of the proposed new construction. BGE has submitted the design for temporarily removing the poles and cables and rerouting the cables through an underground duct bank, during the construction. BGE has submitted the invoice for doing this work.

On May 18, 2016, the Board awarded Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project to American Contracting & Environmental Services, Inc.

**MINUTES**

Department of Public Works - cont'd

**MBE/WBE PARTICIPATION:**

The participation goals will not be assigned to this request; however, Water Contract No. 1183 Replacement of Loch Raven Environmental Operations Facility project has assigned goals of MBE 27.4% and 5.1%.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with BGE to pay for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project.

**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. 002 to WSP|Parsons Brinckerhoff, Inc., under Project No. 1236p - (ER 4054) On-Call Stormwater Study and Engineering Design Services.

**AMOUNT OF MONEY AND SOURCE:**

\$818,951.32 - 9958-912408-9525-900020-703032

**BACKGROUND/EXPLANATION:**

The Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit to the City. The City prepared and submitted The Baltimore City Municipal Separate Storm Sewer System and Total Maximum Daily Load (TMDL) Watershed Implementation Plan (WIP) as required by the Municipal Separate Storm Sewer System Permit. The Watershed Implementation Plan is a plan for achieving the 20% restoration requirement set out in the permit, in addition to attaining applicable Waste Load Allocations for each established or approved Total Maximum Daily Load for each receiving water body.

WSP|Parsons Brinckerhoff, Inc. will provide stream restoration design, biddable documents, and inspection services for ER 4054 Herring Run Stream Restoration Project (Western Branch) to restore 6800 linear feet stream with 40 acres of impervious area treatment goal. The project is listed in the Watershed Implementation Plan. It has a deadline and there are stipulated penalties associated with this project.

MINUTES

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

WSP|Parsons Brinckerhoff, Inc. will continue to comply with Article 5 Subtitle 28 of the Baltimore City Code. The original goals of this contract are 27% and 10%.

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$900,000.00	9958-906405-9526	
Stormwater	Construction Reserve	
Utility	Citywide Stream	
	Restoration	
\$818,951.32	-----	9958-912408-9525-3
		Engineering
<u>81,048.68</u>	-----	9958-912408-9525-9
<b>\$900,000.00</b>		Administration

The transfer will cover the costs for Project 1236P, Task No. 2 (ER 4054), Design and Post Award Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to WSP|Parsons Brinckerhoff, Inc., under Project No. 1236p - (ER 4054) On-Call Stormwater Study and Engineering Design Services. The Transfer of Funds was approved,

**MINUTES**

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

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 Human Resources - Group Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Group Sales Agreement with Renaissance Baltimore Harborplace Hotel for the Fire Captain and Fire Lieutenant Oral Promotional Examination. The Board is further requested to approve the examiner expense payments by expenditure authorization for airfare, per diem, and ancillary expenses for 58 examiners. The period of the agreement is June 4, 2017 through June 11, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 8,700.00	Ancillary expenses - 58 Examiners X \$150.00 each for (reimbursement of travel expenses, luggage fees to and from the airport, parking)
71,744.40	Renaissance Harborplace Hotel: June 5 - June 10, 2017 Oral Assessment Overnight Guestrooms June 4 - June 11, 2017 60 Guest Suites x 7 nights @ \$156.00 net rate = \$65,520.00 (\$65,520.00 x 9.5% occupancy tax)
19,644.30	Test Rooms June 6 - June 10, 2017 23 rooms x 5 days @ \$156.00 net rate = \$17,940.00 (\$17,940.00 x 9.5% occupancy tax)
10,500.00	Self-Park June 4 - June 11, 2017 60 cars @ \$25.00 per/day x 7 nights

## MINUTES

DHR - cont'd

0.00	Training/Registration room 6 days (complimentary)
0.00	Hospitality suite - 60 guests x 6 days (complimentary)
0.00	Coffee service - training day (complimentary)
4,464.00	Coffee svc. beverage/snack break June 5 - June 11, 2017 60 attendees x \$10.00/person x 6 days = \$3,600.00 (\$3,600.00 x 24% service charge)
546.84	Audiovisual equipment (training day) June 5, 2017 (\$441.00 + 24% service charge)
31,900.00	Examiners' airfare (roundtrip): 58 examiners traveling from various locations @ \$550.00 each
<u>30,044.00</u>	Per diem meal allowance Per diem rate - \$74.00 per day x 7 days = \$518.00 \$518.00 x 58 examiners

**\$177,543.54** - 1001-000000-1603-172500-603026

**BACKGROUND/EXPLANATION:**

The Fire Captain and Fire Lieutenant exams are presently scheduled to occur once every two years. The assessments include written and oral exam components and are scheduled to take place on June 3, 2017 and June 5, 2017 through June 10, 2017, respectively. Eighty-three rooms will be necessary to administer the exam. Sixty rooms will be rented for overnight accommodations for the 58 examiners and two assessment administrators.

Twenty-three rooms will be rented for administration of the exam. The rooms will be utilized as candidate interview preparation rooms, for candidates to prepare responses to

**MINUTES**

DHR - cont'd

interview questions and to conduct panel interviews. The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the candidates report for the multiple choice exam on June 3, 2017. The multiple choice exams will be administered at the Baltimore Fire Training Academy. To ensure adequate accommodations are available, room reservations must be secured well in advance. The submitted quote is based upon the maximum anticipated usage and may be reduced.

Most examiners will arrive in Baltimore on Sunday, June 4, 2017. It is anticipated that the oral examination process will begin on Monday, June 5, 2017 with training/orientation and run through Saturday, June 10, 2017. Some examiners will depart the hotel the morning of Sunday, June 11, 2017 due to the length of testing on Saturday and the distance back to their respective jurisdictions.

Due to the early start time and long working hours (between 6:30 A.M. and 7:30 A.M. each day), a beverage break will be made available to the examiners each morning. The estimated cost for hotel parking for the examiners (at the hotel) is also included as some examiners will have vehicles. Audio visual equipment which is required for training at the hotel is also included.

**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 Group Sales Agreement with Renaissance Baltimore Harborplace Hotel for the Fire Captain and

**MINUTES**

DHR - cont'd

Fire Lieutenant Oral Promotional Examination. The Board further approved the examiner expense payments by expenditure authorization for airfare, per diem, and ancillary expenses for 58 examiners.

