

MINUTES

REGULAR MEETING

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

Effective April 02, 2019 and pursuant to Article IV, Section 2(b) of the Baltimore City Charter, the Honorable Bernard C. "Jack" Young shall be ex officio Mayor of the City during the absence of the Honorable Catherine E. Pugh, Mayor. Pursuant to Article III, Section 10(b) of the Baltimore City Charter, the Honorable Sharon Green Middleton shall be acting President during the fulfilment of the Honorable Bernard C. "Jack" Young's duties as Mayor.

President: "Good morning. The April 17, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room. Meetings of the Board of Estimates are open to the

MINUTES

public for -- 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 of the President's office dated April 15, 2019, 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."

City Solicitor: "Uh -- Madam President, I Move approval of the routine agenda items."

Comptroller: "I Second."

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

* * * * *

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

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

Commercial Cabling & Sound, Inc.	\$ 1,500,000.00
Commercial Camera & Security, Inc.	\$ 1,500,000.00
DN Tanks, Inc.	\$504,320,000.00
Industrial Monitoring and Control Systems, Inc.	\$ 1,500,000.00
Keller Brothers, Inc.	\$ 49,000.000.00
Paul J. Rach, Inc.	\$ 1,500,000.00
TJ Distributors, Inc.	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

Albrecht Engineering, Inc.	Engineer
Bayland Consultants & Designers, Inc.	Engineer
Frederick Ward Associates, Inc.	Architect Land Survey Engineer Landscape Architect
Living Design Lab L.L.C.	Architect
Remington & Vernick Engineers, Inc.	Engineer
Wallace, Montgomery & Associates, L.L.P.	Land Survey Engineer

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

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

MINUTES

Department of Audits - Audit Report

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

1. City of Baltimore, Department of Finance Bureau of Treasury and Debt Management Performance Audit of Competitive Bid Process for Hiring Bond Underwriters, Fiscal Years 2014 through 2018.

President: "The first item on the non-routine agenda can be found on page 3, item 1, City of Baltimore, Department of Finance Bureau of Treasury and Debt Management Performance, Audit of Competitive Bid Process for Hiring Bond Underwriter's, Fiscal years 2014 through 2018. Will the parties please come forward?"

Ms. Sharon Lockley: "Good morning, members of the Board. I am Sharon Lockley ah -- Auditor Supervisor for the Department of Audits. The Department of Audits has completed its Performance Audit of the Bureau of Treasury and Debt Management, ah -- Competitive Bid Process for Hiring Bond Underwriters for Fiscal Years 2014 through 2018. Treasury is responsible for issuing City bonds to finance City projects. During Fiscal Years 2014 through

MINUTES

Department of Audits - Audit Report - cont'd

2018, the City issued General Obligation Bonds of \$351,200,000.00, Water Bonds of \$492,300,000.00, Wastewater Bonds of \$615,400,000.00, Tax Incremental Financing Bonds of \$56,000,000.00, Revenue Bonds of \$1,100,000,000.00, and Special Obligation Bonds of \$149,700,000.00, all totaling \$2.8 billion dollars. The purpose of our audit was to determine whether the Bureau of Treasury and Debt Management's Competitive Bid Process um -- for Hiring Bond Underwriters is open, fair, and objective and to determine whether its related control policies and procedures were in place, working effectively as designed, and placed in operation to ensure that the contracts awarded, provided the City of Baltimore the lowest true interest cost for its bonds. The Bureau of Treasury and Debt Management's Competitive Bid Process for Hiring Bond Underwriters appears to be open, fair, and objective and the related controls policies and procedures were in place and working effectively as designed during the stated period. However, the Department of Audits noted of the \$2,800,000,000.00 in bonds issued during this period, only

MINUTES

Department of Audits - Audit Report - cont'd

\$63,700,000.00 or 2.3% was sold through the Competitive Bid Process. As a Competitive Bid sale is generally considered to provide the lowest true interest cost to the City, Treasury should consider issuing more bonds using the Competitive Bid Process."

Director of Finance: "Good morning President Middleton, Mayor Young, Comptroller Pratt, Honorable members of the Board, I'm Henry Raymond, Director of Finance. First, the Department of Finance appreciates the work of the Department of Audits on this engagement, under the direction of Ms. Lockley. Ah -- the Audit states that the bond bid process was open, fair, and objective and the related controls, policies, and procedures were in place and working effectively during the audit period, Fiscal 14 through 18. However, the Audit contains a note that states Treasury should consider issuing more competitive bond sales as competitive sales are generally considered to yield the lowest cost. That is the basis for the Finance Department disagreement this morning. The note insinuates or implies that by not electing to do more competitive bond sales that we paid a higher rate of interest on

MINUTES

Department of Audits - Audit Report - cont'd

those bonds and we disagree with that. The audit did not provide any specific evidence that the rate or rates of any of the sales were improper or higher than the market-rates available during the period of times 14 through 18. The Department of Finance has a rigorous negotiated sales process that ensures that our rates are set at fair market value and this it proven to be a very effective control mechanism to ensure that our rates are competitive. We do not believe that any of our financing resulted in higher interest costs to the City. We believe that all of our transactions ah -- were competitive and were approved at market-rates. So in summary, we believe that our rates were market competitive. We have effective controls in place, and that we have obtained all of our financings at the lowest cost to the City. Thank you."

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

Ms. Lockley: "Thank you."

* * * * *

MINUTES

Department of Real Estate - Tax Sale Certificates

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Tax Sale Certificates to Amazing Snow, LLC for an amount that is less than the lien amount for the properties listed below.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
NS Crandall Ave. NWC Geranium Ave.	\$6,200.00	\$1,203.09	\$86,297.04	\$6,200.00
NS Crandall Ave. W. of Geranium Ave.	\$3,900.00	\$1,896.66	\$58,242.63	\$3,900.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on May 14, 2018.

Amazing Snow, LLC has offered to purchase the Tax Sale Certificates, for Block 7567, Lot 30, in the amount of \$6,200.00 and Block 7567, Lot 31, in amount of \$3,900.00.

Amazing Snow, LLC has offered to purchase the Tax Sale Certificate for Block 7567, Lot 30 in the amount of \$6,200.00 and Block 7567, Lot 31 in the amount of \$3,900.00 for the total of \$10,100.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$10,100.00 covers the assessed value to these properties.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the assignment of Tax Sale Certificates to Amazing Snow, LLC for amounts that are less than the lien amounts for the above-listed properties.

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

The Board is requested to approve and authorize execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Fire Department, Tenant, for the rental of a portion of the property known as 200 Holliday Street, being on the 12th floor, containing 3,688 sq. ft. The period of the Interdepartmental Lease Agreement is July 1, 2018 through June 30, 2019, with automatic renewals for five additional one-year periods.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
--------------------	-----------------------------

\$58,967.43	\$4,913.95
-------------	------------

Account: 1001-000000-2101-225900-603096

BACKGROUND/EXPLANATION:

The leased premises will be used for administrative offices for the Baltimore City Fire Department.

The Landlord is responsible for interior & exterior of the building; maintenance & repairs of HVAC systems (not individual window ventilation systems) except for damaged caused by the sole negligence of the Tenant, their employees, guests, agents, invitees and contractors. The Landlord will also be responsible for janitorial services, snow & ice removal, sewer/plumbing & electric repairs, utilities and security guard in main lobby from 8:00 A.M. to 6:00 P.M.

MINUTESSpace Utilization Committee - cont'd

If the Tenant needs a security guard after 6:00 P.M., the Tenant will be responsible for the cost and expense. The Tenant accepts the premises in its existing condition and will not make any alterations, additions, or improvements without Landlord's written consent. The Tenant will provide all equipment including all kitchen appliances, telephone and computer services.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interdepartmental Lease Agreement between the Department of General Services, Landlord, and the Baltimore City Fire Department, Tenant, for the rental of a portion of the property known as 200 Holliday Street, being on the 12th floor, containing 3,688 sq. ft.

MINUTES

Baltimore Development - Ground Lease
Corporation (BDC)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Ground Lease with Harbor East-Office, LLC. Tenant for a portion of the premises containing 1,968 rentable square feet for the land located at 800 South Central Avenue. The period of the ground lease is effective upon Board approval for five years with three renewal options of five years.

AMOUNT OF MONEY AND SOURCE:

\$15,615.54 - Year one with an annual increase of 3% for the term.

BACKGROUND/EXPLANATION:

The premises are a portion of a City-owned parcel bounded on the North and South by sections of the Promenade and adjacent to Central Avenue. Due to the construction of the Central Avenue Bridge, landscaping and other improvements to the Premises were demolished.

Harbor East-Office, LLC owns property located at 1000 Lancaster Street, a portion of which is currently used for the operation of a full-service restaurant. The premise to be leased is intended solely for use as outdoor seating and related uses ancillary to that particular restaurant.

The Lease term will start once the conditions of commencement, as outlined in the Lease Agreement, are met and will expire on August 31, 2024.

MINUTES

BDC - cont'd

Public access to the waterfront will not be affected by this project, and the Promenade itself will not be altered by the construction of the proposed improvements.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Ground Lease with Harbor East-Office, LLC. Tenant for a portion of the premises containing 1,968 rentable square feet for the land located at 800 South Central Avenue.

MINUTES

Baltimore Development Corporation - Office Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Office Lease Agreement with Anchor Construction Corporation, Tenant, for the rental of 442 sq. ft. of property known as the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of the Office Lease Agreement is for April 1, 2019 through March 31, 2020, and has a renewal option of an additional year.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$7,956.00	\$663.00

BACKGROUND/EXPLANATION:

Anchor Construction Corporation will use the premises for an administrative office and for no other purpose.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Office Lease Agreement with Anchor Construction Corporation, Tenant, for the rental of 442 sq. ft. of property known as the Business Center @ Park Circle located at 2901 Druid Park Drive.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Options</u>			
1. Taki Cole Burroughs	2705 Hugo Ave.	F/S	\$18,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo 28 th Street Project.			
2. Melvin Harris	3103 Virginia Ave.	L/H	\$40,000.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Complete Project.			
3. Ground Rents, LLC	3136 Virginia Ave.	G/R	\$ 880.00
		\$ 96.00	
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Acquisition/Project.			
4. LK Ground Rents, LLC	1216 Argyle Ave.	G/R	\$ 880.00
		\$ 96.00	
Funds are available in account no. 9910-907079-9588-900000-704040, Tax Sale Ground Rents Project.			
5. Sylvester Thompson, Sr. and Steven Thompson	1117 Winchester Street	L/H	\$17,083.00
Funds are available in account no. 9910-904177-9588-900000-704040, Miscellaneous Acquisitions Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Options</u> - cont'd			
6. William S. Braverman and Ethel Braverman	13 N. Carey Street	G/R \$100.00	\$ 833.00
Funds are available in account no. 9910-904177-9588-900000-704040, Poppleton Project.			
7. Mediation Works, LLC	2705 Tivoly Ave.	G/R \$120.00	\$ 1,000.00
8. MARWOOD, LLC	2733 Tivoly Ave.	G/R \$96.00	\$ 880.00
9. Ground Rents, LLC	2762 Tivoly Ave.	G/R \$90.00	\$ 825.00
Funds are available in account no. 9901-904326-9588-900000-704040, CHM Project.			
10. Ground Rents, LLC	413 E. Biddle Street	G/R \$90.00	\$ 825.00
11. Mindy Fishkind, Trustee for Scott Jeremy Fishkind	416 E. Biddle Street	G/R \$90.00	\$ 825.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Options</u> - cont'd			
12. KBY Properties, LLC.	416 E. Biddle Street	L/H	\$20,400.00
Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.			
13. Happy Properties, LLC	1018 N. Carrollton Avenue	G/R \$70.00	\$ 641.00
Funds are available in account no. 9910-905640-9588-900000-704040, FY 17 CORE Demo Project.			

