

**MINUTES****REGULAR MEETING**

Honorable Brandon M. Scott, President  
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  
Matthew W. Garbark, Deputy Director of Public Works  
Dana P. Moore, Deputy City Solicitor  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The May 15, 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 public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated May 13, 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."

MINUTES

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

Comptroller: "I Second."

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

\* \* \* \* \*

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

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

Bob Andrews Construction, Inc.	\$ 1,500,000.00
Chilmar Corporation	\$ 8,000,000.00
Iacoboni Site Specialists, Inc.	\$ 8,000,000.00
Joseph B. Fay Co.	\$102,820,000.00
M & N Professional Concrete Contractors, Inc.	\$ 1,500,000.00
Meadville Land Service, Inc.	\$ 24,570,000.00
P & J Contracting Company, Inc.	\$ 23,140,000.00
Paddock Swimming Pool Company	\$ 1,500,000.00
Precision Concrete Construction Co., Inc.	\$ 1,500,000.00
Weeks Marine, Inc.	\$662,830,000.00

2. Prequalification of Architects and Engineers

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

Alpha Construction and Engineering Corporation	Engineer
Bryant Associates, Inc.	Engineer
Delon Hampton & Associates, Chartered	Engineer
Design Collective, Inc.	Architect
EBA Engineering, Inc.	Engineer
	Land Survey

## MINUTES

BOARDS AND COMMISSIONSPrequalification of Architects and Engineers - cont'd

EBL Engineers, LLC	Engineer
Findling, Inc.	Engineer
JED-Eng-MD Corporation A/K/A JED Engineering, P.C.	Engineer
KUMI Construction Management Corporation	Engineer
Morris & Ritchie Associates, Inc.	Architect
	Landscape Architect
	Land Survey
	Engineer
Phoenix Engineering, Inc.	Engineer
Skarda And Associates, Inc.	Engineer
Transviron, Inc.	Engineer
Volkert, Inc.	Engineer
	Landscape Architect

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 listed firms.

**MINUTES**Mayor's Office of Human Services - Provider Agreements

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

1. **MERCY MEDICAL CENTER, INC.** **\$325,949.00**

Account: 4000-407018-3571-758601-603051

Mercy Medical Center, Inc. (Mercy) will utilize the funds to operate the Coordinated Access system for the Baltimore Continuum of Care, providing support services to 80 households and completing intake assessments on 240 homeless families. Mercy staff will assess, arrange, coordinate, and monitor the delivery of individualized services to meet the needs of program participants. The period of the agreement is February 1, 2019 through January 31, 2020.

The agreement is late because of a delay in the announcement of the Continuum of Care Grant Award.

**MWBOO GRANTED A WAIVER.**

2. **DAYSPRING PROGRAMS, INC.** **\$132,984.24**

Account: 5000-586819-1772-769602-603051

Dayspring Programs, Inc. will utilize the funds to provide Head Start Program services to children and families in Baltimore City. The purpose of the program is to enhance school readiness of Head Start and Early Head Start children by providing expanded and improved services to eligible children. The period of the agreement is June 17, 2019 through August 9, 2019.

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Mayor's Office of Human Services - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**MINUTES**Health Department - Agreements and Amendments to Agreements

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

1. **JOHNS HOPKINS UNIVERSITY** **\$ 50,000.00**

Account: 5000-511819-3080-294500-603051

Johns Hopkins University will serve as a community hub to provide or refer parenting youth to evidence-based case management, group-based interventions, and related social-support programs. The project is an expansion of current support for expectant and parenting youth.

**MWBOO GRANTED A WAIVER.**

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

2. **JOHNS HOPKINS UNIVERSITY, SCHOOL OF MEDICINE** **\$ 22,175.00**

Account: 5000-569719-3023-273307-603051

The Johns Hopkins University Early Intervention Initiative program provides limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain or maintain outpatient/ambulatory health services. The funds will be utilized to provide housing related services which include assessment, search, placement, advocacy and the fees associated with these services.

The agreement is late because budget revisions delayed processing.