**MINUTES**

Department of Human Resources - Battalion Fire Chief  
 Promotional Assessment  
Administration Expenses 2017

**ACTION REQUESTED OF B/E:**

The Board is requested to: 1) approve and authorize the execution of a Group Sales Agreement with Hotel RL, and 2) approve payment by expenditure authorization the Battalion Fire Chief promotional assessment expenses for five examiners. The assessment includes written and oral exam components and is being scheduled at DHR on May 15, 2017 through May, 18, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 750.00 - Ancillary expenses  
 5 Examiners x \$150.00 ea. for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)

2,562.30 - Hotel RL:  
 May 15 - 18, 2017  
 Overnight Guestrooms  
 5 Guest Suites x 3 nights @ \$156.00 net  
 rate = \$2,340.00 (\$2,340.00 x 9.5% occupancy tax)

0.00 - Hotel RL:  
 Valet  
 May 15 - 18, 2017  
 5 cars @ Complimentary

3,750.00 - Examiners' Airfare (Roundtrip): Five examiners traveling various locations @ \$750.00

1,110.00 - Per Diem Meal Allowance  
 Per Diem Rate - \$74.00 per day x 3 days = \$222.00  
 Five Examiners - \$222.00 x 5

**\$8,172.30** - 1001-000000-1603-172500-603026

**MINUTES**

DHR - cont'd

**BACKGROUND/EXPLANATION:**

The Battalion Fire Chief promotional assessment occurs once every two years. The promotional assessment expense for five examiners includes airfare, per diem, and ancillary expenses. Five rooms will be necessary for the examiners' overnight accommodations. The hotel check out is May 18, 2017.

The examiners will arrive in Baltimore on Monday, May 15, 2017. The written component of the will be administered on May 15, 2017. The examiner training will be conducted on Tuesday, May 16, 2017 and the Oral component will be administered Wednesday, May 17, 2017. The examiners will depart the hotel the morning of Thursday, May 18, 2017 due to the length of testing on Wednesday and the distance back to their respective jurisdictions.

**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 Group Sales Agreement with Hotel RL, and approved payment by expenditure authorization of the Battalion Fire Chief promotional assessment expenses for five examiners.

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:

1592 - 1596

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

The Board further **ANNULLED** item no. 2.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Transportation

1. TR 17004, Reconstruc- Santos Construction \$1,047,075.00  
tion of Alleys Co., Inc.  
Citywide

**MBE:** Santos Construction Company \$120,413.63 11.5%  
Inc.

Machado Construction Company, \$120,413.63 11.5%  
Inc.

**WBE:** S&L Trucking, LLC \$104,707.50 10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM J. VILLA CONSTRUCTION, INC.**

2924 Jessup Rd.  
Jessup, MD 20794  
443-755-8918 Phone  
410-799-1462 Fax  
www.jvillaconstruction.com



**Baltimore City MBE #14-358551**  
**MDOT MBE/DBE #09-091**  
**WSSC SLMBE**

November 04, 2016

Honorable Joan M. Pratt,  
Comptroller and Secretary  
Board of Estimates  
Baltimore City  
C/O Clerk to the Board  
204 City Hall  
100 N. Holliday Street  
Baltimore, MD 21202

RE: Baltimore City Contract No. TR17004, "Reconstruction of Alleys Citywide"

Subj.: Protest to an Award to 2-low Bidders (R. E. Harrington Plumbing & Heating Co., Inc. and Santos Construction Co. Inc.)

Dear Madam;

We are writing to The Honorable Board of Estimates to protest for an award of the above stated contract to any of the first 2-low bidders. i.e. R. E Harrington Plumbing & Heating Co., Inc. or Santos Construction Co., Inc. These both low bidders' has made serious mistakes in their bid submission and therefore to consider their bids are non-responsive and irresponsible. The following explanation of their mistakes would prove the bids are non-responsive and responsible.

**(1) R. E. Harrington Plumbing & Heating Co., Inc.:**

In the contract/Bid book on page no. 100, under the title "A. Bid/Proposal Affidavit" the first paragraph states:

*INSTRUCTIONS: The following Bid/proposal affidavit is a material and integral part of this Bid. Each Bidder shall read it carefully and enter all information required therein prior to executing it before a Notary Public. Failure to properly complete and execute this Bid/proposal Affidavit will cause your bid to be found unresponsive and will be rejected by the Board of estimates"*

---

R. E. Harrington Plumbing & Heating Co., Inc. has completely failed to fill the required information on each paragraph to execute this affidavit and hence their Bid must be rejected.

Secondly,

In the Contract/Bid Book on page no. 119, Part II Affidavit; the responsible official failed to sign the Affidavit and more serious is that the Notary Public has falsely stating in the third line of the Notary section, *"Personally appeared Robert Harrington who acknowledged himself-herself to be the (Title) President of R. E. Harrington Plumbing & Heating Co., Inc. being dully authorized, executed the foregoing affidavit for the purposes and uses therein contained."*

This affidavit is not properly executed and should be considered illegal and therefore their bid must be rejected.

**(2) Santos Construction Co., Inc.:**

The Bid Bond submitted by Santos Construction Co., Inc. clearly not executed correctly. The Bid Bond form on page no. 131 provided in Bid Book was not used to submit their bid and it appears the Bid Bond form used was discarded by the City.

More seriously, the Bid Bond submitted was wrongfully executed. It appears that the Bonding Company has signed where the contractor supposed to sign. Under the signature the typed name is "United States Surety Company". It clearly shows that Bonding Company has signed at both sections (contractor's part as well as Bonding Company's part) It means the officer of Santos Construction failed to sign the Bid bond and therefore their bid should be considered non-responsive and irresponsible and therefore, must be rejected too.

We, J. Villa Construction, Inc., therefore urging to the Honorable Board of estimates to consider an award of this project to us, since, we have submitted this bid as a responsive and responsible contractor.

Respectfully,



Jamie Villa  
President

...of Alleys Citywide

I. **BID BOND**

Contract No. TR17004

ALL MEN BY THESE PRESENTS, that we, the undersigned Santos Construction Co., Inc.  
Principal, and United States Surety Company  
5711 Woodcliff Road, Suite 101 Bowie, MD 20720

as Surety, are hereby held and firmly bound unto the Mayor and City Council of Baltimore as Owner,  
in the amount of at least Two Percent (2%) of the Total Bid submitted for the payment of which, well  
and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors,  
administrators, personal representatives, successors and assigns. Signed this 28th day of  
September 2016

The condition of the above obligation is such that WHEREAS the Principal has submitted to the Board  
of Estimates of the Mayor and City Council of Baltimore a certain Bid, attached hereto, and hereby  
made a part hereof to enter into a Contract, in writing,  
for Reconstruction of Alleys Citywide, Contract No. TR17004

NOW, THEREFORE,

- (a) If said Bid shall be rejected or in the alternate,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the form of Contract attached here to (properly completed in accordance with said Bid), and shall furnish a bond for his faithful performance of said Contract, and for the payment of all persons performing labor or furnishing materials in connection therewith and shall in all other respects perform the Agreement created by the acceptance of said bid.