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

Department of Housing and Community Development - Condemnations

14. The Saint Phillips Baptist Church	1018 N. Carrollton Avenue	L/H	\$ 4,733.00
15. Marcellus R. Cephas	1020 N. Carrollton Avenue	L/H	\$ 4,773.00

Funds are available in account no. 9910-905640-9588-900000-704040, FY 17 CORE Demo Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
16. Brian Z. Cooper	539 N. Mount Street	G/R \$96.00	\$ 640.00
Funds are available in account no. 9910-904177-9588-900000-704040, Mount Street Project.			
17. Henry L. Rosenthal, PR of the Estate of Bonnie Rosenthal	3119 Virginia Ave.	G/R	\$ 500.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment Area Project.			
18. Carolyn Shanklin	3008 Woodland Ave.	L/H	\$ 8,250.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
19. Homestead Develop- ment, LLC	1542 Abbotston Street	L/H	\$ 8,200.00
Funds are available in account no. 9910-904177-9588-900000-704040, Abbotston Park Site.			
20. James C. Chestnut	1131 W. Saratoga Street	G/R \$15.00	\$ 100.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Condemnations</u> - cont'd			
21. The Afro-American Company of - Baltimore	1131 W. Saratoga Street	L/H	\$ 2,927.00
22. Unknown	1131 W. Saratoga Street	Sub- G/R	\$ 433.00

Funds are available in account no. 9901-914135-9588-900000-704040, Poppleton Project.

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

MINUTES

EXTRA WORK ORDER

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Order

listed on the following page:

1889

The EWO was reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDER

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

Department of Transportation

1. EWO #001, \$65,580.00 - TR 11013R, Loch Raven Watershed Culvert Repair, Replacement and Resurfacing

 \$7,857,814.39 \$0.00 Civil Construction, - 90%
 LLC.

This authorization is for the slope restoration work on Loch Raven Drive. This work was necessitated because of recent erosion and heavy rains that resulted in a partial collapse of the roadway.

The restoration work includes debris removal, the placement of filter fabric, various sized rocks, the replacement of guardrail, and curbing. The repair work was started immediately to prevent further erosion of the slope.

The contract consists of all work necessary to construct improvements within the project limits. The work consists of curb and gutter repair, milling and resurfacing asphalt pavements, bank stabilization, and any other miscellaneous work.

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

MWBOO APPROVED THIS EAR ON MARCH 5, 2019.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 1639-1643 Guilford Avenue	Station Arts Homes, LLC	Three sets of steps 62' x 30", three canopies 30" x 62'
\$ 246.60 - Annual Charge		
2. 301-307 E. Lanvale Street	Station Arts Homes, LLC	Four sets of steps 62" x 30", four canopies 30" x 62'
\$ 328.80 - Annual Charge		
3. 1101 W. 36 th Street	West Thirty Six Street, LLC	Outdoor seating 160 sq. ft.
\$ 1,457.50 - Annual Charge		
4. 2629 Huntingdon Avenue	Vestry of the Church of The Guardian Angel	One handicap ramp 6' x 3.83' and steps with rails
\$ 281.20 - Flat Charge		
5. 3349 Greenmount Avenue	Vladimir Besser, LLC	Flat sign 4' x 6'
\$ 105.60 - Flat Charge		

MINUTES

Department of Transportation - cont'd

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

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

MINUTES

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

The Board is requested to approve the assignment of Task No. 31 to Johnson, Mirmiran & Thompson, Inc. On-Call Construction Project Management Services under Project No. 1217. The period of Task No. 31 is approximately 12-months.

AMOUNT OF MONEY AND SOURCE:

\$ 50,000.00	-	9950-904873-9514-9000020-705032
50,000.00	-	9950-901874-9514-9000020-705032
<u>131,779.18</u>	-	9950-906489-9514-9000020-705032
\$231,779.18		

BACKGROUND/EXPLANATION:

This authorization provides for construction project management services for Contracts TR 18008 - Resurfacing Highways at Various Locations, Southwest Section III, TR 18009 - Resurfacing Highways at Various Locations Southeast Sector IV, TR 19006-Urgent Needs Contract Citywide, and TR 19012-Resurfacing Highways at Various Locations Northwest Sector II.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

MINUTES

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

The Consultant has not met the MBE goal of 27%, they achieved a goal of 19% and there remains enough capacity to meet the goal. The Consultant has not met the WBE goal of 10%; however, they achieved a goal of 8% and there remains enough capacity to meet the goal.

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 31 to Johnson, Mirmiran & Thompson, Inc. On-Call Construction Project Management Services under Project No. 1217.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) with Rummel, Klepper & Kahl, LLP under Project 1208, On-Call Transportation Planning/Policy Feasibility Studies. This Amendment No. 2 will extend the period of the Agreement through March 24, 2022.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in Upset Limit

BACKGROUND/EXPLANATION:

On March 25, 2015, the Board approved the original agreement in the amount of \$1,500,000.00 with Rummel, Klepper & Kahl, LLP, for a period of three years to assist the Department's Planning Division in managing various tasks.

On March 14, 2018, the Board approved Amendment No. 1 to allow for a one year time extension and an increase to the upset limit by \$1,000,000.00, to continue design services for various projects with on ongoing tasks.

This Amendment No. 2 will extend the period through March 24, 2024, and will increase the upset limit by \$1,000,000.00 to continue critical bicycle infrastructure planning and design services for various projects; therefore, the total upset limit is \$3,500,000.00.

MINUTES

Department of Transportation - cont'd

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP under Project 1208, On-Call Transportation Planning/Policy Feasibility Studies.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Wallace Montgomery & Associates, LLP under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. Amendment No. 3 will extend the period of the Agreement through June 9, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in Upset Fee

BACKGROUND/EXPLANATION:

On June 10, 2015, the Board approved the original Agreement in the amount of \$1,000,000.00 for a period of two years to assist the Department's Engineering & Construction Division in providing various on-call engineering services for the proposed improvements to the City's system of Streets and Highways.

On July 19, 2017, the Board approved Amendment No. 1 to allow for a one-year time extension to complete numerous ongoing services ranging from roadway design, Storm Water Management, Expedited Review, construction phase review, survey and other support services to complete on-going tasks.

On June 20, 2018, the Board approved Amendment No. 2 to allow for a one-year time extension and an increase to the upset limit by \$1,000,000.00 to complete sidewalk and ramp condition assessment for ADA compliance along with continuing design of in design services for ongoing tasks.

MINUTES

Department of Transportation - cont'd

Amendment No. 3 will extend the period through June 9, 2021, and will increase the upset limit by \$1,000,000.00 to ensure enough capacity for the much needed consultant support to ensure support on the development of the Baltimore City Complete Streets Manual and other Equity Gap Analyses; therefore, the total upset limit is \$3,000,000.00.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with Wallace Montgomery & Associates, LLP under Project 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects.

MINUTES

Mayor's Office of Human Services - Agreements

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

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC. \$1,507,317.00**

Account: 4000-407018-3571-757001-603051

AIDS Interfaith Residential Services, Inc. will utilize the funds to provide rental assistance and support services to 108 formerly homeless individuals. The period of the agreement is April 1, 2019 through March 31, 2020.

MWBOO GRANTED A WAIVER.

2. **THE WOMEN'S HOUSING COALITION, INC. \$ 912,572.50**

Account: 4000-407018-3573-759011-603051

The Women's Housing Coalition, Inc. will provide rental assistance and support services to 95 formerly homeless households. The Provider will operate a permanent housing program that provides comprehensive support services to clients living in either one of four buildings owned and managed by the Women's Housing Coalition, Inc. or in apartments scattered throughout Baltimore City. The period of the agreement is May 1, 2019 through April 30, 2020.

MWBOO GRANTED A WAIVER.

The agreements are late because of a delay in announcement of the Continuum of Care Grant Award.

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 above Provider Agreements.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 21 to Greenman-Pedersen, Inc., under Project 1167, On-Call Engineering Services. The period of the task assignment is approximately 10 months.

AMOUNT OF MONEY AND SOURCE:

\$56,100.48 - 9938-908081-9474-900000-703032

BACKGROUND/EXPLANATION:

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

MBE/WBE PARTICIPATION:

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

THE EAR WAS APPROVED BY MWBOO ON 3/25/2019.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$15,000.00	9938-907081-9475	
2 nd Parks & Public Facilities	Park Trail Network (Reserve)	
\$45,000.00	9938-907081-9475	
State (Program Open Space)	Park Trail Network (Reserve)	

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$60,000.00	-----	9938-907081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #21 to Greenman-Pedersen, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 21 to Greenman-Pedersen, Inc., under Project 1167, On-Call Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 26 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The period of the task assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$42,295.78 - 9938-906123-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include engineering services for Robert C. Marshall Field.

MBE/WBE PARTICIPATION:

The Consultant achieved the following percentages:

MBE: 31.15%

WBE: 5.46%

THIS EAR WAS APPROVED BY MWBOO ON 3/4/2019.

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$40,000.00	9938-905123-9475	9938-906123-9474
General Funds	Robert C. Marshall (Reserve)	Robert C Marshall (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232 Task No. 26 to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 26 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

1904 - 1905

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>			
1.	\$ 200,000.00	9910-909058-9600 Construction Reserve (Jonestown)	9910-922015-9601 Jonestown
	1 st Community & Economic Development Bonds		
<p>The transfer of funds is to provide the agreed-upon City's contribution towards improvements to McKim Park, per an existing lease agreement between the City of Baltimore and the Ronald McDonald House Charities of Baltimore.</p>			
2.	\$ 115,000.00	9910-908066-9600 Construction Reserve (Greenmount - Eager to 28 th)	9910-921015-9601 Greenmount - Eager to 28 th Street
	1 st Community & Economic Development Bonds		
<p>The transfer of funds will allow for the Department of Transportation to prepare traffic calming work along Greenmount Avenue from East Eager Street North to 29th Street. In addition, to the traffic calming, the Department of Transportation is installing a crosswalk from the Recreation Center to the Park, including flex posts and a rectangular Rapid Flash Beacon at the Mund Park Crosswalk.</p>			
3.	\$ 500,000.00	9910-912090-9600 Construction Reserve (7 E. Redwood Improvements)	9910-923014-9601 7 East Redwood Street
	2 nd Community & Economic Development Bonds		

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation - cont'd</u>		
<p>The transfer of funds will allow for the replacement of the water tanks located at 7 East Redwood Street. The method of distributing water through the building is obsolete and has created the following concerns: build up in pipes causing increased power consumption, rotting pipes consistently need to be replaced, and the bottom of tanks are rusting resulting in leaks that may also contaminate the water supply.</p>		
<u>Baltimore Convention Center</u>		
4. \$ 50,000.00	9953-912015-9535	9953-928025-9534
1 st Parks and & Public Facilities	BCC MSA Unallocated	Kitchen Renovations Replacement and Installation of walk-in coolers

The additional request is because of new steel tariffs, which increase the cost of the walk-in freezer. The kitchen equipment and freezer are mandatory for safe handling and storage of food. The current equipment is older than its useful life and there are maintenance issues that require replacement as soon as possible. The food service is a major revenue source for the Convention Center. The improper handling of food could lead to liabilities or decreased revenues.

MINUTES

Health Department - Notice of Grant Awards

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Grant Awards (NGAs) from the Maryland State Department of Education. The period of the NGA is October 23, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$	301,689.00	-	4000-427119-3080-294301-404001
	33,580.00	-	4000-427119-3080-294302-404001
	680,042.00	-	4000-427119-3080-294300-404001
	<u>\$1,015,311.00</u>		

BACKGROUND/EXPLANATION:

The NGAs will provide funding under the Individuals with Disabilities Education Act for Part C, Part B 611, and Part B 619, within Maryland Infants & Toddlers Program State Fiscal Year 2019 Consolidation Local Implementation Grant, to support the provision of early intervention services to infants and toddlers with disabilities and their families.

The NGAs are late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Notice of Grant Awards from the Maryland State Department of Education.