## MINUTES

Health Department - cont'd

3. **JOHNS HOPKINS UNIVERSITY** **\$206,360.00**

Account: 4000-427719-3023-599622-603051

Johns Hopkins University will utilize the funds to provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care continuum. Services will be provided at the Department's STD Clinic locations. The period of the agreement is March 1, 2019 through February 29, 2020.

The agreement is late because of administrative delays.

4. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 95,000.00**

Account: 5000-511819-3080-294500-603051

The University of Maryland, Baltimore - Institute for Innovation, Parent, Infant Early Childhood (PIEC) supports trauma-informed, family-focused infant and early childhood mental health competencies through collaborative partnerships and projects supporting workforce development and implementation of evidence-based and promising practices and service delivery models. In the Map to Success: Supporting Expectant and Parenting Teens Project, PIEC will serve as the lead evaluator and will develop tracking systems, assess progress, recommend course corrections, and evaluate impact.

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

**MWBOO GRANTED A WAIVER.**



## MINUTES

Health Department - cont'd

5. **FLY GIRL NETWORK, INC.** **\$ 10,344.00**

Account: 4000-483319-3160-308000-603051

The School-Based Violence Prevention Program goal is to prevent incidence of teen dating violence and other forms of youth violence by addressing shared risk and protective factors among youth attending four Baltimore City Public High Schools in high-risk communities.

The funds will be utilized to launch an outreach campaign at Frederick Douglass High School. The goal is to develop a rapport with students and build awareness around the "First Love Yourself" brand by creating a safe and compassionate space for them to learn ways to access and connect with their potential. The period of the agreement is March 27, 2019 through August 30, 2019.

The agreement is late because budget review and revisions delayed processing.

6. **CHASE BREXTON HEALTH SERVICES, INC.** **\$214,325.00**

Account: 5000-569719-3023-273311-603051

Chase Brexton will utilize the funds to provide marketing services to the U=U Campaign Coalition. The campaign website will anchor the entire marketing effort and eliminate the stigma surrounding those living with HIV/AIDS utilizing advertisements, social media, and radio. The period of the agreement is September 1, 2018 through June 30, 2019.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

Health Department - cont'd

7. **LITTLE PICASSO EVENTS, LLC** **\$ 2,000.00**

Account: 4000-429519-3160-308600-603051

The Department received a sub-award from the University of Baltimore, Center for Drug Policy and Enforcement for Combating Opioid Overdose through Community-level Intervention. The Department's Office of Youth and Trauma Services is launching the Family Resilience Project (FRP): Supporting Children and Youth Impacted by the Opioid Epidemic.

The Department will work with referral agencies, including law enforcement to identify youth at-risk of developing an opioid use disorder or engaging in violence due to traumatic experiences related to the opioid epidemic.

Little Picasso Events, LLC will utilize the funds to provide paint parties to stimulate the social skills of FRP participants and their families, utilize behavioral therapy to reduce the symptoms of trauma, and collaborate to support readiness of FRP partners to deliver trauma-informed services and treatment. The period of the agreement is May 1, 2019 through November 30, 2019.

The agreement is late because budget review and revisions delayed processing.

## MINUTES

Health Department - cont'd

8.    **EDWARD A. MYERBERG SENIOR CENTER,**                               **\$ 40,997.00**  
       **INC.**

Account: 4000-433519-3024-768914-603051

Edward A. Myerberg Senior Center, Inc. will operate a senior program, which will serve as the community focal point for seniors and their caregivers. Services will include but are not limited to social, recreational, and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2018 through September 30, 2019.

The agreement is late because of administrative delays.

9.    **PROGRESSUS THERAPY, LLC**   **\$417,200.00**

Accounts: 4000-427119-3080-294301-603051	\$ 95,084.00
4000-427119-3080-294302-603051	\$ 24,580.00
1001-000000-3080-288700-603051	\$297,536.00

Progressus Therapy, LLC will provide occupational, speech-language pathology therapy and special education services for the Baltimore Infants & Toddlers Program (BITP). The organization will coordinate their services with the BITP staff in compliance with local early intervention systems. This coordination will include orientation, training, and time allocation for accumulation of documentation and reporting for compliance. The period of the agreement is July 1, 2018 through September 30, 2019.