JULY 2002 REVISION

00300-43

Should have used provided Bid Bond form on page no 131 in the Contract/Bid Book

**PART II. AFFIDAVIT**

The undersigned, being first duly sworn, on oath states to the City of Baltimore on behalf of the bidder as follows:

1. The bidder gives assurance that it will provide opportunity for training and employment for minorities and women in apprenticeship positions, and other positions whether with the bidder or subcontractors, employed on the project.
2. The bidder gives assurance that it will use its best efforts to comply with the BAT Program.
3. The bidder will maintain records in an easily retrievable and understandable form that will document any and all openings and opportunities for apprentice/trainee and, where appropriate, will make these requirements a part of all subcontract agreements on this project.
4. Bidder acknowledges that any and all bids which fail to include this form duly executed and notarized with the M/WBE portion of the bid documents may be declared as non-responsive by the Baltimore City Board of Estimates.
5. The bidder agrees to submit all forms as required in Part I & III of this document.

TR17004

**R.E. HARRINGTON PLUMBING & HEATING CO., INC.**  
Name of Bidder

**RECONSTRUCTION OF ALLEYS CITYWIDE**  
Name of Project Contract

By ROBERT HARRINGTON

*Signature is missing*

Title PRESIDENT

Date 9/28/2016

I hereby certify that on this 27<sup>th</sup> day of SEPTEMBER, 20 16, before me the subscriber, a Notary Public of the State of MARYLAND, in and for BALTIMORE (City or County), personally appeared ROBERT HARRINGTON who acknowledged himself-herself to be the (title) PRESIDENT of (company) R.E. HARRINGTON PLUMBING & HEATING CO., INC. and being duly authorized, executed the foregoing affidavit for the purposes and uses therein contained.

Theresa A Roederer  
Signature of Notary Public

11/13/19 (SEAL)  
My Appointment Expires

Theresa A Roederer  
NOTARY PUBLIC  
Baltimore County  
MARYLAND  
MY COMMISSION EXPIRES 11/13/2019

*Why???*

*Without having  
Mr. Robert  
Harrington  
personally  
appeared before  
Notary officer  
face-to-face  
he did. This  
is illegal.*

Contract No. TR17004

... obligation shall be void; otherwise the same shall remain in force and effect, it being understood and agreed that the liability of the Surety for any and all claims hereunder shall in no way exceed the penal amount of this obligation, as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their Hand and Seals, and such of them as are Corporation have caused their Corporate Seals to be hereto affixed and these presents to be signed by their proper Officers, the day and year first set forth above.

ATTEST:

*[Handwritten signature]*

PRINCIPAL

Santos Construction Co., Inc.

By: *[Handwritten signature]*

United States Surety Company  
(SEAL)

*Bonding company has signed at both here placed*

ATTEST:

*[Handwritten signature]*  
Richard A. Montgomery

SURETY

By: *[Handwritten signature]*  
Dayna M. Betz  
(SEAL)  
Attorney-in-Fact



KIO MARINE  
HCC

**POWER OF ATTORNEY**  
AMERICAN CONTRACTORS INDEMNITY COMPANY U.S. SPECIALTY TEXAS BONDING COMPANY  
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

KNOW ALL MEN BY THESE PRESENTS: That American Contractors Indemnity Company, a California corporation, Texas Bonding Company, an assumed name of American Contractors Indemnity Company, United States Surety Company, a Maryland corporation and U.S. Specialty Insurance Company, a Texas corporation (collectively, the "Companies"), do by these presents make, constitute and appoint  
**Dayna M. Betz**

its true and lawful Attorney(s)-in-fact, each in their separate capacity if more than one is named above, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver on its behalf:  
Solely Bond Number: 110 Rang Amount of Bond: See Bond Form  
Principal: Series Construction Co., Inc  
Obligee: Mayor and City Council of Baltimore

This Power of Attorney shall expire without further action on December 26<sup>th</sup>, 2017. This Power of Attorney is granted under and by authority of the following resolutions adopted by the Boards of Directors of the Companies:  
"Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:  
Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary.  
Be it Resolved, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

IN WITNESS WHEREOF, The Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1<sup>st</sup> day of December, 2014.  
State of California  
County of Los Angeles SS: AMERICAN CONTRACTORS INDEMNITY COMPANY U.S. SPECIALTY TEXAS BONDING COMPANY  
UNITED STATES SURETY COMPANY U.S. SPECIALTY INSURANCE COMPANY

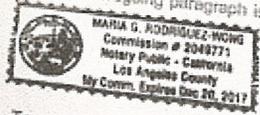


By: [Signature]  
Daniel P. Aguilar, Vice President

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.  
On this 1<sup>st</sup> day of December 2014, before me, Maria G. Rodriguez-Wong, a notary public, personally appeared Dan P. Aguilar, Vice President of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature [Signature] (seal)



I, Kio Lo, Assistant Secretary of American Contractors Indemnity Company, Texas Bonding Company, United States Surety Company and U.S. Specialty Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Companies, which is still in full force and effect; furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.  
In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Los Angeles, California this 28<sup>th</sup> day of September, 2016.



[Signature]  
Kio Lo, Assistant Secretary

HCCSP0A0CONS0LEBONDSP2016.03

Add a comment

**A. BID/PROPOSAL AFFIDAVIT**

**INSTRUCTIONS:** The following Bid/Proposal Affidavit is a material and integral part of this Bid. Each Bidder shall read it carefully and enter all information required therein prior to executing it before a Notary Public. Failure to properly complete and execute this Bid/Proposal Affidavit will cause your bid to be found unresponsive and it will be rejected by the Board of Estimates.

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the (title) **PRESIDENT** and the duly authorized representative of (business name) **R.E. HARRINGTON PLUMBING & HEATING COMPANY**. I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, **except** as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[Handwritten signature]*

**NO  
INFORMATION  
KEPT BLANK**

Add a comment

NO INFORMATION  
KEPT BLANK

**D. AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, **except** as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

*[Handwritten signature]*

NO INFORMATION  
KEPT BLANK

Add a comment

**E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland and/or Article 5, Subtitle 40, of the Baltimore City Code; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, **except** as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

*[Handwritten signature]*

NO INFORMATION  
KEPT BLANK

**E. AFFIRMATION REGARDING COLLUSION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offerer or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, Title 14, Disclosure By Persons Doing Public Business, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a municipal corporation or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic ) (foreign ) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation.

(If not applicable, so state). \_\_\_\_\_

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the City of Baltimore and the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, the Department of Labor, Licensing, and Regulation and the City of Baltimore, as applicable.

Add a comment

**I. CONTINGENT FEES**

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

**J. CERTIFICATION OF WORK CAPACITY AND PREQUALIFICATION CLASSIFICATIONS**

I FURTHER AFFIRM THAT:

We hold Certificate No. 3603 which expires on 11/25/2016.