MINUTES

Health Department - Update to the FY19 Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the acceptance of the Update to the FY19 Unified Grant Award for the period beginning July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

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

Grant Description	Type of Action	Base Award	Amount of Action	Total Award
Abstinence Education	Reduction	\$ 45,600.00	(\$36,352.00)	\$ 9,248.00
Sexual Risk Avoidance Grant (SRAE) - Just for Girls	Supplement	\$109,066.00	\$ 36,352.00	\$145,418.00
Tobacco Use Prev. Community Based	Supplement	\$266,157.00	\$ 5,236.00	\$271,393.00
Tobacco Use - Administrative	Reduction	\$ 20,033.00	(\$ 5,236.00)	\$ 14,797.00

BACKGROUND/EXPLANATION:

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

MINUTES

Health Department - cont'd

This update to the grant award is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Update to the FY19 Unified Grant Award for the period beginning July 1, 2018 through June 30, 2019.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various Agreements. The period of the Agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 37,655.00**
(HCAM)

Account: 5000-530019-3080-595800-603051

The HCAM will utilize the funds to provide services of a Maternal and Child Health Liaison. The HCAM is on the bedrocks of B'more for Healthy Babies success, leading to decreased rates of low birth weight deliveries, preterm births, infant deaths, and racial disparities in infant mortality.

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

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$ 85,000.00**
(HCAM)

Account: 5000-511819-3080-294500-603051

The HCAM Map to Success Program will work as a community hub to provide or refer expectant and parenting youth to evidence-based case management, group-based interventions, and related social support programs. The project is an expansion on current support for expectant and parenting youth.

The agreement is late because of delays as the administrative level.

MWBOO GRANTED A WAIVER.

MINUTES

Health Dept. - cont'd

3. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$1,300,076.00**

Account: 4000-498819-3080-284000-603051

The Family League of Baltimore City, Inc. will utilize the funds to provide services to reduce the number of infant deaths due to low birth weight, preterm births, and unsafe sleep conditions. The goals of the program are to reach full capacity for the expanded Healthy Families America areas, continue to improve data quality and to continue to implement the inter-conception home visiting program.

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

MWBOO GRANTED A WAIVER.

4. **RnD ASSOCIATES, INC.** **\$ 40,000.00**

Account: 5000-569719-3023-273305-603051

Rnd Associates, Inc. will organize a Youth Sexual Health and Leadership Conference with panel discussions, workshops, resources fairs, and onsite HIV and STD testing to increase sexual health awareness and practice. The period of the agreement is January 1, 2019 through June 30, 2019.

The agreement is late because budget revisions delayed processing.

MINUTES

Health Dept. - cont'd

5. **THE UNIVERSITY OF NEW ENGLAND** \$ **0.00**

The University of New England has a structured experimental program in Public Health. As part of the program Practicum, students are required to have supervised practical experience and training in public health. The University will develop, administer and operate the program and provide guidelines for accomplishing the Practicum.

The Health Department, as a participating institution, has agreed to support the educational goals and objectives of the Program by making its facilities, resources and teaching staff available to the practicum student. The student will be supervised by the STD/HIV program manager.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Health Department - Ratification of Grant Adjustment
Notices Nos. 1, 2, 3, 4, 5, 6, and 7

ACTION REQUESTED OF B/E:

The Board is requested to ratify Grant Adjustment Notices (GAN) Nos. 1, 2, 3, 4, 5, 6, and 7 from the Department of Justice (DOJ), Office of Justice Programs (OJP). This ratification of GAN No. 7 extends the period of the GANs through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On October 12, 2016, the Board approved acceptance of the Grant Award from the DOJ, OJP, in the amount of \$500,000.00, for the period of October 1, 2016 through September 30, 2018. The grant provided funds to support the "Safe Streets Hospital-Based Violence Intervention Program."

On November 14, 2016, the GAN No. 1 was approved by the OJP, accepting the Department's grant budget revisions.

On February 6, 2017, the GAN No. 2 was approved by the OJP for the change in the Point of Contact from Lewis Smith to William Kellibrew, IV.

On February 14, 2017, the GAN No. 3 was approved by the OJP notifying the Department of withheld funding because grant reports for the period of October 1, 2016 through December 31, 2016 were delinquent.

On February 15, 2017, the GAN No. 4 was approved by the OJP on acknowledging receipt of the Department's overdue reports and releasing grant funds.

MINUTESHealth Department - cont'd

On November 8, 2017, the GAN No. 5 was approved by the OJP notifying the Department of withheld funding because of non-compliance with required financial management training.

On May 17, 2018, the GAN No. 6 was approved by the OJP accepting the Department's sole source justification for a subcontract agreement with the Johns Hopkins University to implement the Safe Streets Baltimore Hospital Responders Program.

On August 13, 2018, the GAN No. 7 was approved by the OJP approving a no-cost extension through September 30, 2019.

The GANs are late because of delays in the administrative process.

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

UPON MOTION duly made and seconded, the Board ratified Grant Adjustment Notices Nos. 1, 2, 3, 4, 5, 6, and 7 from the Department of Justice, Office of Justice Programs. The Mayor

ABSTAINED.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with the Johns Hopkins University (JHU), School of Medicine. The period of the Agreement was January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$78,500.00 - 4000-499018-3023-513200-603051

BACKGROUND/EXPLANATION:

The JHU, School of Medicine, Department of Emergency Medicine provided HIV counseling, linkage to care for newly diagnosed and People Living with HIV/AIDS, and referrals for Partner Services.

The organization complied with all HIV testing, reporting, and documentation requirements including timely submission of data as required by the Health Department, the Maryland Department of Health, and the Centers for Disease Control.

The agreement is late because budget revisions delayed its processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with the Johns Hopkins University, School of Medicine.

The Mayor **ABSTAINED.**

MINUTES

Health Department - Addendum to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Addendum to Agreement with the Maryland Department of the Environment (MDE).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On January 9, 2019, the Board approved the agreement with the MDE to provide \$600,000.00 in funding to expand community-based Childhood Lead Poisoning Prevention programs in Maryland for the period of September 30, 2018 through September 29, 2020.

This Addendum to Agreement incorporates the federal grant conditions into the agreement as Attachment III. All other terms and conditions of the original agreement remain in full force and effect.

The Addendum to Agreement is late because it was just received on March 19, 2019.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Addendum to Agreement with the Maryland Department of the Environment.

MINUTES

Department of Public Works - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Mimar Architects and Engineers, Consultant, under WC 1390, Pre-design DPW Office Building at 210 Guilford Avenue. The Agreement is effective upon Board approval for one year or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$297,031.85 - 9956-907934-9551-900020-403032
Water Revenue Bonds

297,031.84 - 9960-922994-9557-900020-703032
Wastewater Revenue Bonds

\$594,063.69 - Upset Limit

BACKGROUND/EXPLANATION:

This Agreement will allow the Consultant to perform pre-design for general office space and adjacent parking garage. The existing office building at 210 Guilford is approximately 165,000 sq. ft. and the existing garage is approximately 73,000 sq. ft. The Consultant will assess space needs, assess building conditions, and develop several concept designs for a new Department of Public Works headquarters.

The services include architectural, structural, mechanical, and electrical assessments for building conditions. In addition, the Consultant will provide landscape architectural services to consider a green roof and audiovisual and telecommunications systems, hazmat survey, and development of concept design for the best feasible renovation approach. The assessment for design will comply with the Baltimore City Building Code, ADA Codes, and conform to LEED Certification Standards.

MINUTES

Department of Public Works - cont'd

MBE/WBE PARTICIPATION:

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

MWBOO SET MBE GOAL OF 27% AND WBE GOAL OF 10%.

MBE: C.C. Johnson & Malhotra, P.C.	\$ 64,710.00	10.89%
Kumi Construction Management Corp	15,489.00	2.61%
Mimar Architects & Engineering, Inc.*	80,069.43	13.50%
	<u>\$160,268.43</u>	<u>27.00%</u>

WBE: Carroll Engineering, Inc.	\$ 59,462.00	10.00%
---------------------------------------	--------------	--------

Indicates self-performing*

MWBOO FOUND CONSULTANT IN COMPLIANCE.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$320,794.39	9956-927006-9549	
Wastewater Revenue Bond	Administrative Building	
320,794.39	9960-941003-9558	
<u>Water Revenue Bond</u>	DPW Administrative Building	
\$641,588.78		

MINUTES

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$320,794.39	-----	9956-907934-9551 Design
<u>320,794.39</u>	-----	9960-922994-9557 Design
\$641,588.78		

The transfer will cover costs of design for WC 1390, DPW Office Building at 210 Guilford Avenue.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Mimar Architects and Engineers, Consultant, under WC 1390, Pre-design DPW Office Building at 210 Guilford Avenue. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works/Office - Amendment No. 3 to Agreement
of Engineering and Construction for Project No. 1401

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Assistance Services. This Amendment No. 3 will extend the period of the Agreement through May 13, 2020, or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - No funds are required at this time. The amount/s will be determined with each individual project.

BACKGROUND/EXPLANATION:

The scope of the original agreement includes assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, and maintenance of project records and documentation, and reviewing and processing of Contractor's application for payment. The scope also includes attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting. This amendment is within the original scope of work and was requested by the Department.

The original agreement expires May 13, 2019. This Amendment No. 3 will extend the period of the agreement through May 13, 2020.

MINUTES

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

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the Minority and Women's Business Enterprise 27% MBE and 10% WBE goals established in the original agreement.

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with Johnson, Mirmiran & Thompson, Inc. under Project 1401, On-Call Project and Construction Management Assistance Services.

MINUTES

Department of Public Works/Office - Amendment No. 3 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement with O'Brien & Gere Engineers, Inc. under SC 921, Improvements to the Gwynns Falls Sewershed Collection System - Area B.

AMOUNT OF MONEY AND SOURCE:

\$97,333.87 - 9956-904623-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction requests approval of Amendment No. 3 to Agreement with O'Brien & Gere Engineers, Inc. to provide additional engineering services under SC 921. The project is to provide engineering services for the Gwynns Falls Sewershed Collection System to comply with paragraph 9 of the Consent Decree as part of Project 1149 (SC 921). The project involves the design of improvements recommended by the Gwynns Falls Sewershed Study and Sewershed Plan, Project 1032.

The scope of the original agreement includes: condition assessment, preliminary and final design for replacement sewers, point repairs, rehabilitation of sewers using Cured in Place Pipe (CIPP) lining, heavy cleaning of sewers, locating/opening/inspection of manholes, and replacement/rehabilitation of sanitary sewers and manholes within the Gwynns Falls Sewershed.

MBE/WBE PARTICIPATION:

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

1923

BOARD OF ESTIMATES

04/17/2019

MINUTES

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

MBE: 27%

WBE: 9%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with O'Brien & Gere Engineers, Inc. under SC 921, Improvements to the Gwynns Falls Sewershed Collection System - Area B.

MINUTES

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 with Whitman, Requardt & Associates, LLC under WC 1327, Chlorine Handling Safety Improvements. The expiration date of the 3rd Amendment remains unchanged.

AMOUNT OF MONEY AND SOURCE:

\$781,942.40 - 9960-905696-9557-900020-703032

BACKGROUND/EXPLANATION:

The City, desired Plant 1 Hypochlorite facility to be relocated to the south of the location initially chosen to avoid the existing Caretaker's House and Plant 2 Pre-filter Chlorination to be designed. This will provide consistent operation at both Plants and will save on hypochlorite use at Plant 2. Less chemical will be needed if it is applied after settling, but pre-filter should aid in maintaining lower disinfection byproducts in the finished water.

The scope of the original agreement includes replacement of chlorine facilities by hypochlorite facilities at Montebello Filtration Plants 1 and 2; and Pleasant Hill, Towson, Pikesville, Sherwood and Mays Chapel Pumping Stations.