The agreement is late because funding shortages delayed processing.

**MWBOO GRANTED A WAIVER.**

MINUTES

Health Department - cont'd

- 10. **BALTIMORE CITY STATE'S ATTORNEY'S OFFICE**                    **\$ 70,000.00**

Account: 4000-483519-3080-294600-603051

The purpose of the ReCAST West Baltimore Project is to reduce the impact of trauma and build resilience in the West Central Baltimore, specifically the Sandtown-Winchester, Upton/Druid Heights and Penn-North communities.

The Baltimore City State's Attorney Office will provide direct programming in schools within the ReCAST communities to build relationships with youth and better familiarize young people with the justice system. The period of the agreement is October 1, 2018 through September 30, 2019.

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

**MWBOO GRANTED A WAIVER.**

- 11. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC.**                    **\$ 21,472.00**

Account: 1001-000000-3023-274002-603051

Behavioral Health System Baltimore, Inc. will utilize the funds to obtain the services of a Peer Support Specialist to work with individuals who utilize services on the Baltimore City Health Department's Needle Exchange Mobile Van.

The Peer Support Specialist will work up to 10-15 hours a week providing education on the benefits of Substance Use Disorder treatment and general support. Identified consumers will be assisted in linkage to Medication Assisted Treatment services which include retrieving proper documentation for an intake appointment, transporting consumers to intake appointment, and addressing any other barriers to engagement in treatment.

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

## MINUTES

Health Department - cont'd

12. WE CARE FIRST, LLC	\$ 23,400.00
13. OK FAMILY CARE, INC.	\$ 23,400.00
14. CARING HEARTS SENIOR LIVING, LLC	\$ 20,800.00

Account: 5000-534019-3254-767806-607001

The agreements will allow the Department to disburse State Subsidized Assisted Housing Funds to low-income residents at the above-listed facilities.

The facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement for We Care First, LLC and OK Family Care, Inc. is July 1, 2018 through June 30, 2019 and November 1, 2018 through June 30, 2019 for Caring Hearts Senior Living, LLC.

The agreements are late due to delays in the administrative process.

**MINUTES**Health Department - cont'd**AMENDMENTS TO AGREEMENTS**

15. **BETTY & DEBBIE'S FAMILY PLACE, INCORPORATED** **\$ 5,200.00**

Account: 5000-534019-3254-767800-607001

On January 19, 2019, the Board approved the original agreement in the amount of \$39,000.00 for the period July 1, 2018 through June 30, 2019.

The Department is increasing funding in the amount of \$5,200.00, making the new total \$44,200.00.

16. **HEAVENLY GRACE ASSISTANT LIVING FACILITY, INC.** **(\$15,600.00)**

Account: 5000-534019-3254-767800-607001

On December 19, 2018, the Board approved the original agreement in the amount of \$46,800.00 for the period of July 1, 2018 through June 30, 2019.

The Department is reducing funding in the amount of \$15,600.00 because 3 residents were relocated to a different assisted living facility, making the new total \$31,200.00.

17. **AMY'S COMPASSIONATE CARE, LLC** **(\$ 5,200.00)**

Account: 5000-534019-3254-767806-607001

On March 13, 2019, the Board approved the original agreement in the amount of \$23,400.00.

The Department is reducing funding in the amount of \$5,200.00, making the new total \$18,200.00.

## MINUTES

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements and Amendment to Agreements. The Mayor **ABSTAINED** on item nos. 1, 2, and 3. The Comptroller **ABSTAINED** on item no. 16.

**MINUTES**Health Department - Expenditure of Funds**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from various stores for students participating in the U Choose - Evidence Based Teen Pregnancy Prevention Initiative.