We have the Work Capacity to perform this contract as provided in the Standard Specifications and in accordance with the rules, regulations and requirements of the Baltimore City Contractors' Qualification Committee.

Furthermore, our current Certificate of Prequalification includes work Classifications covering Contract Items to a total of at least Fifty Percent (50%) of the Aggregate Amount Bid.

**K. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT this Affidavit shall be included in my Bid/Proposal and that my failure to furnish it will be considered cause for my Bid/Proposal to be rejected. I further acknowledge that this Affidavit is subject to applicable laws of the United States, the State of Maryland and the City of Baltimore, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this Bid/Proposal shall be construed to supersede, amend, modify or waive, on behalf of the City of Baltimore, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland and Baltimore City with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

By: Robert Harrington President  
Name/Title **ROBERT HARRINGTON/PRESIDENT**

Subscribed and sworn to me this 27<sup>th</sup> day of Sept 2016.

Theresa A Roederer  
Notary Public

My commission expires on 11/13/19.

Bid Affidavit

Theresa A Roederer  
NOTARY PUBLIC  
Baltimore County  
MARYLAND  
MY COMMISSION EXPIRES 11/13/2019

Add a comment

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

President: "Okay. Okay. The second item on the non-- non-routine agenda can be found on page 76, item 1, Department of Transportation Recommend for Contract Award TR 17004, the Construction of Alleys Citywide. Will the parties please come forward?"

Mr. Frank Murphy: "Good Morning, Madam Mayor, Mr. President, Madam Comptroller, Members of the Board. My name is Frank Murphy. I'm the Acting Director of Transportation.

The Department of Transportation recommends the award of this Alley Reconstruction Contract to Santos Construction."

President: "You can come up. State your name."

Mr. Matthew Haven: "Morning. Matt Haven on behalf of Santos Construction. Um -- as the Board noted J. Villa has ah -- issued a protest. I just want to briefly address each of the arguments made by J. Villa. Um -- the first argument made by J. Villa is that section --"

President: "Hold on --"

Interim City Solicitor: "Are they here?"

Mr. Haven: "I don't - I'm not aware if they're here or not."

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

Mr. Michael Mullen: "This is not the protestor."

President: "You're not the protestor?"

Mr. Haven: "No, I'm Santos. Oh no --"

President: "Oh, okay."

Mr. Haven: "No, I'm Santos."

President: "Well, um -- the Protestor's not here. I entertain a Motion."

Interim City Solicitor: "Move -- I Move that we --"

President: "I thought you were part of the protest."

Mr. Haven: "No. Last time, yes. This time, no."

President: "I entertain a Motion."

Interim City Solicitor: "Move that we approve the item as ah -- indicated on page 76 of the agenda, item 1."

President: "Is there a second?"

Comptroller: "Second."

President: "All those in favor, say Aye. All opposed, Nay. The Motion carries."

Mr. Murphy: "Thank you."

Mr. Haven: "Thank you."

\* \* \* \* \*

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation - cont'd

2. TR 17004, Reconstruction Alleys Citywide **ANNULMENT** - On February 1, 2017, the Board awarded TR 17004 to R.E Harrington Plumbing & Heating Company, Inc. in the amount of \$1,023,900.00. The Department of Transportation is requesting that the award be annulled due to R.E. Harrington Plumbing & Heating Company's failure to fulfill the requirements of the City's Specifications for Materials, Highways, Bridges, Utilities, and Incidental Structures (Green Book), Section 005100.07.

The Green Book states "The successful bidder shall promptly execute a formal Contract, furnish the required Bonds and all insurance policies and certificates or certified copies thereof issued in favor of the Mayor and City Council of Baltimore as provided in the Special Provisions, all of which shall be subject to the approval of the City Solicitor as to form, terms and conditions.

Failure to comply with these requirements within ten (10) business days after the Award shall be just cause for the annulment of the Award.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation - cont'd

It is understood and agreed that in the event of annulment of the award, the bidder shall immediately forfeit, to the use of the City, the amount of the certified check and/or bid bond deposited with its proposal, not as penalty, but as liquidated damages." On April 11, 2017, R.E. Harrington Plumbing & Heating Company, Inc. issued a certified check in the amount of \$20,478.00 indicating that the bidder has forfeited its bid bond and to be taken and considered as liquidated damages and not as penalty for the bid's failure.

Bureau of Purchases

3. B50004933, Sodium Hypochlorite 15%	Kuehne Chemical Company, Inc.	\$3,000,000.00
---------------------------------------	-------------------------------	----------------

(Dept. of Public Works, Water & Wastewater)

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Bureau of Purchases - Acceptance of Technical Proposals  
and Opening of Price Proposals

**ACTION REQUESTED OF B/E:**

The Board is requested to accept the technical proposals submitted in response to Solicitation No. B50004836, Pre-Employment Case Management Software As A Service (SAAS) System and the Board is further requested to authorize the opening of the envelope "B" containing the Price Proposals of the following vendors:

Miller Mendel, Inc.  
Cornerstone OnDemand Inc.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 08, 2017, the Board opened the Technical proposals for the above referenced solicitation B50004836 for the Baltimore Police Department. The two technical proposals received were found responsive and subsequently reviewed by the evaluation committee and each achieved the minimum technical score for price opening.

UPON MOTION duly made and seconded, the Board accepted the technical proposals submitted in response to Solicitation No. B50004836, Pre-Employment Case Management Software As A Service (SAAS) System. The Board further authorized the opening of the envelope "B" containing the Price Proposals of Miller Mendel, Inc. and Cornerstone OnDemand Inc.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement of Sale with Positive Youth Expressions, Inc., Purchaser, for the sale of the property known as NS 15 Ft. Alley 1<sup>st</sup> North of Mosher St. 120 Ft. E of Dukeland St. (Block 2395, Lot 067).

**AMOUNT OF MONEY AND SOURCE:**

\$7,000.00 - Purchase price

**BACKGROUND/EXPLANATION:**

The property appraised for \$7,000.00. The Purchaser has paid a good faith deposit of \$700.00. The balance will be paid at settlement.

The authority to sell this property was approved by City Council Ordinance No. 477 approved on December 6, 1973.

The property located at NS 15 Ft Alley 1<sup>st</sup> North of Mosher St. 120 Ft. East of Dukeland St. (Block 2395, Lot 067) contains approximately 11,640 sq. ft. The Purchaser will develop the property as an enclosed park and play area servicing the Community Youth Center to be built on adjoining lots.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with Positive Youth Expressions, Inc., Purchaser, for the sale of the property known as NS 15 Ft Alley 1<sup>st</sup> North of Mosher St. 120 Ft. East of Dukeland St. (Block 2395, Lot 067).