MBE/WBE PARTICIPATION:

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

MBE: 21.93%

WBE: 11.17%

MINUTES

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

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>
\$506,698.67	9960-906696-9558	
Revenue Bonds	Chlorine Handling	
	Safety Improvements	
337,799.12	9960-906696-9558	
County Revenue	Chlorine Handling	
	Safety Improvements	
<u>\$844,497.79</u>	-----	9960-905696-9557-3

The transfer of funds will cover design costs for WC 1327, Chlorine Handling Safety Improvements Amendment 2.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 with Whitman, Requardt & Associates, LLC under WC 1327, Chlorine Handling Safety Improvements. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003 with Rummel, Klepper & Kahl, Inc. under SC 980, Project No. 1801, On-Call Project and Construction Management Assistance. The period of the Task Assignment is 24-months.

AMOUNT OF MONEY AND SOURCE:

\$382,264.19 - 9956-905343-9551-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of inspection services for the on-going work on SC 980, Rehabilitation and Improvements to Sanitary Sewer at Various Locations in Baltimore City. The work requested is within the original scope of the agreement.

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

The purpose of this project is to provide cleaning and Closed Circuit Television inspections of 6-inch through 30-inch diameter sanitary sewer mains and 4-inch through 8-inch lateral connections, open cut point repairs of 6-inch through 24-inch diameter sanitary sewer mains and 4-inch through 8-inch lateral

MINUTES

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

connections, and cured-in-place lining of 6-inch through 27-inch diameter sanitary sewer mains and 4-inch through 6-inch lateral connections, manhole repairs and replacements, bypass pumping and miscellaneous work.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 29% and WBE goals of 10% assigned to the original agreement. Currently, the Consultant is not in compliance because the Consultant has not started billing.

THIS EAR WAS APPROVED BY MWBOO ON FEBRUARY 5, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION 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>
\$412,845.33	9956-903569-9549	9956-905343-9551-5
Wastewater	Sanitary Sewer	Inspection
Revenue	Replace/Rehab.	
Bonds		

This transfer will cover the costs of Project 1801, SC 980, On-Call Project and Management Assistance Task No. 003.

1928

BOARD OF ESTIMATES

04/17/2019

MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 with Rummel, Klepper & Kahl, Inc. under SC 980, Project No. 1801, On-Call Project and Construction Management Assistance. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the American Water Works Association (AWWA) by Expenditure Authorization for the Department's membership dues for March 2019 through February 2020.

AMOUNT OF MONEY AND SOURCE:

\$21,036.00 - 2071-000000-5541-398600-603020

BACKGROUND/EXPLANATION:

The AWWA is the largest non-profit, scientific, educational association dedicated to managing and treating water. The AWWA provides solutions to improve public health, protect the environment, strengthen the economy, and enhance Baltimore City's quality of life. The benefits of membership include standing with the water community to influence government regulations and legislation, learning about issues before they become a full-blown crisis, professional development opportunities for staff, and improving day-to-day operations.

The AWWA dues are based on the number of customer service connections and provide membership to 25 staff persons. The Department of Public Works serves over 150,000 water customer service connections and its membership dues in FY 2018 totaled \$20,423.00.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

1930

BOARD OF ESTIMATES

04/17/2019

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the American Water Works Association by Expenditure Authorization for the Department's membership dues for March 2019 through February 2020.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Association of Metropolitan Water Agencies (AMWA) by Expenditure Authorization for the Department's membership dues for January 1, 2019 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$15,654.00 - 2071-000000-5541-398600-603022

BACKGROUND/EXPLANATION:

AMWA is the largest association of public-owned drinking water systems in the United States. The association represents the interests of these water systems by working with Congress and federal agencies to ensure federal laws and regulations protect public health and are cost-effective. In the realm of utility management, AMWA provides programs, publications, and services to help water supplies be more effective, efficient, and successful.

AMWA dues are based on the population served. As the Baltimore City Water Utility serves a population of approximately 1.8 million. The dues are \$15,654.00 and covers January 1, 2019 through December 31, 2019. The named contact person for this membership is Director Rudolph S. Chow. The membership covers the entire Department of Public Works.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTESDepartment of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Association of Metropolitan Water Agencies by Expenditure Authorization for the Department's membership dues for January 1, 2019 through December 31, 2019.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the US Water Alliance by Expenditure Authorization for the Department's membership dues for March 2019 through February 2020.

AMOUNT OF MONEY AND SOURCE:

\$17,000.00 - 2071-000000-5541-398600-603020

BACKGROUND/EXPLANATION:

The US Water Alliance advances policies and programs to secure a sustainable water future for all. Membership in the US Water Alliance is an opportunity to join a network of cutting edge leaders from all facets of the water sector, participate in exclusive peer to peer exchange opportunities, enhance organizational effectiveness, and play a role in advancing water policy and stewardship. The US Water Alliance is a nationally recognized non-profit organization working to achieve solutions to the nation's pressing water challenges.

US Water Alliance dues are based on the population served, the Baltimore City Water Utility serves a population of approximately 1.8 million. The FY 2019 membership dues are \$17,000.00. The named contact person for this membership is Director Rudolph S. Chow. The membership covers the entire Department of Public Works.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

1934

BOARD OF ESTIMATES

04/17/2019

MINUTES

Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the US Water Alliance by Expenditure Authorization for the Department's membership dues for March 2019 through February 2020.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with the Second Chance, Inc. The period of the agreement is March 1, 2019 through December 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$47,578.75 - 4000-807518-6312-465905-603051
4000-806718-6312-465905-603051

BACKGROUND/EXPLANATION:

This agreement will allow Second Chance, Inc. to provide deconstruction worker training for 10 eligible City residents enrolled in an on-the-job, employer-based, customized training program. Upon completion of the training program, participants are expected to become full-time employees with health benefits in the occupation for which they are trained.

The agreement is late because additional time was necessary to ensure compliance with Second Chance, Inc.

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 Individual Training Account Agreement with the Second Chance, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with Towson University. The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$74,000.00 - 4000-807518-6312-467253-603051
 4000-806718-6312-467253-603051
 2026-000000-6311-734100-603051

This Agreement authorizes Towson University to provide training in those areas specified on the Maryland Higher Education Commission list of approved Training Providers (accessed through the Maryland Department of Labor, Licensing and Regulation).

The training will consist of the program(s) described in the Workforce Innovation and Opportunity Act (WIOA). The training programs outline and will include any participant attendance policies, academic benchmarks and the means of measuring achievements, completion standards and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year.

The money will be drawn from three different accounts (FY19 WIOA Adult, FY19 WIOA Dislocated Worker and Casino Support Funds). The accounts and the amounts cannot be determined until the participants are registered.

1937

BOARD OF ESTIMATES

04/17/2019

MINUTES

Mayor's Office of Employment Development - cont'd

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

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 Individual Training Account Agreement with Towson University.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

1939 - 1941

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

MINUTES

PERSONNELDepartment of Public Works1. Reclassify the following vacant position:Position No.: 46797

From: Assistant Chief, Solid Waste Division
Job Code: 53818
Grade: 931 (\$73,868.00 - \$118,085.00)

To: Operations Officer V
Job Code: 31113
Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$9,020.00 - 1001-000000-5154-388000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

2. Reclassify the following two vacant positions:a. Position No.: 47934

From: Recycling Coordinator
Job Code: 53855
Grade: 927 (\$64,505.00 - \$103,208.00)

To: Program Analyst
Job Code: 31511
Grade: 927 (\$64,505.00 - \$103,208.00)

MINUTES

PERSONNEL

Department of Public Works - cont'd

b. Position No.: 15381

From: Laborer Crew Leader I
Job Code: 52942
Grade: 426 (\$32,272.00 - \$34,578.00)

To: Program Analyst
Job Code: 31511
Grade: 927 (\$64,505.00 - \$103,208.00)

Cost: \$42,341.00 - 1001-000000-5154-388100-601001
1001-000000-5153-387800-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

3. Reclassify the following two vacant positions:

a. Position No.: 47935

From: Recycling Program Associate
Job Code: 42981
Grade: 085 (\$38,926.00 - \$46,904.00)

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$60,655.00 - \$97,277.00)

MINUTES

PERSONNEL

Department of Public Works - cont'd

b. Position No.: 49628

From: Administrative Analyst I
Job Code: 31311
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Administrative Analyst II
Job Code: 31312
Grade: 923 (\$60,655.00 - \$97,277.00)

Cost: \$39,022.00 - 1001-000000-5154-388100-601001
1001-000000-5153-387800-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

MINUTES

Department of Finance/Office - Renewal of FY19 Flood Coverage
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of Flood Coverage for the Baltimore City Police Headquarters and Annex Buildings. This policy is written through the National Flood Services and renews April 22, 2019.

AMOUNT OF MONEY AND SOURCE:

\$83,124.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

On September 13, 2003, storm surge and heavy rain from Hurricane Isabel flooded the basement of the Baltimore City Police Headquarters Building to a depth of 3' ft. A claim was made with FEMA. Public Assistance reimbursement was approved. Since the facility is located in a 100-year floodplain, distribution of FEMA Public Assistance is contingent on securing and maintaining coverage for floods.

MBE/WBE PARTICIPATION:

There are no MBE/WBE goals for the purchase of this insurance policy.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of Flood Coverage for the Baltimore City Police Headquarters and Annex Buildings.

MINUTES

Department of Housing and - Memorandum of Understanding
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with the Department of Recreation and Parks (DRP). The period of the MOU is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$436,600.00 - 2089-208919-5930-434430-603051

BACKGROUND/EXPLANATION:

Pursuant to guidance from the Department of Housing and Urban Development (HUD), a MOU will be executed for the utilization of the CDBG funds to support other City agencies. The DRP is authorized to provide leisure activities through management of recreation centers and the municipal parks system. The DRP will provide recreational, educational, cultural, after-school youth sports, programs and summer camp programs for over 6,000 unduplicated, low and moderate-income youth at five City recreation centers located in low and moderate-income areas of the City. The DRP will provide services in accordance with the CDBG Entitlement Grant Regulations.

On August 8, 2018, the Board approved the Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

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

MINUTES

DHCD - cont'd

Upon approval of the resolution and submission of the Annual Action plan to HUD on August 8, 2018, DHCD's Contract Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2018 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Department of Recreation and Parks.

MINUTES

Department of Housing and - Memorandum of Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Agreement (MOA) with the Maryland State Historic Preservation Officer (SHPO) and Rebuild Metro, Inc. The Memorandum of Agreement is effective upon Board approval for five years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Rebuild Metro, Inc., a non-profit community development organization, has a Land Disposition and Development Agreement with the City. Rebuild Metro, Inc. intends to demolish six houses and construct a sixty-unit affordable housing complex within Block 1169, which is in the Johnston Square neighborhood and the Old East Baltimore Historic District.

The redevelopment is to be financed in part by Federal and State funds, including but not limited to United States Department of Housing and Urban Development (HUD) Project Based Housing Choice Vouchers, HUD HOME Program, and various State of Maryland Department of Housing and Community Development Programs and Grant funds. Due to the funding sources, federal and state law requires the SHPO to determine whether the undertaking will have an adverse effect on the historic resource.

MINUTES

Department of Housing and - cont'd
Community Development

The SHPO determined that the undertaking would have such an adverse effect, and negotiated with the City and with Rebuild Metro, Inc. to arrive at a set of measures designed to mitigate that adverse effect.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Maryland State Historic Preservation Officer and Rebuild Metro, Inc.

MINUTES

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

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

1. **REBUILD METRO, INC.** **\$ 50,000.00**

Account: 2089-208919-5930-751562-603051

The organization will provide CDBG funding to subsidize the Subgrantee's staff cost associated with the continued historic rehabilitation of fifteen (15) properties consisting of eighteen (18) units within the Johnston Square, Oliver and EBDI areas of the City. The completion of these homes will create affordable rental units for low to moderate income households in East Baltimore. The period of the agreement is July 1, 2018 through June 30, 2019.

2. **HARBEL COMMUNITY ORGANIZATION, INC.** **\$ 80,000.00**

Accounts: 2089-208919-5930-432235-603051	51,450.00
2089-208919-5930-432291-603051	28,550.00

The organization will provide operating support to assist in crime awareness and prevention efforts carried out by the North East Citizens Patrol (NECOP), a partnership between HARBEL and Northeast District Police. HARBEL will also provide homebuyer education and individual housing counseling services to low-and moderate-income persons. The period of the agreement is September 1, 2018 through August 31, 2019.