**AMOUNT OF MONEY AND SOURCE:**

\$ 300.00	- 15 Amazon gift cards @ \$20.00 ea.
300.00	- 15 Bath and Body Works gift cards @ \$20.00 ea.
300.00	- 15 Chipotle gift cards @ \$20.00 ea.
300.00	- 15 Dominos gift cards @ \$20.00 ea.
300.00	- 15 Burlington gift cards @ \$20.00 ea.
300.00	- 15 Subway gift cards @ \$20.00 ea.
400.00	- 20 Target gift cards @ \$20.00 ea.
200.00	- 10 Marshalls/TJMaxx gift cards @ \$20.00 ea.
200.00	- 10 TGI Fridays gift cards @ \$20.00 ea.
400.00	- 20 Walmart gift cards @ \$20.00 ea.
<b>\$3,000.00</b>	- 4000-480619-3100-295900-604051

**BACKGROUND/EXPLANATION:**

The Bureau of School Health (BSH) has been awarded grant funds to support the Baltimore City U Choose Evidence Based Teen Pregnancy Prevention Initiative. The BSH will administer the teen pregnancy curriculum, 'Seventeen Days', to teenage high school students visiting select Department School-Based Health Centers. Seventeen Days is a theory based interactive video designed to educate young women about contraception and sexually transmitted infections (STIs). Upon completion of the Seventeen Days curriculum, participating students will receive an incentive. Incentives for the evidence-based initiative include gift cards from various vendors for clothing and food.



**MINUTES**Health Department - cont'd

An estimated 150 teenagers are expected to benefit from the evidence-based curriculum and incentives, Funding is available from the Maryland Department of Health (MDH) grant office of Adolescent Health Tier 1B.

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

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

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards from various stores for students participating in the U Choose - Evidence Based Teen Pregnancy Prevention Initiative.

**MINUTES**Employees' Retirement System - Subscription Agreement**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve and authorize execution of the Subscription Agreement for investment in Chicago Pacific Founders Fund II, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000,000.00

All funds and expenses will be expended from the Employees' Retirement System. No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for an alternative investment manager and as a result of that search, selected Chicago Pacific Capital, L.P. a private equity manager specializing in healthcare service company buyouts, to accept an initial investment of \$20,000,000.00 to be placed with Chicago Pacific Founders Fund II, L.P., a healthcare buyout fund. The search and selection process was conducted with the assistance and advice of ERS' investment advisor, Meketa Investment Group, Inc. (formerly Pension Consulting Alliance).

**MWBOO GRANTED A WAIVER.**

**MINUTES**Employees' Retirement System - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement as requested by the Board of Trustees of the Employees' Retirement System for its investment in Chicago Pacific Founders Fund II, L.P. The Comptroller **ABSTAINED**.

**MINUTES**

Retiree Benefits Trust (OPEB) - Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve and authorize execution of the Subscription Agreement for the Retiree Benefits Trust Investment in Chicago Pacific Founders Fund II, L.P.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000,000.00

All funds and expenses will be expended from the Retiree Benefits Trust (OPEB). No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees conducted a search for an alternative investment manager on behalf of OPEB and as a result of that search, selected Chicago Pacific Capital, L.P., a private equity manager specializing in healthcare service company buyouts, to accept an initial OPEB investment of \$4,000,000.00 to be placed with Chicago Pacific Founders Fund II, L.P. The search selection process was conducted with the assistance and advice of ERS' investment advisor, Meketa Investment Group, Inc. (formerly Pension Consulting Alliance).

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Retiree Benefits Trust (OPEB) - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Subscription Agreement as requested by the Board of Trustees of the Employees' Retirement System for its Retiree Benefits Trust Investment in Chicago Pacific Founders Fund II, L.P. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Baltimore Impact Properties II, LLC for an amount that is less than the lien amount for the property located at 1702 E. Oliver Street.

**AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Purchase Price</u>
1702 E. Oliver Street	\$8,100.00	\$3,844.62	\$47,475.13	\$8,100.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1702 E. Oliver Street on May 14, 2018 for \$47,475.13. Baltimore Impact Properties II, LLC, has offered to purchase the Tax Sale Certificate for \$8,100.00, file the petition to foreclose, acquire title to the property, and return it to productive use.

The assignment amount of \$8,100.00 for the Tax Sale Certificate will cover the flat taxes and water bills on the property.

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to Baltimore Impact Properties II, LLC for an amount that is less than the lien amount for the property located at 1702 E. Oliver Street.