**MINUTES**

Baltimore City Fire Department - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Annual Baltimore City Fire Foundation Benefit Golf Tournament Charitable Sponsorship Campaign. The period of the campaign is May 13, 2017 through August 10, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

The collected funds will be deposited in and expenditures paid through the Baltimore City Fire Foundation, Inc.

**BACKGROUND/EXPLANATION:**

For over 30 years, the Department has assisted in hosting a golf tournament to raise funds to benefit the Baltimore City Fire Foundation, Inc. In previous years, the funds raised have helped offset the cost of the Department's Free Smoke Alarm Program and has raised approximately \$12,000.00. This year's event will be at the Pine Ridge Golf Course and will benefit the survivors of active fallen firefighters. This is an open event. Sponsorship opportunities will be publicly available to a broad range of potential sponsors.

The Baltimore City Ethics Board has provided an advisory opinion that a sponsorship solicitation campaign for this event does not need to be approved by the Ethics Board as a campaign to solicit charitable donations under Ethics Code §6-26 and Ethics Board Regulation R 06.26.

The Opinion of the Ethics Board states that when sponsorship agreements are entered into under these conditions, they should

## MINUTES

Baltimore City Fire Department - cont'd

be treated the same as any other contract. Therefore, absent of any evidence to rebut an assumption of genuineness, a campaign to solicit sponsorships of City facilities, activities, or events does not need to be approved by the Ethics Board if the campaign:

1. publicly offers the opportunity to become a sponsor to a broad group of potential sponsors,
2. describes any criteria that will be used to select the sponsors or to determine whether certain entities are not eligible to be sponsors, and
3. is approved by the Board of Estimates.

Any sponsorship campaign that does not meet the aforementioned conditions is not entitled to the presumption that adequate consideration is being offered for the sponsor's payments, and must instead be evaluated in the same way as a campaign to solicit charitable donations under Ethics §6-26 and Ethics Board Regulation R 06.26.

Therefore, the Board is requested to approve the Charitable Sponsorship Campaign for the Annual Baltimore City Fire Foundation Benefit Golf Tournament.

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to benefit the Annual Baltimore City Fire Foundation Benefit Golf Tournament Charitable Sponsorship Campaign.

**MINUTES**

Bureau of the Budget and Management Research - Supplementary State Fund Operating Appropriation - Appropriation Adjustment Order No. 32

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary State Fund Operating Appropriation to the Office of the State's Attorney for Baltimore City, Service 786, Victim Witness Services for a grant award from the State of Maryland, Governor's Office of Crime Control and Prevention.

**AMOUNT OF MONEY AND SOURCE:**

\$1,190,562.00

**BACKGROUND/EXPLANATION:**

The source of funds is a grant award from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP), entitled Victim/Witness Unit, approved by the Board of Estimates on November 30, 2016. This grant could not have been executed with reasonable certainty when the FY 17 Ordinance of Estimates was formulated.

The Office of the State's Attorney for Baltimore City will use the grant funds to assist in developing and implementing strategies specifically intended to provide assistance to victims of Crime in the State of Maryland. The Victim/Witness Unit services the victims and witnesses of all crimes that occur in Baltimore City.

The trained therapists and advocates of the Victim/Witness Unit provide court support and accompaniment, individual and group counseling, relocation assistance, restitution assistance and liaison services with prosecutors, public defenders, and law enforcement personnel. The funds will provide personnel salary and fringe benefits, equipment, and training.

**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 Supplementary State Fund Operating Appropriation to the Office of the State's Attorney for Baltimore City, Service 786, Victim Witness Services for a grant award from the State of Maryland, Governor's Office of Crime Control and Prevention. The President

**ABSTAINED.**

**MINUTES****CITY COUNCIL BILLS:**

- 17-0023 - An Ordinance concerning the Sale of Property - Map 70, Grid 14, Parcel 988 in Baltimore County (also Known as 219 Burke Avenue, Towson, Maryland) for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as Map 70, Grid 14, Parcel 988 in Baltimore County (also known as 219 Burke Avenue, Towson, Maryland) and no longer needed for public use; and providing for a special effective date.
- 17-0024 - An Ordinance concerning the Sale of Property - 301-311 North Warwick Avenue for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain properties known as 301-311 North Warwick Avenue (Block 2202, Lots 31, 31A, and 32) and no longer needed for public use; and providing for a special effective date.
- 17-0036 - An Ordinance concerning the Sale of Property - Former Bed of West Trenton Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in a certain parcel of land known as the former bed of West Trenton Street, extending from Shirk Alley Westerly 135 feet, more or less, toward Falls Road, and no longer needed for public use; and providing for a special effective date.

**MINUTES****CITY COUNCIL BILLS** - cont'd

17-0041 - A Resolution concerning the Downtown Management District and Downtown Management Authority for the purpose of renewing and continuing the Downtown Management District and Downtown Management Authority, subject to certain conditions, for an additional 5 years; generally relating to the activities and authority of the Downtown Management District and Downtown Management Authority; and providing for a special effective date.

17-0059 - An Ordinance concerning the Sale of Property - Block 3434, Lots 2 and 1 for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as Block 3434, Lots 2 and 1 and no longer needed for public use; and providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

UPON MOTION duly made and seconded, the Board approved Bill Nos. 17-0023, 17-0024, 17-0036, 17-0041, and 17-0059 and directed that the bills be returned to the City Council with the recommendation that they also be approved by that Honorable Body. The President **ABSTAINED**.

## MINUTES

Health Department - Agreements

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

1. **HEALTH CARE FOR THE HOMELESS, INC.** **\$20,000.00**

Account: 5000-530317-3041-605800-603051

Health Care for the Homeless, Inc. will work with the City to conduct smoking cessation classes. The period of the agreement is November 1, 2016 through June 30, 2017.

The agreement is late because the Department of Health and Mental Hygiene did not approve the grant application until September 2016. The tobacco sub-grants went out to bid in mid-October.

2. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$14,417.00**

Account: 4000-484617-3041-605800-603051

Family Health Centers of Baltimore, Inc. will work with the City to implement a tobacco use prevention and cessation program to increase the number of resources available to smokers to receive effective tobacco dependencies treatment, resulting in the decline in tobacco use amongst residents. The period of the agreement is July 1, 2016 through June 30, 2017.