On August 8, 2018, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

MINUTES

DHCD - cont'd

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solution Grant (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contract Section began negotiating and processing the CDBG agreements as outlined in the Plan effective July 1, 2018 and beyond. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Department of Housing and Community Development (DHCD) - HOME Loan

The Board is requested to approve a HOME Investment Partnerships Program Loan in an amount not to exceed \$1,500,000.00 (the HOME Loan) to 1234 McElderry LLC, a Joint Venture consisting of the Mission First Housing Development Corporation and the Henson Development Company, Inc. The entire development will be known as the 1234 McElderry Apartments.

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

APPROXIMATE AMOUNT OF FUNDS AND SOURCE:

	<u>SOURCES</u>		<u>USES</u>
CDA Tax- Exempt Bonds	\$12,200,000.00	Construction Costs	\$21,650,348.00
CDA Rental Housing Works	2,500,000.00	Construction Fees	1,683,390.00
HOME Loan	1,500,000.00	Financing Fees	1,985,160.00
CDA PRHP	2,325,000.00	Acquisition Costs	988,000.00
Syndication Proceeds	8,387,756.00	Developer's Fee	2,921,455.00
Deferred Developer Fee	886,780.00	Syndication Costs	105,200.00
Choice Loan	900,000.00	Guarantees/Reserves	<u>828,983.00</u>
BAHD Loan	988,000.00		
Developer Equity	100,000.00		
Retail Condo Sale	375,000.00		
TOTAL	\$30,162,536.00		\$30,162,536.00

HOME Account: 9910-907680-9610

MINUTES

DHCD - cont'd

BACKGROUND/EXPLANATION:

Mission First Housing Development Corporation (MFHDC), in conjunction with The Henson Development Company, Inc. (THDC), is expecting to construct a four-story mixed-use building containing 104 units and first floor retail (collectively, 1234 McElderry Apartments). 1234 McElderry Apartments will be constructed on the site of the former public housing development known as "Somerset Homes," which is currently vacant and owned by the Housing Authority of Baltimore City (HABC). Upon completion, the redeveloped structure will be part of a multi-phase development known as Perkins Somerset Old Town (PSO) Transformation Plan.

1234 McElderry Apartments will be owned by 1234 McElderry LLC (the Borrower), whose members will include the MFHDC and the THDC (or affiliates thereof). It is expected that the Borrower will obtain site control through a ground lease of the project site (the Ground Lease) with a term of approximately 65 years. The terms of the Ground Lease will also include a loan from the Baltimore Affordable Housing Development, Inc. (BAHD) to the Borrower in the amount of \$988,000.00 with a term of at least 40 years (following construction completion), which the loan will be payable from available contingent interest or other cash flow by the Borrower as further described herein. The Ground Lease will be with the BAHD, an instrumentality of the HABC.

Located at 1234 McElderry Street, the property is generally bounded by Central Avenue to the East, McElderry Street to the South and Aisquith Street to the West and to the south of Monument Street to the North. 1234 McElderry Apartments will be the first phase of the larger revitalization effort contemplated by the PSO Transformation Plan that is expected to result in the replacement of approximately 629 public housing units and creation of approximately 1,345 new mixed income units, comprised of approximately 652 public housing assisted units,

MINUTES

DHCD - cont'd

approximately 276 affordable housing units, and approximately 417 market-rate rental units.

1234 McElderry Apartments is expected to feature units with an approximate unit mix as follows: 36 one-bedroom units, 48 two-bedroom units, and 17 three-bedroom units. Eighty-four units (the Affordable Units) will be income-restricted and the remaining 20 units will be market rate. With respect to the Affordable Units, 50 units will be at or below 30% of the AMI, 34 units will be at or below 80% of the AMI. Fifty units are expected to be subject to a 20-year Housing Assistance Payment (HAP) contract. The development will include a host of amenities, including a fitness center, a clubroom, a cyber-lounge, high-speed internet, and two courtyards. The building will also incorporate a series of energy efficient components, specifically:

- units will be equipped with energy star HVAC systems,
- energy Star Windows,
- energy Efficient lighting and plumbing fixtures, and
- compliance with Enterprise Green Communities.

The project will also offer a total of approximately 3,400 square feet of ground floor retail/commercial space.

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

An appraisal was prepared on December 4, 2018, by Karen Belinko Appraisals, LLC. The appraisal found the "as is" value of the land to be \$988,000.00 and the "as proposed" value at restricted and market rents assuming stabilized occupancy, as of the

MINUTES

DHCD - cont'd

current date, to be \$11,219,934.00. The appraised value is below the total cost of the project. This is common in transactions involving Low-Income Housing Tax Credits (LIHTC) and affordable housing. The LIHTC provides equity, which provides a source of funds through the syndication of a Federal tax credit rather than through the value of the property itself.

Without the benefits of the LIHTC financing, projects with restricted rents could not be financed. The Department is comfortable recommending the HOME Loan under these circumstances.

The appraisal has been submitted to the Real Estate Department.

PARTICIPATING PARTIES:**A. DEVELOPER**

The Borrower (1234 McElderry LLC), which consists of joint venture between the MFHDC and the THDC, or their affiliates, will own the property. 1260 Housing Development Corporation, an affiliate of the MFHDC, and the THDC will jointly guarantee construction completion.

B. GENERAL CONTRACTOR/ARCHITECT

Commercial Construction, LLC will act as the general contractor and post a 100% payment and performance bond. Grimm + Parker, P.C. will provide architectural services.

C. PARTICIPATING LENDERS

The primary source of funding will be a loan of the proceeds of the sale of tax-exempt bonds (the Bonds) by

MINUTES

DHCD - cont'd

the Community Development Administration (CDA), a unit of the Division of Development Finance of the Department of Housing and Community Development, a principal department of the State of Maryland, as described below.

The terms and conditions of these funding sources are based on preliminary loan commitments and negotiations. Due to timing constraints imposed by the bond transaction, the bond pricing will be fixed subsequent to Board approval. For example, the interest rate on the CDA Bond Loan (defined herein) may change, which could increase the proposed loan amounts. All terms described herein are based on the best information at this stage in financing negotiations. As such, it is requested the Board grant delegated authority to authorize the Commissioner of the Department of Housing and Community Development to approve any loan amount variations associated with the mortgage financing.

CDA TAX-EXEMPT BONDS - 1st lien position

The CDA expects to issue the Bonds in an approximate amount of \$14,600,000.00, and loan the proceeds to the Borrower (the CDA Loan). The CDA Loan will be secured by a first lien on the Borrower's leasehold estate. The CDA Loan will be bifurcated into two portions: (1) the first portion, in the amount of approximately \$12,200,000.00 (the CDA Permanent Loan), will have a permanent loan term of 40 years following the construction loan period and will have a 40-year amortization during the permanent loan term, and (2) the remaining portion, in an approximate amount of \$2,400,000.00, is scheduled to be repaid from installments

MINUTES

DHCD - cont'd

of tax credit equity. The CDA Loan will be credit enhanced through FHA's "risk-sharing" program. The interest rate for the CDA Loan (and therefore the CDA Permanent Loan) will be locked upon sale of the Bonds and is expected to be 4.5% but is not expected to exceed 5.5%.

CDA RENTAL HOUSING WORKS - 2nd lien position

The CDA will make a loan from its Rental Housing Works Program in an amount up to \$2,500,000.00 (the RHW Loan) to fund permitted development costs. The RHW Loan will have a permanent loan period of 40 years following a construction period of up to 24-months, which shall include up to three months for cost certification. No regular interest will be charged on the RHW Loan but upon conversion to the permanent loan period, principal and contingent interest will be due and payable in accordance with the CDA program requirements and applicable loan documents.

BALTIMORE CITY HOME LOAN - 3rd lien position

The HOME Loan will be in the approximate amount of \$1,500,000.00 (the HOME Loan) and will have the same construction loan period as the RHW Loan. Following construction completion, the HOME Loan will have a permanent loan period (the HOME Permanent Loan Period) of 40 years. No regular interest will be charged on the HOME Loan, but during the HOME Permanent Loan Period, the City will receive 11.25% of the funds available to pay principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents. The outstanding principal balance and any deferred and accrued interest is due and payable on the last day of the HOME Permanent Loan Period. The HOME Loan will be long-term, subordinate debt.

MINUTES

DHCD - cont'd

CDA PRHP LOAN - 4th lien position

The CDA will make a loan from its Partnership Rental Housing Program (PRHP) in the approximate amount of \$2,325,000.00 (the PRHP Loan). The PRHP Loan shall have the same construction period as the RHW Loan. The PRHP Loan will mature 40 years after the end of the construction period (the PRHP Maturity Date). No interest shall accrue on the PRHP Loan. Payments of principal shall be deferred until the earlier to occur of: (i) the project is no longer owned and operated by the Borrower as an eligible project under the PRHP program requirements, (ii) an event of default under the applicable PRHP loan documents, (iii) the refinancing, sale, transfer or conveyance to an entity without the prior consent of the CDA, or (iv) the encumbrance of all or any portion of the project without the prior written consent of the CDA. The PRHP Loan requires that all units funded by such loan be occupied by households with incomes at or below 50% of the AMI for the State.

OTHER FINANCING

The project will benefit from a loan made by the HABC or the BAHD from Choice Neighborhood Funds in the amount of \$900,000.00 (the Choice Loan) and a purchase money or "take-back" note from the BAHD in the amount of \$988,000.00 (the BAHD Loan). The Choice Loan and the BAHD Loan each will have term of 40 years following construction completion and will be secured by a mortgage subordinate to the lien of the HOME Loan.

MINUTES

DHCD - cont'd

No regular interest will be charged on the Choice Loan, but during its permanent loan period, the Choice Loan is expected to be repaid from a portion of the funds available to pay principal and contingent interest calculated in accordance with the CDA program requirements and applicable loan documents. The BAHD Loan is expected to be repaid from contingent interest or other available cash flow from the project.

With respect to the planned ground floor retail/commercial space, the BAHD will initially lease the space to the Borrower as part of the Ground Lease. Following construction completion, the Borrower is expected to sublease such space to the proposed commercial master tenant in exchange for an up-front payment of \$375,000.00, which is anticipated to cover 100% of the costs of the construction of such space. Any income from the retail/commercial space will be retained by the proposed commercial master tenant.

In addition to the above, the MFHDC has committed to make an unsecured loan in the amount up to \$400,000.00 (the MFHDC Unsecured Loan), with a 0% interest rate, and a term of 40 years following construction completion. Repayment of the MFHDC will be subordinate to the repayment of the above-referenced debt. The project has requested from the City certain considerations with respect to property taxes. To the extent an agreement with respect to property taxes may be reached, the MFHDC Loan may be reduced or foregone.

MINUTES

DHCD - cont'd

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.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,500,000.00	9910-923006-9609	9910-907680-9610
Federal HOME	HOME FY 2019	1234 McElderry
FY 2019	(Reserve)	Apartments

This transfer will provide Federal HOME funds to support a portion of the hard construction and new construction costs of eighty-four rental units.

President: The second item on the non-routine agenda can be found on pages 62 to 70. The Department of Housing and Community Development Home Loan. Will the parties please come forward?"

Mr. Jim Majors: "Good morning um -- members of the Board. My name is Jim Majors, I'm the Assistant Commissioner for Project Finance and Development for HCD. Before the Board this morning is a Home Loan in the amount \$1,500,000.00. Um -- the loan is being made to

MINUTES

DHCD - HOME Loan - cont'd

a Limited Liability Corporation known as 1234 McElderry, LLC which consists of Mission First Housing Development Corporation and The Henson Development Company. Proceeds of the Home Loan are going to be used to assist with the new construction of 84 units of rental housing which is a part of a larger project that contains 104 ah - market-rate -- ah -- 104 units. Of the 104 units, 84 will be affordable for individuals and families with incomes at 30 to 80 percent of AMI, 20 units will be market-rate units. The City's Home Loan --"

City Solicitor: "Just explain AMI please."