**MINUTES**

Department of Real Estate - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Allen & Son Moving and Storage, Inc. Tenant, for the rental of approximately 15,300 square feet of warehouse and office space at 3000 Druid Park Drive. The period of the agreement is for five years with one 5-year renewal term.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Rent</u>
Year 1	\$76,825.68	\$6,402.14
Year 2	\$79,898.76	\$6,658.23
Year 3	\$83,094.72	\$6,924.56
Year 4	\$86,418.48	\$7,201.54
Year 5	\$89,875.00	\$7,489.60

**BACKGROUND/EXPLANATION:**

Allen & Son Moving and Storage was incorporated in 2005 and has been a tenant at 3000 Druid Park Drive since 2006. The Company's Primary business is Moving and Storage and it has approximately 22 employees. In addition to the base rent, Tenant will pay their own utilities, janitorial, and the prorated share of real estate taxes for the warehouse space. The utilities are included for the 1,600 square foot office space.

The space is being leased to Tenant "as is." Tenant will be responsible for any improvements to the premises, only upon receiving landlord's approval.

**MINUTES**

Department of Real Estate - cont'd

In addition, Tenant is obligated to maintain and keep in force general public liability, contractual liability and property damage insurance protection for the premises and name the City as additionally insured under said insurance policies.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Allen & Son Moving and Storage, Inc. Tenant, for the rental of approximately 15,300 square feet of warehouse and office space at 3000 Druid Park Drive. The Comptroller **ABSTAINED**.



## MINUTES

Department of Public Works - Single Bonds for Drain Layers

The Board is requested to approve and authorize acceptance of the Single Bonds for Drain Layers. The period of the Single Bonds for Drain Layers is until either the firm or surety gives notice of the termination of the bond.

<u>COMPANY</u>	<u>BOND AMOUNT</u>
1. <b>URLAND DEVELOPMENT, LLC.</b>	<b>\$10,000.00</b>

0499177 - Bond Number

Urland Development, LLC periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways and City right-of-ways for which it is obligated to provide bond.

Urland Development, LLC will provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

2. <b>DIVERSIFIED SITE WORKS, LLC</b>	<b>\$10,000.00</b>
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B1209886 - Bond Number

Diversified Site Works, LLC periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways and City right-of-ways for which it is obligated to provide bond.

Diversified Site Works, LLC will provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

**MINUTES**

Department of Public Works - cont'd

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the above Single Bonds for Drain Layers.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2418 - 2419

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 City Office of Information and Technology</u>		
1. \$236,000.00	9903-902009-9116	
General Funds	VOIP Project	
150,000.00	9903-928008-9117	
General Funds	Citizen Service Request Reserve	
24,466.28	9903-935013-9117	
General Funds	Backup and Recovery System Reserve	
34,000.00	9903-91001-9117	
<u>General Funds</u>	Unallocated Reserve	
<b>\$444,466.28</b>	-----	9903-930008-9116 Citizens Services Request Project

In October 2015, the Mayor's Office of Information Technology now known as Baltimore City Office of Information and Technology issued a comprehensive Request for Proposal for a modern 3-1-1 CRM system that included well over 700 technical and functional requirements. These were collected and vetted by every stake-holder City agency. This transfer will close deficits incurred by staffing and initially unknown system implementation costs.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
2. <b>\$53,505.52</b>	9905-928005-9186	9905-926005-9188
Other Fund	Critical Area	Critical Area
Revenue	Stormwater	Stormwater
	Offset Program	Offset Program
	(Reserve)	(Active)

This transfer will provide appropriations to support and improve water quality, restore habitat and provide environmental education through restoration projects.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |                     |                |
|---|---------------------|----------------|
| 1. <u>KOLS CONTAINERS, INC.</u>   | <u>\$ 75,000.00</u> | <u>Renewal</u> |
| Contract No. B50004988 - Sample Containers - Department of Public Works - Water and Wastewater - P.O. No. P539312 |                     |                |

On April 24, 2017, the Board approved the initial award in the amount of \$20,882.06. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$75,000.00 is for the provision of sample containers to meet the required operational needs of the Patapsco and Back River Wastewater Treatment Plant. The period of the renewal is April 24, 2019 through April 23, 2020.