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

3. **CHESAPEAKE REGIONAL INFORMATION SYSTEM** **\$75,000.00**  
**FOR OUR PATIENTS (CRISP)**

Account: 6000-616216-3030-772700-603051

CRISP is Maryland's Health Information Exchange and is the aggregator of all key health records that will be used for

**MINUTES**Health Department - cont'd

falls surveillance among city residents age 65 and older leading to a hospitalization or an Emergency Department visit. As a key partner in the B'FRIEND Initiative (also known as Baltimore Falls Reduction Initiative Engaging Neighborhoods and Data), CRISP will work with the City to implement the falls surveillance algorithm to identify falls in its production case-mix data, including location, and revise the algorithm as necessary to improve identification of falls. The period of the agreement is September 22, 2016 through July 14, 2017.

The agreement is late because budget revisions delayed timely processing.

4. **THE HARRY AND JEANETTE WEINBERG PLACE, INC.** **\$ 7,925.00**

Account: 4000-432917-3255-761200-604014

The organization will provide Kosher meals to elderly clients at the Weinberg Place Apartments located at 2500 W. Belvedere Avenue, Baltimore, MD 21215. The organization will serve 1,250 meals annually at a cost of \$6.34 per meal. The period of the agreement is October 1, 2016 through September 30, 2017.

The agreement is late because it was just completed by the Baltimore City Health Department.

MINUTES

Health Department - cont'd

- 5. **JOHNS HOPKINS UNIVERSITY, BLOOMBERG SCHOOL OF PUBLIC HEALTH** **\$174,900.00**

Account: 4000-480617-3080-279200-603051

The Johns Hopkins University, Center for Adolescent Health (JHU CAH) has worked in partnership with community agencies in Baltimore to understand and reduce adolescent risk behaviors, such as tobacco and alcohol use, violence and early sexual activity. The purpose of JHU CAH's work on the U-Choose Evidence Based Teen Pregnancy Prevention project is to 1) design and conduct an evaluation guided by the principles of implementation science, 2) identify key successes, challenges and lesson learned, and 3) completion of an implementation study report. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because of the delay in receiving an acceptable program budget and scope of work.

**MWBOO GRANTED A WAIVER.**

- 6. **THE HEARING AND SPEECH AGENCY OF METROPOLITAN BALTIMORE, INC.** **\$ 80,557.00**

Account: 4000-427117-3080-294300-603051	\$ 24,637.00
4000-427117-3080-294300-603051	\$ 55,920.00

The Hearing and Speech Agency of Metropolitan Baltimore, Inc. will provide a speech-language pathologist to staff the Baltimore Infants and Toddlers program's eligibility center and provide occupational therapy evaluations, speech/language evaluations, audio logical evaluations, and speech/language or occupational therapy as needed. The period of the agreement is July 1, 2016 through June 30, 2017.

## MINUTES

Health Department - cont'd

The agreement is late because the grant award was received late in the fiscal year and budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

7. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 97,000.00**

Account: 4000-499016-3023-513201-603051

Chase Brexton Health Services, Inc. will complete at least 2,000 routine HIV tests to include testing, counseling, linkage to care and referrals for partner services, as well as prevention services including pre-exposure prophylaxis (PrEP). The period of the agreement is January 1, 2017 through December 31, 2017.

The agreement is late because it was delayed during the administrative review process.

**MWBOO GRANTED A WAIVER.**

8. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 87,262.00**

Account: 4000-498817-3080-284000-603051

Baltimore Medical System, Inc. (BMS) will employ one full-time bi-lingual prepared nurse (the BMS Nurse) to work with three full-time Maternal and Infant Care nurses. The BMS Nurse will conduct home visits and maintain a caseload of predominately 25 Spanish-speaking clients according to the Nurse Family Partnership (NFP) Home Visiting Model. The Maternal & Infant Care NFP will provide clinical oversight for the BMS Nurse. The period of the agreement is July 1, 2016 through June 30, 2017.

## MINUTES

Health Department - cont'd

The agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

9. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$384,639.00**

Account: 4000-424517-3023-274413-63051

Sinai Hospital of Baltimore, Inc. will provide the HIV Core medical services and HIV support services; wrap around Services to HIV infected men, women, children, youth and infants, as well as affected caregivers. This is a Ryan White funded program. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because the Prevention and Health Promotion Administration (PHPA) programmatically manages HIV/AIDS Ryan White Part B services. The providers are asked to submit a budget, budget narrative, and scope of services.

The City thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. This review is required to comply with grant requirements.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

10. **GAY, LESBIAN, BISEXUAL AND TRANSGENDER** **\$245,215.00**  
**COMMUNITY CENTER OF BALTIMORE AND**  
**CENTRAL MARYLAND, LIMITED (GLCCB)**

Account: 4000-484717-3023-718000-603051

The GLCCB has been an important community resource for Men who have Sex with Men (MSM) and transgender communities in Baltimore for more than two decades and among this community, reaching MSM of color is an integral focus of the GLCCB's work.

For the purposes of this project, GLCCB will have their Peer Navigators assist patients with accessing pre-exposure prophylaxis (PrEP) an anti-HIV medication that keeps HIV-negative people from becoming infected, and PEP (post-exposure anti-retroviral drugs that stop exposure to HIV from becoming a life-long infection); and help them to remain adherent to their treatment program. The GLCCB will also have Peer Navigators continue comprehensive linkage with HIV medical care programs with patients, and engage and inform the MSM and transgender communities of color via targeted program and events. The period of the agreement is September 30, 2016 through September 29, 2017.

The agreement is late because of the delay during the administrative review process.

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

11. **READING PARTNERS A/K/A** **\$ 0.00**  
**READING PARTNERS, INC.**

The organization will serve as a volunteer station for the Retired & Senior Volunteer Program (RSVP). The volunteers do not receive compensation for his/her services.

The Department was awarded a grant from the Corporation for National and Community Services to develop and/or operate volunteer services programs, specifically the RSVP where services are performed by persons fifty-five years of age and over.

The RSVP volunteers serve in a diverse range of nonprofit private organizations, public agencies, faith-based groups, or an eligible proprietary health care agency. Assignments include but are not limited to: health and other education, assisting seniors to live independently, mentoring and tutoring children, visiting nursing home residents, disaster preparedness, and response, delivery of health services, food collection and distribution and assisting organizations with capacity building through planning, organizing, and grant writing. The period of the agreement is July 1, 2016 through June 30, 2019.

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

**MINUTES**

Health Department - cont'd

AMENDMENT TO AGREEMENT

12. **INTERNEER, INC.**

**\$13,125.00**

Account: 1001-000000-3001-262200-603026

The organization provides business process management software for the Department's Lead, Asthma, and Tobacco Cessation Programs analyzing their processes, and testing updated processes with the end-users.

On June 15, 2016, the Board approved the Original Agreement in the amount of \$61,250.00 for the period of June 1, 2016 through May 31, 2019.