Mr. Majors: "AMI -- AMI is the um -- wait a minute, Area Median Income for Baltimore City. Um -- the Home Loan is being secured by a third lien on the property. The general contractor will be posting a Payment and Performance Bond. I would point out that the Home Loan is our typical Home Loan that we have that the Board has seen before. The selection of the development team and the general contractor were handled by the Housing Authority of Baltimore City. I would also like to point out that as part of

MINUTES

DHCD - HOME Loan - cont'd

this transaction, as you will recall, the City and the Housing Authority were the recipients of a Choice Neighborhood Grant in the amount of \$30,000,000.00. Of that \$30,000,000.00, \$900,000.00 is allocated to this first phase of the project. The project is being built on the former site of the Somerset ah -- public housing site which is a multi-phase project, which I believe will have seven or eight additional phases. So this is the first phase, again, the City is secured by ah -- a lien on the property in the third position and the contractor is placing ah -- is posting a Payment and Performance Bond. As far as the development team and the general contractor are concerned, they were selected by the Housing Authority. HCD was not involved in any of that process."

City Solicitor: "I believe the State was also involved along the way, correct?"

Mr. Majors: "Um -- the State was involved as -- as part of the financing, correct, right. So we're looking at a total development cost of approximately \$30,100,000.00, which consist of funds from the City which is the Home funds. We have the Choice

MINUTES

DHCD - HOME Loan - cont'd

Neighborhood Grant. We have low-income housing tax credits and we have also have funds from the State of Maryland, Department of Housing and Community Development."

President: "Is -- is that part of your team behind you?"

Mr. Majors: "Oh."

President: "Could you recognize them as well, please? You can come up. You -- recognize yourselves, please."

Ms. Janet Abrahams: "Um -- Janet Abrahams, Executive Director of the Housing --"

Mayor: "Pull the mic up."

Ms. Janet Abrahams: "Forgot about my height. Um -- Janet Abrahams, Executive Director of the Housing Authority of Baltimore City."

Ms. Sarah Constant: "And Good morning. I'm Sarah Constant, Managing Director of Mission First, part of the development team."

President: "I will entertain a Motion."

MINUTES

DHCD - HOME Loan - cont'd

Mayor: "No, um -- I want -- I want -- yea."

President: "You have a question?"

Mayor: "Yea, I want Ms. Abrahams to tell us how this process happened, when it happened, and those kind of things."

Ms. Abrahams: "Ah -- good morning again, ah -- Board members. Um -
- the Mission First um -- and Henson ah -- was procured in 2014.
It was a ah -- a joint venture between the Housing Authority and
BDC at the time, to develop the ah -- Somerset site um --. In
2014, when they were procured, they ah -- named all their um --
affiliates, meaning their GC -- their general contractor. The
process --"

Mayor: "And you said it was in 2014?"

Ms. Abrahams: "-- 2014 when they were procured. The uh -- Housing
Authority did -- did their vetting process, of course, ah -- prior
to awarding the contract to this team. The Mission First ah --
Henson, Beatty and McCormack Baron then became a joint venture in
the ah -- Choice Neighborhood Grant process. However, ah --
Mission First and ah -- the Henson team will be responsible for

MINUTES

DHCD - HOME Loan - cont'd

the Somerset site. So that's how the -- the joint -- joint venture separated the construction of the entire ah - P - Perkins-Somerset-Old Town process. However, the um -- during the vetting process, the Housing Authority retained the right, at any time during this process, to remove any of the uh -- partners or their affiliates should any um -- ah -- improprieties arise during the process."

City Solicitor: "To what extent was the Housing Authority ah -- or any other City official involved in selecting the contractor for the -- uh -- the prime contractor for the -- for the developer?"

Ms. Abrahams: "The developer is responsible for naming their -- their contractor. They um -- we did not take part in that process. What we did once they submitted their package, we did the um -- vetting process looking at our debarment list and all the other lists that's available to us."

City Solicitor: "And you found nothing ah -- no red flags?"

Ms. Abrahams: "No, we did not."

MINUTES

DHCD - HOME Loan - cont'd

City Solicitor: "Perhaps you could address the -- the process from your end."

Ms. Constant: "Sure. We -- we um -- affordable housing construction --"

City Solicitor: "I'm sorry, could you state your name?"

Ms. Constant: "Sure. I'm Sarah Constant, Managing Director of Mission First. And the affordable housing construction is a little bit of a specialized construction because of the um -- the number of requirements placed upon it in terms of um -- you know, trying to be pricing um -- Davis-Bacon and MWBE requirements. We pre-screened three contractors um -- we talked about pricing at that point in time we receiv --"

City Solicitor: "Can you name who they were at that point?"

Ms. Constant: "Um -- sure, we -- we talked to Hawkins --"

City Solicitor: "It's not a memory test."

Ms. Constant: "Right. No, we -- we talked to Hawkins. We talked to Bozzuto. We talked to Commercial. Commercial had better pricing than the other two Contractors."

MINUTES

DHCD - HOME Loan - cont'd

City Solicitor: "Who's the principal of Commercial?"

Ms. Constant: "Ah -- Kevin Johns --"

City Solicitor: "I'm sorry?"

Ms. Constant: "Kevin Johnson."

City Solicitor: "Okay. Kevin Johnson. So, you talked to all three?"

Ms. Constant: "We talked to all three. Ah -- we've worked with Bozzuto and Hawkins on other projects. Ah -- it was our first time working with Commercial. We what -- met with Maryland CDA to talk about their experience working with Commercial um -- to -- and they had -- had good experiences. So we met their offices. We met their key staff. We uh -- and we uh -- met with Maryland CDA and we got some initial pricing and based upon that experience, we picked Commercial to be our contractor um -- and they've worked with us through this process. Um -- we've reviewed their subcontract bids. We've, you know, been a part of that piece as we've gone through this process. But that was how we procured them."

MINUTES

DHCD - HOME Loan - cont'd

Comptroller: "For the record, could you state the --"

Mayor: "I want -- I want to uh -- just ask you was there any influence from any elected leaders in who you picked because this is the first time I'm meeting you and I want to make sure there was no conflict."

Ms. Constant: "Sure. I - I - um -- no, there was no influence. There was no discussion with any elected leaders. This was done amongst the development team, amongst -- you know -- our architect, our construction manager. I'm in the development team. We're all involved in the vetting process."

Mayor: "Okay."

Comptroller: "For the record, could you state the mix of 1, 2, and 3 bedrooms for the 84 -- 84 affordable --"

Ms. Constant: "I did not bring that with me. I have it back at my desk. I don't know if I have it right here um --"

Mr. Majors: "I can. I have it. So --"

Comptroller: "You have it? Just for the record."

Mr. Majors: "For the record, 36 one-bedroom, 48 two-bedrooms, 73 ah -- 17 three-bedroom units."

1966

BOARD OF ESTIMATES

04/17/2019

MINUTES

DHCD - HOME Loan - cont'd

Comptroller: "Okay. Thank you."

Ms. Abrahams: "And I would also like to add that the -- 50 of those units are replacement units for the Perkins families."

City Solicitor: "So they'll have priority?"

Ms. Abrahams: "Yes. They have priority over the first 50."

City Solicitor: "I have nothing else?"

Mayor: "I have nothing else."

President: "I will entertain a Motion."

City Solicitor: "Madam -- Madam President uh -- I move approval of the remaining item on the non-routine agenda as recommended."

Comptroller: "I second the -- Motion."

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

* * * * *

MINUTES

Police Department - Payment of Back Wages

ACTION REQUESTED OF B/E:

The Board is requested to approve the payment of back wages for Mr. Mitchell Dabrio. The period of the payment represents the salary Mr. Dabrio would have earned from June 29, 2017 through December 12, 2018.

AMOUNT OF MONEY AND SOURCE:

\$104,675.92 - 1001-000000-2042-220000-601062

BACKGROUND/EXPLANATION:

On June 29, 2017, Mr. Dabrio was criminally charged with a felony. As a result of the criminal charge, he was suspended from duty without pay. On December 12, 2018, Mr. Dabrio was found not guilty of the charges brought against him.

Pursuant to the Memorandum of Understanding between the Baltimore City Police Department and the Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit I, Article 16, Section A2, Mr. Dabrio is entitled to reimbursement of all back pay and benefits.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the payment of back wages for Mr. Mitchell Dabrio.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|---------|---------|
| 1. F & F AND A. JACOBS
& SONS, INC. | \$ 0.00 | Renewal |
| Contract No. B50004455 - Provide Dress and Work Uniforms -
Baltimore City Sheriff's Office - P.O. No. P535616 | | |

On May 18, 2016, the Board approved the initial award in the amount of \$240,000.00. The award contained four 1-year renewal options. On May 9, 2018, the Board approved the first renewal in the amount of \$0.00. The vendor is responsible for measurements, fitting, and delivery of new uniforms for each employee within the Sheriff's Office on as as-needed basis. This second renewal in the amount of \$0.00 is for the period June 1, 2019 through May 31, 2020 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 2. A.S.B. | \$ 15,000.00 | Renewal |
| Contract No. B50004995 - Mowing and Landscaping Services at
Enoch Pratt Free Libraries - Enoch Pratt Library - P.O. No.
P539592 | | |

On May 22, 2017, the City Purchasing agent approved the initial award in the amount of \$20,525.00. The award contained two renewal options. On May 16, 2018, the Board approved the first renewal in the amount of \$15,000.00. This final renewal in the amount of \$15,000.00, is for mowing and landscaping services at the Enoch Pratt Free Library Branches. The final renewal is for the period May 23, 2019 through May 22, 2020. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|---------|
| 3. <u>LEICA GEOSYSTEMS, INC.</u> | \$ 25,730.00 | Renewal |
| Contract No. 08000 - Licensing, Maintenance and Updates to ScanStation C10 Laser Scanning System - Baltimore Police Department - P.O. No. P5338907 | | |

On March 15, 2017, the Board approved the initial award in the amount of \$45,022.00. The award contained two renewal options. On June 6, 2018, the Board approved the first renewal in the amount of \$33,645.90. This final renewal in the amount of \$25,730.00 is for the period March 15, 2019 through March 14, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement as this proprietary system is only available from Leica Geosystems, Inc.

- | | | |
|---------------------------|----------------------------|--------------|
| 4. JANUS ASSOCIATES, INC. | \$ 24,084.00 | Increase and |
| t/a BHS | <u>165,000.00</u> | Renewal |
| | <u>\$189,084.00</u> | |

Contract No. B50004822 - Employee Assistance Program - Fire Department - P.O. No. P540079

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

On July 12, 2017, the Board approved the initial award in the amount of \$200,000.00. The award contained five 1-year renewal options. On October 15, 2017, the City Purchasing Agent approved an increase in the amount of \$50,000.00. This increase in the amount of \$24,084.00 is necessary to continue services to the Fire Department through the current contract period. This first renewal in the amount of \$165,000.00 is for the period June 28, 2019 through June 27, 2020, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 17, 2017, MWBOO set goals of 9% MBE and 6% WBE. On March 23, 2019, MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE:	9%	\$ 0.00	0.00%
WBE: Janus Associates, Inc. t/a BHS	6%	\$171,247.50	100%

The Contractor did not meet the MBE goal for this contract, however they are compliant based on "good faith effort." It was verified that there are currently no MBEs in the City's database that have both EAP and Law Enforcement experience.

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | | |
|----|--|---------------------|--------------------|
| 5. | <u>TENNANT COMPANY</u> | <u>\$103,335.00</u> | <u>Sole Source</u> |
| | Contract No. 08000 - Tennant Preventive Maintenance - Baltimore Convention Center - Req. No. R801511 | | |

The vendor is the manufacturer's sole authorized source for Tennant equipment, parts, and services sold directly by its wholly-owned subsidiary, Tennant Sales and Service Company.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

Any repairs made to Tennant equipment by an unauthorized dealer may void Tennant factory equipment warranties. The period of the award in March 1, 2019 through February 28, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

6. NOVA BUS, A DIVISION OF PREVOST CAR (US), INC.	\$2,574,618.00	Cooperative Contract
Master Contract E194-75548-MA2277 - Department of Transportation - Req. No. to be determined.		