The amendment will increase the agreement amount by \$13,125.00 for additional services, making the total amount \$74,375.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 11) AND HAD NO OBJECTION.**

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

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from Rite Aid for distribution to the Ryan White clients who participate in the STD/HIV Prevention Program.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000.00 - 200 Rite Aid gift cards @ \$5.00 ea.  
Account No.: 5000-569717-3023-274401-604051

**BACKGROUND/EXPLANATION:**

The incentive cards will be distributed to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS and to enhance staff ability to attract those encountered to receive counseling and testing on the van. T-shirts are purchased and provided to the outreach team.

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

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purposes that account for all distributed and non-distributed cards, and; 4) periodic internal review of the programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

**MINUTES**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards from Rite Aid for distribution to the Ryan White clients who participate in the STD/HIV Prevention Program.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

- |  |              |                        |
|--|--------------|------------------------|
| 1. MID-ATLANTIC BOAT<br>SALES, LLC D/B/A<br>ANNAPOLIS INFLATABLES  | \$ 39,900.00 | Low Bid                |
| Contract No. B50004946 - Provide Inflatable Boat for the Fire Department - Fire Department - Req. No. R744007  |              |                        |
| 2. BEWEGEN TECHNOLOGIES,<br>INC.   | N/A          | Amendment to Agreement |
| Contract No. B50004211 - The Design, Installation, Operation, and Maintenance of a Bike Share System for the City of Baltimore - Department of Transportation - P.O. No. P534939 |              |                        |

The Board is requested to approve and authorize execution of the First Amendment to the agreement with Technologies Bewegen, Inc. a/k/a Bewegen Technologies, Inc.

On March 16, 2016, the Board approved the initial award for the amount of \$2,361,320.20. On August 10, 2016, the Board approved the agreement. On October 20, 2016, the City Purchasing Agent approved an increase for the amount \$32,500.00. The Board is requested to approve the First Amendment for this contract to correct the insurance required to be carried by the contractor.

- |  |              |         |
|--|--------------|---------|
| 3. N. HARRIS COMPUTER<br>CORPORATION d/b/a<br>SYSTEMS INNOVATOR                                      | \$ 50,082.00 | Renewal |
| Contract No. 08000 - Cashier Windows Software Maintenance - Department of Finance - Req. No. R759616 |              |         |

## 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

On June 10, 2009, the Board approved the initial award in the amount of \$37,920.00. The award contained annual renewal options. Seven renewals have been approved. This renewal is for the period July 1, 2017 through June 30, 2018, with additional renewals subject to agreement by the parties.

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:

N/A

- |  |         |         |
|--|---------|---------|
| 4. AT&T CORP   | \$ 0.00 | Renewal |
| State of Maryland Contract No. 060B14000058 - Long Distance Calling Services - Department of Communication Services, Municipal Telephone Exchange - P.O. No. P524482 |         |         |

On February 13, 2013, the Board approved the initial award in the amount of \$120,000.00. The award contained four renewal options. Subsequent actions have been approved. The State has extended the current contract through December 31, 2017. The terms of the contract allow the parties to further extend it for six additional months to transition at the end of the term. This final renewal in the amount of \$0.00 is for the period May 18, 2017 through June 1, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

N/A



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |         |         |
|--|---------|---------|
| 7. DELMARVA PUMP CENTER,<br>t/a DPC EMERGENCY EQUIPMENT  | \$ 0.00 | Renewal |
| Contract No. 06000 - O.E.M. Parts for Custom Fire Apparatus<br>and Equipment - Department of General Services - Fleet<br>Management - P.O. No. P523951 |         |         |

On June 5, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained two 1-year renewal options. On April 27, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period June 5, 2017 through June 4, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 19, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |             |         |
|--|-------------|---------|
| 8. FINITE MATTERS, LTD   | \$16,600.00 | Renewal |
| Contract No. 08000 - Annual Fiscal Budget Books Maintenance<br>and Setup Services - Department of Finance - Req. No. R760823 |             |         |

On May 16, 2011, the City Purchasing Agent approved the initial award in the amount of \$20,000.00. The award contained annual renewals subject to agreement by the parties. This seventh renewal of an annually renewed software maintenance and services in the amount of \$16,600.00 is for the period June 1, 2017 through May 31, 2018.

## 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

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:**

N/A

9. STRATEGIC COST CONTROL,  
INC. dba CORPORATE COST  
CONTROL \$ 24,000.00 Renewal  
Contract No. B50004504 - Unemployment Insurance Program -  
Department of Human Resources - P.O. No. P535404

On May 4, 2016, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$24,000.00 is for the period May 11, 2017 through May 10, 2018, with four 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

The contract value was initially estimated at \$50,000.00 per annual term; therefore, a goal information sheet was submitted to MWBOO. On January 26, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. Additionally, when bids were opened,

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

three of the four bids received were significantly below \$50,000.00 per annual term. The initial award was below MBE/WBE subcontracting threshold of \$50,000.00.

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

- |   |              |         |
|---|--------------|---------|
| 10. LORENZ INC.   | \$ 73,994.58 | Renewal |
| Contract No. B50003826 - Landscape Maintenance Services for Exterior and Interior Plants for the Baltimore Convention Center - Baltimore Convention Center - P.O. No. P531177 |              |         |

On May 6, 2015, the Board approved the initial award in the amount of \$60,132.00. The award contained four 1-year renewal options. On May 11, 2016, the Board approved the first renewal in the amount of \$87,797.00. On April 6, 2017, the City Purchasing Agent approved an increase in the amount of \$20,000.00. This second renewal in the amount of \$73,994.58 is for the period May 7, 2017 through May 6, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 10% MBE AND 5% WBE.**

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> 4 Evergreen Lawn Care	10%	\$6,165.00	10.6%
<b>WBE:</b> Fouts Lawn Care Corp.	5%	\$2,914.00	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

## 11. MITCHELL VENETIAN

BLIND AND SHADE, INC.

d/b/a/ MITCHELL'S

BLIND AND SHADE CO., INC.           \$ 37,756.00           Selected Source

Solicitation No. 06000 - Window Blinds (9 floors) - 401 E. Fayette Street - Department of General Services - Req. No. R759374

In order to complete a building renovation, the Department of General Services requests approval to procure window blinds for the entire building from Mitchell's Blind and Shade. The window blinds for the nine floors with various window configurations, must be custom made and installed in a timely manner in order for employees to occupy the renovated work spaces. Mitchell's Blind and Shade Co., Inc. has the expertise, business structure and past performance record with the City, demonstrating that it can accommodate the scale and project timeline. A quote was obtained from another contractor which was \$50,000.00 more than Mitchell's Blind and Shade Co., In. offer. 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.

## 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

UPON MOTION duly made and seconded, the Board approved the informal awards, renewals, increases to contracts, and extensions. The Board further approved and authorized execution of the Amendment to Agreement with Bewegen Technologies, Inc. (item no. 2).

**MINUTES**

Department of Finance - Consultant Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Contract between the Board of Liquor License Commissioners (BLLC) and the Behavioral Health Systems Baltimore (BHSB). The period of the Consultant Contract is March 1, 2017 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$24,000.00

**BACKGROUND/EXPLANATION:**

The BLLC currently works with the Baltimore City Sherriff's Office (BCSO) to conduct underage sting operations of licensed locations within the City of Baltimore. Utilizing a BCSO cadet and accompanying deputies, the BLLC visits licensed locations throughout the City in attempts to solicit licensees to serve underage individuals alcoholic beverages. Currently, the BLLC uses within its general funds, appropriations to fund the necessary overtime expenditures of the BCSO and the BLLC to conduct these special operations.

The BHSB grant would provide monies to the BLLC through reimbursement of the overtime expenditures incurred by the BCSO and the BLLC in conducting these operations. Invoices identifying the work performed, along with the number, type of license, and violation issued would be provided to the BHSB. Upon review, the BHSB will provide payment directly to the City of Baltimore, reimbursing the BLLC for its costs to conduct the operations.

**MINUTES**

Department of Finance - cont'd

In addition, the BHSB and the BLLC will work together to print materials to distribute to both area universities and licensees concerning the dangers and consequences of serving underage individuals.

The Consultant Contract is late because of delays in the administrative process.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Consultant Contract between the Board of Liquor License Commissioners and the Behavioral Health Systems Baltimore.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Bureau of the Budget and Management Research</u>			
1. Andrew Kleine	111 <sup>th</sup> Government Finance Officers Association Annual Conference Denver, CO May 19 - 24, 2017 (Reg. Fee \$380.00)	General Funds	\$2,233.18

The airfare in the amount of \$426.90, registration fee in the amount of \$380.00 were prepaid by City-issued procurement card assigned to Mr. Kleine. Therefore, the amount to be disbursed to Mr. Kleine is \$1,426.28.

City Council

2. Leon Pinkett, III	2017 ICSC Recon Las Vegas, NV May 20 - 23, 2017 (Reg. Fee \$610.00)	Elected Official Expense Account	\$2,468.76
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The hotel cost is \$295.00 per night, plus hotel tax of \$35.40 per night, hotel resort fee of \$35.00 and hotel resort tax of \$4.20 per night.

The airfare cost of \$569.96, registration fee of \$610.00 and one night's hotel cost of \$295.00 were prepaid on a City-issued procurement card assigned to Hosea Chew. The Department is requesting additional subsistence of \$129.00 to cover the cost of hotel and \$40.00 per day for meals and incidentals. Therefore, the amount to be disbursed to Mr. Pinkett, III is \$993.80.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
3. Elina Brave	American Planning Association Nat'l. Conference New York, NY May 6 - 9, 2017 (Reg. Fee \$1,107.00)	UPWP Grant	\$1,579.00

The subsistence rate for this location is \$341.00 per night. The hotel cost is \$87.00 per night, plus a tourism fee of \$10.00 per night, and a resort fee of \$11.67 per night. The Department is requesting \$260.00 for the lodging and \$40.00 per day for meals and incidentals.

The registration fee in the amount of \$1,107.00 was prepaid by a City-issued procurement card assigned to Jaime Cramer. Therefore, the amount to be disbursed to Ms. Brave is \$472.00.

Fire and Police Employees' Retirement System

4. N. Anthony Calhoun	111 <sup>th</sup> Annual Conf. Denver, CO May 19 - 25, 2017 (Reg. Fee \$425.00)	Special Funds - Fire & Police	\$2,733.68
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The registration a cost of \$425.00 was prepaid using a check and the transportation costs of \$528.40 was prepaid by Mr. Calhoun.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. Item No. 2 was **WITHDRAWN**. The Comptroller **ABSTAINED** on item no. 4.

**MINUTES****PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works - SC 892R, Structural  
Rehabilitation of Chlorine  
Contact Chambers at Patapsco  
Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 06/28/2017**  
**BIDS TO BE OPENED: 06/28/2017**

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

## 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 25, 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 - 109, City Council President and members of the Board of Estimates, BOE Agenda dated April 26, 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 26, 2017.

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

Sincerely,  
Kim Trueheart,  
Voter, Citizen & Resident

*5519 Belleville Ave  
Baltimore, MD 21207*

MINUTES

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agency issued an addendum cancelling the date for receipt and opening of bids on the following contract. There were no objections.

Bureau of Purchases -B50004527, Uniform and Locker  
Rental with Laundry Service  
**CANCELLED**

## 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 -B50004949, Management of Parking  
Garages Group I, Group II, Group III

Broadway Services, Inc.  
SP Plus Corporation dba SP + Municipal Services  
Republic Parking System, LLC  
Premium Parking Services, LLC  
LAZ Parking Mid Atlantic, LLC  
Executive Parking, Inc.  
PMS Parking, Inc.  
Landmark Parking, Inc.  
ABM Industry Groups, LLC dba ABM Parking Services  
JASINT Consulting and Technologies, LLC

Bureau of Purchases -B50004944, Replace/Retrofit Fixtures  
with Energy Efficient Lighting - LED

Global Energy Services, LLC  
Simms Project Management, LLC  
MCB Lighting and Electrical, Inc.  
Aether Energy, LLC dba Eco Electric  
Zerodraft Maryland t/a Zeronet USA

Bureau of Purchases -B50004939, Telephone Service  
Maintenance

Millennium Technologies, LLC  
Arrow Systems Integration, Inc.  
Signature Communications, Inc.

## MINUTES

Bureau of Purchases -B50004930, Aluminum Street Light  
Poles and Accessories

P&K Tubular Products, Inc./Flagpoles, Inc.  
Valmont Industries

Bureau of Purchases -B50004918, Supply of Water Meters

Neptune Technology Group, Inc.  
Mueller Systems  
Badger Meter, Inc.  
LB Water

Bureau of Purchases -B50004836, Provide Pre-Employment  
Case Management Software  
(Price Opening)

Miller Mendel, Inc.  
Cornerstone OnDemand, Inc.

## MINUTES

Bureau of Purchases - B50004932, Telecommunication Expense  
Management System

TeleManagement Technologies, Inc.  
Calero Software  
Tangoe, Inc.\*  
Wide Point Integrated Solutions Corporation  
Ventraq Corporation

\*UPON FURTHER MOTION, the Board found the bid of Tangoe, Inc., **NON-RESPONSIVE** because of the company's unpermitted conditional pricing and failure to complete the bid price information as required by the bid submission instructions.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, May 10, 2017.

  
JOAN M. PRATT  
Secretary