Six Charm City Circulator buses will be purchased from a competitively bid, cooperative inter-local contract agreement #E194-75548-MA2277 between the Commonwealth of Virginia and Nova Bus, A division of Prevost Car (US), Inc. The vendor will provide buses for the City's Charm City Circulator program. The contract expires on May 31, 2019 with one renewal options remaining.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking nor would

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

it be practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On April 12, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------------------|--------------|
| 7. <u>LLS TECHNOLOGIES, INC.</u> | <u>\$ 30,050.00</u> | <u>Award</u> |
| Solicitation No. B50005691 - ALS - Dual Wave Laser - Baltimore Police Department - Req. No. R812131 | | |

Vendors were solicited by posting on CitiBuy and eMaryland Marketplace. On February 21, 2019, four bids were received and opened. Award is recommended to the lowest responsive, responsible bidder. Arrowhead Forensics and Begus Online were found non-responsive as they did not meet the City's minimum technical wavelength specifications required for a crime scene dual wave laser of 7 Watt 525nm for green and 7 Watt 44nm for blue. This is a one-time purchase. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

- | | | |
|---|----------------|-----------|
| 8. MARYLAND INDUSTRIAL TRUCKS, INCORPORATED | \$6,000,000.00 | Agreement |
| Contract No. 08000 - OEM Parts, Aftermarket Parts, and Repair Services for Elgin Sweepers and Vactor Sewer Vacuums - Department of General Services - Fleet Management - Req. No. R802941 | | |

The Board is requested to approve and authorize execution of an Agreement with Maryland Industrial Trucks, Incorporated. The period of the agreement is May 31, 2019 through May 30, 2022.

The vendor is the sole source provider of OEM replacement parts and service for the City's Elgin Sweepers and Vactor Sewer Vacuums. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|-----------|
| 9. FULL CIRCLE SOLUTIONS, INC. | \$792,480.00 | Extension |
| Contract No. 08000 - Integrated Collection Systems Upgrades, Licenses and Support Services - Department of Finance - P.O. No. P527188 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

On April 30, 2014, the Board approved the initial award in the amount of \$1,467,543.84. The award contained three renewal options. Subsequent actions have been approved and all renewal options have been exercised.

The Bureau of Revenue Collections has engaged Full Circle Solutions, Inc. for upgrades, licenses, and support for various collection and tax systems. The vendor is the sole provider of the proprietary software. An extension is necessary to add an additional one-year period to this sole source contract. The extension will allow the City time to review the contract and the current requirements of the City to determine if a new sole source contract should be negotiated with this vendor. The period of the extension is April 1, 2019 through March 31, 2020 and is in the amount of \$792,480.00, which, makes the total contract value \$4,461,339.48. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. Full Circle Solutions, Inc., is a City certified MBE vendor.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement - cont'db. MEL'S TOWING & SERVICE CENTER, INC.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	7.5%	\$ 360.00	16.6%
JJ Adams Fuel and Oil Company, LLC	<u>2.5%</u>	<u>0.00</u>	<u>0.0%</u>
	10.0%	\$ 360.00	16.6%
WBE: CC Press.Net, Inc.	0.25%	\$ 0.00	0.0%
Baltimore Auto Supply Co., Inc.	<u>2.75%</u>	<u>0.00</u>	<u>0.0%</u>
	3.0%	\$ 0.00	0.0%

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 12, 2019.c. MCDEL ENTERPRISES, INC.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Apex Petroleum	10%	\$51,389.67	30.98%
WBE: Lichter Group LLC	3%	\$ 4,700.00	2.83%

The Contractor was found compliant based on "good-faith" effort for WBE participation.

MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 20, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

d. FRANKFORD TOWING SERVICE, LLC

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	7.5%	\$11,190.00	40.24%
JJ Adams Fuel and Oil Company, LLC	<u>2.5%</u>	<u>0.00</u>	<u>0.0%</u>
	10.00%	\$11,190.00	40.24%
WBE: CC Press.Net, Inc.	2.75%	\$ 0.00	0.00%
Baltimore Auto Supply Co., Inc.	<u>0.25%</u>	<u>0.00</u>	<u>0.00%</u>
	3.0%	\$ 0.00	0.00%

The Contractor did not meet the WBE goal and did not provide any documentation regarding the lack of utilization of both CC Press.NET, Inc. and Baltimore Supply Co.

MWBOO FOUND VENDOR IN NON-COMPLIANCE ON MARCH 20, 2019.

e. FRANKFORD TOWING, LLC.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Chaudhry Towing Company, Inc.	7.5%	\$4,503.00	25.64%
JJ Adams Fuel and Oil Company, LLC	<u>2.25%</u>	<u>0.00</u>	<u>00.00%</u>
	10.00%	\$4,503.00	25.64%
WBE: CC Press.Net, Inc.	2.75%	\$4,481.10	2.53%
Baltimore Auto Supply Co., Inc.	<u>0.25%</u>	<u>0.00</u>	<u>0.00%</u>
	3.0%	\$4,481.10	2.53%

MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 20, 2019.

MINUTES

Department of Law, Minority and Women's - MBE/WBE Program
Business Opportunity Office (MWBOO) Size Standard

ACTION REQUESTED OF B/E:

The Board is requested to approve Maximum Size Standards for Minority and Women-owned Firms that are authorized to do business with the City as part of its MBE/WBE Program. A size standard sets the capacity of a for-profit firm in excess of which, after a period of time, the firm cannot retain its eligibility to participate in the MBE/WBE Program. The MBE/WBE Program Size Standard will take effect upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In accordance with Article 5, §28-80 of the Baltimore City Code, with the advice of the Minority and Women's Business Opportunity Office, the Board of Estimates may establish maximum size standards for minority and women's business enterprises. The Board of Estimates must annually review any size standards established.

The recommendation is for the Board of Estimates to adopt the U.S. Small Business Administration (SBA) Size Standards. Like its federal and state counterparts the City's MBE Program seeks to incorporate the U.S. SBA Size Standards defined in 13 Code of Federal Regulations (C.F.R.) Part 121.

The SBA Size Standards are established by North American Industry Classification System (NAICS) Codes based on dollar amounts or number of employees. Size determinations are based on a three-year average of a firm's annual gross receipts or the number of a firm's employees in the preceding 12 months.

MINUTES

Department of Law, Minority and Women's - cont'd
Business Opportunity Office (MWBOO)

If a certified MBE meets or exceeds the Small Business Size Standards specified in 13 CFR Part 121, as amended, which is incorporated by reference, the MBE is no longer eligible to participate in a procurement as a certified MBE. The MBE is still eligible for credit towards an MBE goal under a contract entered into when the MBE was eligible and certified.

Ineligibility of an MBE to participate in the MBE program may not be the sole cause of the termination of the MBE contractual relationship for the remainder of the term of the contract. If, during the next 3 years, the MBE again becomes qualified under the Small Business Size Standards specified in 13 CFR Part 121, as amended, which is incorporated by reference, the MBE may resume participation as a certified MBE through the recertification process.

If, after 3 years of nonparticipation, the MBE continues to meet or exceed the Small Business Size Standards under 13 CFR Part 121, as amended, which is incorporated by reference, the MBE is considered to have graduated and will no longer be certified.

Annual gross receipts or sales will be as defined by the United States Internal Revenue Service and will be determined by reviewing federal tax returns.

Effective immediately, if an applicant exceeds the size standards for a particular industry, it is not eligible for certification in that industry even though the firm may be owned and controlled by minorities or women.

Upon approval, the established size standards and general policy will continue in effect and be reevaluated annually as established in Article 5, §28-80 (a)(3) of the Baltimore City Code.

1983

BOARD OF ESTIMATES

04/17/2019

MINUTES

Department of Law, Minority and Women's - cont'd
Business Opportunity Office (MWBOO)

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the Maximum Size Standards for Minority and Women-owned firms that are authorized to do business with the City as part of its MBE/WBE Program.

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:

1985 - 1989

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Comptroller **ABSTAINED** on item no. 4b.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

- | | | | |
|----|--|----------------------------|--------------|
| 1. | B50005665, Annual and Five Year Certifications and Inspections for Ladder Trucks | American Test Center, Inc. | \$ 75,000.00 |
|----|--|----------------------------|--------------|

(Department of General Services - Fleet Mgt.)

On January 18, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|---|--------------------|--------------|
| 2. | B50005685, OEM Parts and Service for Bobcat Equipment | Metro Bobcat, Inc. | \$403,125.00 |
|----|---|--------------------|--------------|

(Department of General Services - Fleet Mgt.)

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

3. B50005687, OEM Parts and Heritage Chevrolet \$3,798,000.00
 Service for GM/Chevrolet Buick, Inc.
 let Vehicles

(Department of General
 Services - Fleet Mgt.)

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

4. B50005617, Maintenance \$6,000,000.00
 & Repair Services for
 H.V.A.C.R. Systems

a. Reliable-Cain
 Heating and
 Cooling

b. J.F. Fischer,
 Inc.

c. BMC Services,
 LLC

d. JCM Control
 Systems,
 Inc.

e. Denver-Elek, Inc.

(Department of General
 Services and Others)

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement - cont'dMBE/WBE PARTICIPATION:

On November 22, 2018, MWBOO set goals of 38% MBE and 5% WBE. MWBOO found Reliable-Cain Heating and Cooling, J.F. Fischer, Inc., and BMC Services, LLC compliant on February 4, 2019. Denver-Elek, Inc. and JCM Control Systems, Inc. were found non-compliant during the evaluation period. However, Denver-Elek, Inc. and JCM Control Systems, Inc. after being given notice to cure for non-compliance were found compliant on April 3, 2019 and April 12, 2019, respectively.

a. Reliable-Cain Heating and Cooling**MWBOO SET GOALS OF 38% MBE AND 5% WBE.**

MBE: RSC Plumbing, LLC 38.00%

WBE: Absolute Supply & Services, LLC 5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

b. J.F. Fischer, Inc.**MWBOO SET GOALS OF 38% MBE AND 5% WBE.**

MBE: Horton Mechanical Contractors, Inc. 38.00%

WBE: Colt Insulation, Inc. 5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - cont'd

c. BMC Services, LLC

MWBOO SET GOALS OF 38% MBE AND 5% WBE.

MBE: RSC Plumbing, LLC	6.00%
T R A Preventive Maintenance, LLC	7.00%
NLG Insulation, Inc.	6.00%
BMC Services, LLC	<u>19.00%*</u>
Total	38.00%

WBE: Miss Electricity, LLC 5.00%

Indicates Self-Performance*

MWBOO FOUND VENDOR IN COMPLIANCE.

d. JCM Control Systems, Inc.

MWBOO SET GOALS OF 38% MBE AND 5% WBE.

MBE: JCM Control Systems, Inc.	42.75%*
T R A Preventive Maintenance, LLC	<u>9.50%</u>
Total	52.25%

WBE: Absolute Supply & Services, LLC 5.00%

Indicates Self-Performance*

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement - cont'd

e. Denver-Elek, Inc.

MWBOO SET GOALS OF 38% MBE AND 5% WBE.

MBE: Spears Mechanical Contractors, Inc. 38.00%

WBE: Absolute Supply & Services, LLC 5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council President's Office</u>			
1. Bernard C. "Jack" Young	National Elected Organization of Black County Officials Detroit, MI May 1 - 5, 2019 (Reg. Fee \$250.00)	Official Expense Account	\$1,467.36

The airfare cost of \$265.96 and hotel cost of \$159.00 per night, plus taxes of \$23.85 per night, and registration fee of \$250.00 were prepaid on a City-issued procurement card assigned to Hosea Chew. The Office of the President is requesting additional subsistence of \$12.00 per day for meals and incidentals. Therefore, Mr. Young will be disbursed \$220.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

City Council

2. Sharon Green Middleton	National Organization of Black County Officials Detroit, MI May 1 - 5, 2019 (Reg. Fee \$250.00)	Elected Official Expense Account	\$1,467.36
------------------------------	---	---	------------

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>City Council - cont'd</u>			

The airfare cost of \$265.96 and hotel cost of \$159.00 per night, plus taxes of \$23.85 per night, and registration fee of \$250.00 were prepaid on a City-issued procurement card assigned to Hosea Chew. The Office is requesting additional subsistence of \$12.00 per day for meals and incidentals. Therefore, Ms. Sharon Green Middleton will be disbursed \$220.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

- | | | | |
|-------------------|---|---|------------|
| 3. Kenneth Parker | National
Organization of
Black County
Officials
Detroit, MI
May 1 - 5, 2019
(Reg. Fee \$250.00) | Elected
Official
Expense
Account | \$1,467.36 |
|-------------------|---|---|------------|

The airfare cost of \$265.96 and hotel cost of \$159.00 per night, plus taxes of \$23.85 per night, and registration fee of \$250.00 were prepaid on a City-issued procurement card assigned to Hosea Chew. The Department is requesting additional subsistence of \$12.00 per day for meals and incidentals. Therefore, Mr. Parker will be disbursed \$220.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
4. Kelsey Roberts	End Violence Against Women International Conference San Diego, CA April 21 - 24, 2019 (Reg. Fee \$595.00)	Grant Funds	\$1,762.16
The airfare cost of \$304.96 and registration cost \$595.00 were prepaid using a City-issued credit card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Roberts is \$862.20.			
5. Damien Manning Ronnie Waters Heriberto Nievers	Basic Motor School Perryville, MD April 29 - May 10, 2019 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00
Harford County will pay the cost of registration. City funds will not be expended.			
6. Troy Blackwell Keith Galeano Hanna Parrish Keith Sokolowski	Top Gun MD-XVII Training Fort Indiantown Gap, PA April 27 - May 4, 2019 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			

Northeast Counterdrug Training Center will pay the cost of transportation, hotel accommodations, and meals during the training. Therefore, City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

Mayor's Office of Human Services

7. Danielle Meister	Built for Zero Community Solutions Learning Sessions Detroit, MI October 9 - 11, 2018 (Reg. Fee \$0.00)	Grant Funds	\$636.30
---------------------	--	----------------	----------

On October 9 - 11, 2018, Ms. Meister traveled to Detroit, MI to attend the Built for Zero Community Solutions Learning Sessions. The allowed subsistence rate for this location is \$180.00 per day. The hotel rate was \$183.00 per night. The occupancy and state room taxes were \$27.45 per night. The transportation cost was paid using a City-issued credit card assigned to Terry Hickey. The Department requests additional subsistence of \$3.00 per day to cover the cost of the hotel. Therefore, the reimbursement to Ms. Meister is \$420.90.

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services - cont'd</u>			

This request is late because of the administrative process. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$366.00 - Hotel
54.90 - Hotel Tax
\$420.90

8. Rebecca Burrow	Built for Zero Community Solutions Learning Sessions Detroit, MI October 9 - 11, 2018 (Reg. Fee \$0.00)	Grant Funds	\$636.30
-------------------	--	----------------	----------

On October 9 - 11, 2018, Ms. Burrow traveled to Detroit, MI to attend the Built for Zero Community Solutions Learning Sessions. The allowed subsistence rate for this location is \$180.00 per day. The hotel rate was \$183.00 per night. The occupancy and state room taxes were \$27.45 per night. The transportation cost was paid using a City-issued credit card assigned to Terry Hickey. The Department request additional subsistence of \$3.00 per day to cover the cost of the hotel. Therefore, the reimbursement to Ms. Burrow is \$420.90.

This request is late because of the administrative process. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services - cont'd</u>			

TRAVEL REIMBURSEMENT

\$366.00 - Hotel
54.90 - Hotel Tax
\$420.90

9. Sharon Neely	Built for Zero Community Solutions Learning Sessions Detroit, MI October 9 - 11, 2018 (Reg. Fee \$0.00)	Grant Funds	\$636.30
-----------------	--	----------------	----------

On October 9 - 11, 2018, Ms. Neely traveled to Detroit, MI to attend the Built for Zero Community Solutions Learning Sessions. The allowed subsistence rate for this location is \$180.00 per day. The hotel rate was \$183.00 per night. The occupancy and state room taxes were \$27.45 per night. The transportation cost was paid using a City-issued credit card assign to Terry Hickey. The Department request and additional subsistence of \$3.00 per day to cover the cost of the hotel. Therefore, the reimbursement to Ms. Neely is \$420.90.

This request is late because of the administrative process. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services - cont'd</u>			

TRAVEL REIMBURSEMENT

\$366.00 - Hotel
54.90 - Hotel Tax
\$420.90

Baltimore City Health Department

10. Patrick Chaulk	2018 STD Preven- tion Conference Washington, DC Aug. 26 - 30, 2018 (Reg. Fee \$550.00)	Compre- hensive STD Pre- vention Project	\$1,465.56
--------------------	--	--	------------

Mr. Chaulk traveled to Washington, DC on August 26 - 30, 2018 to attend the 2018 STD Prevention Conference as a Session Moderator.

The subsistence rate for this location was \$244.00 per day. The hotel rate was \$172.00 per day, plus \$25.46 per day for hotel taxes.

The registration fee was prepaid on a City-issued credit card assigned to Mr. Steven Radosevich. Mr. Chaulk personally incurred the cost of transportation, hotel costs, hotel taxes, and meals and incidentals. Therefore, Mr. Chaulk will be reimbursed \$915.56.

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			

TRAVEL REIMBURSEMENT

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

\$ 18.00 - Transportation
 688.00 - Hotel (\$244.00 per day x 4)
 101.84 - Hotel Taxes (\$25.46 per day x 4)
107.72 - Meals and Incidentals
\$915.56 - Total Reimbursement

The retroactive travel approval and reimbursement is late because although Mr. Chaulk submitted his travel request timely, all supporting documentation was not received in time for prior Board approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

11. Hilda Ndirangu	National Coalition of STD Directors' (NCSD) Annual Meeting Orlando, FL Nov. 12 - 16, 2018 (Reg. Fee \$575.00)	Comprehensive STD Prevention Project	\$1,631.47
--------------------	---	--------------------------------------	------------

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			

Ms. Ndirangu traveled to Orlando, Florida on November 12 - 16, 2018 to attend the NCSA Annual Meeting.

The subsistence rate for this location was \$188.00 per day. The hotel rate was \$93.00 per day, plus \$12.56 per day for hotel taxes.

The airfare in the amount of \$345.95, hotel, hotel taxes, and registration fee were prepaid on a City-issued credit card assigned to Mr. Steven Radosevich. Ms. Ndirangu personally incurred the cost of ground transportation, parking, tolls, and meals and incidentals. Therefore, Ms. Ndirangu will be reimbursed \$288.28.

Ms. Ndirangu used her excess subsistence allowance to cover the daily cost of travel to and from the conference hotel location. The approximate distance between the locations is 8.4 miles.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

MINUTES

RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department - cont'd</u>			

TRAVEL REIMBURSEMENT

\$122.74 - Ground Transportation
 49.75 - Parking
 8.00 - Tolls (\$4.00 on 11/12/18 and \$4.00 on 11/16/18)
107.79 - Meals and Incidentals
\$288.28 - Total Reimbursement

The retroactive travel request and reimbursement is late because of delays in the administrative review process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Department of Recreation and Parks

12. William Anderson	American Society of Landscape Architects Annual Meeting Atlantic City, NJ Feb. 11 - 13, 2018 (Reg. Fee \$575.00)	General Funds	\$ 408.69
----------------------	--	------------------	-----------

Mr. Anderson traveled to Atlantic City (A.C.), New Jersey (NJ) on February 11 - 13, 2018 to attend the American Society of Landscape Architects Annual Meeting.

The subsistence rate for this location was \$157.00 per day. The hotel rate was \$65.00 per day, plus \$2.27 per day for A.C. tourism fee, \$3.00 NJ State tax, \$8.86 room charge tax, and \$17.08 per day for resort fees.

MINUTES**RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT**Department of Recreation and Parks - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
-------------	------------------	--------------------	---------------

Mr. Anderson personally incurred the cost of the hotel, hotel taxes, mileage, and meals and incidentals. Therefore, Mr. Anderson will be reimbursed \$408.69.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

TRAVEL REIMBURSEMENT

\$130.00	- Hotel (\$65.00 x 2)
62.42	- Total hotel taxes (\$31.21 x 2)
41.32	- Meals and Incidentals
<u>174.95</u>	- Mileage
\$408.69	- Total Reimbursement

The retroactive travel request and reimbursement is late because of delays in the administrative review process.

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

MINUTES**RETROACTIVE TRAVEL APPROVAL/TRAVEL REIMBURSEMENT**

Department of Finance, Office of Risk Management - Correction

13. On April 10, 2019, the Board approved the travel for Ms. Charmane McDaniel. The agenda stated the disbursement amount to Ms. McDaniel as \$1,522.96. This was incorrect. The Board is requested to authorize a correction in the amount to be disbursed to \$1,694.12. The Clerk apologizes for this error.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, Retroactive Travel Approvals, and the Travel Reimbursements. The Board also approved the Correction to Ms. Charmane McDaniel's travel request that was previously approved by the Board on April 10, 2019. The Mayor **ABSTAINED** on item nos. 1, 2, and 3. The President **ABSTAINED** item no. 2.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Recreation & Parks - RP 17820, Gwynns Falls
Division Maintenance Yard
Renovation and Addition
BIDS TO BE RECV'D: 7/10/2019
BIDS TO BE OPENED: 7/10/2019

2. Department of Recreation & Parks - RP 19804, Mt. Pleasant Ice
Arena Renovations
BIDS TO BE RECV'D: 5/15/2019
BIDS TO BE OPENED: 5/15/2019

3. Department of Transportation - TR 19006, Urgent Need
Contract Citywide
BIDS TO BE RECV'D: 5/29/2019
BIDS TO BE OPENED: 5/29/2019

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

2003

BOARD OF ESTIMATES

04/17/2019

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at twelve noon. Ah -- thank you and have a Happy Easter and Happy Passover, Happy Holiday."

* * * * *

MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

- | | |
|-----------------------------------|--|
| <u>Bureau of Procurement</u> | - B50005725, Closed Top Trailers
<u>CANCELLED</u> |
| <u>Bureau of Procurement</u> | - B50005619, City of Baltimore & HABC Disparity Study
BIDS TO BE RECV'D: 04/10/2019
<u>BIDS TO BE OPENED: 04/17/2019</u> |
| <u>Department of Public Works</u> | - SWC 7794, Colgate Storm Water Pumping Station Upgrade
BIDS TO BE RECV'D: 04/24/2019
<u>BIDS TO BE OPENED: 04/24/2019</u> |

2005

BOARD OF ESTIMATES

04/17/2019

MINUTES

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

Department of General Services - GS 16811, Shot Tower Renovations

Plano-Coudon Construction
Trionfo Builders, Inc.

Bureau of Procurement - B50005716, Mowing, Maintenance
& Landscaping Service for
Department of Public Works

Trimworks Solutions
P2 Cleaning Services, LLC
Lorenz Inc.
MSP Superior Services, Inc.

Bureau of Procurement - B50005619, City of Baltimore &
HABC Disparity Study
(Technical Opening)

Griffin & Strong, P.C.
Miller3 Consulting, Inc.
MGT of America, Inc.*
Mason Tillman Associates, LTD

*UPON FURTHER MOTION, the Board found the bid of MGT of America, Inc. **NON-RESPONSIVE** because of the company's failure to comply with the solicitation's instructions as required.

2006

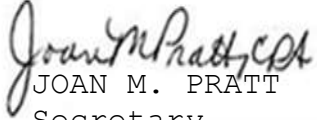
BOARD OF ESTIMATES

04/17/2019

MINUTES

* * * * *

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, April 24, 2019.


JOAN M. PRATT
Secretary