MBE/WBE PARTICIPATION:

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

- |   |                     |                |
|---|---------------------|----------------|
| 2. <u>THEMIS SOLUTIONS, INC.</u>  | <u>\$ 43,272.00</u> | <u>Renewal</u> |
| Contract No. 06000 - CLIO Subscription Licenses - Law Department - P.O. No. P531659 |                     |                |

On June 17, 2015, the Board approved the initial award in the amount of \$43,272.00. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$43,272.00 will provide for the continuation of the CLIO case management system to meet the Law Department's operational needs for management, retention, and organization of its litigation files. The period of the renewal is June 17, 2019 through June 16, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |                |         |
|---|----------------|---------|
| 3. LORENZ LAWN & LANDSCAPE<br>INC. d/b/a LORENZ INC.  | \$1,200,000.00 | Renewal |
| Contract No. B50004509 - Supply & Deliver Spring & Fall Tree<br>Planting & Maintenance - Department of Recreation and Parks -<br>P.O. No. P535434 |                |         |

On May 4, 2016, the Board approved the initial award in the amount of \$275,810.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This third renewal in the amount of \$1,200,000.00 is for the continuation of tree planting services in designated areas throughout the City for the Department of Recreation and Parks, Forestry Division. The period of the renewal is May 4, 2019 through May 3, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 4. SITE ONE LANDSCAPE<br>SUPPLY, LLC<br>CLEAR RIDGE NURSERY,<br>INC.  | \$378,000.00 | Renewal |
| Contract No. B50004506 - Provide & Deliver Various Trees for<br>Tree Baltimore Initiative - Department of Recreation and<br>Parks - P.O. Nos. P535464 and P535465 |              |         |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 4, 2016, the Board approved the initial award in the amount of \$378,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$378,000.00 is for the period May 4, 2019 through May 3, 2020 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 28, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

5. ACCRUENT, LLC d/b/a		Ratification
VFA, INC. (VFA)	\$500,000.00	and Renewal
Contract No. 06000 - VFA Reporting Software - Department of General Services - P.O. No. P537003		

On September 28, 2019, the Board approved the initial award in the amount of \$33,213.85 for facility reporting software. The award contained four 1-year renewal options as well as an option for Facility Condition Assessment Services. This increase will allow other City agencies to utilize the engineer facility assessment services provided through the VFA contract. The engineering facility assessment services will allow for condition assessments of over an additional 4 million square feet of Mayor and City Council owned



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

facilities to be added to the VFA assessment data and capital planning tool. The Department of General Services (DGS) will support subscription fee costs and facility assessment services for DGS-managed properties. Expansion of the Assessment Services option will improve the City's budgeting, capital planning, and facility maintenance decision making. The services requested in this action include specialized engineering services/tasks (i.e. Statistical Modeling, Lifecycle Assessment, and Facility Condition Assessments). This data is required for inclusion in the VFA proprietary database. The goal of the VFA engagement is to develop and mature facilities capital planning and management strategies. The period of the ratification is July 15, 2018 through May 14, 2019. The period of the renewal is May 15, 2019 through July 14, 2019, with two 1-year 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 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 Selected Source procurement is for license renewals and related support services. These tasks have no areas of segmentation as they are inextricably linked with the existing VFA proprietary software.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

6. THE MCCORMICK PAINT WORKS COMPANY	\$ 97,713.69	Cooperative Contract Renewal
Contract No. 001B6400532 - Paint and Paint Products - Department of General Services and others - P.O. No. P536503		

On August 10, 2016, the Board approved the initial award in the amount of \$300,000.00. The award contained two 1-year renewal options. This renewal of this cooperative contract in the amount of \$97,713.69 with the State of Maryland will allow for the continuation of procuring paint and paint products from The McCormick Paint Works Company. The period of the renewal is June 1, 2019 through May 30, 2020, with one 1-year renewal option remaining.

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. Cooperative Contract.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |   |                     |                        |
|---|---------------------|------------------------|
| 7. <u>PHI AIR MEDICAL, L.L.C.</u>   | <u>\$100,000.00</u> | <u>Selected Source</u> |
| Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - Req. No. R819247 |                     |                        |

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. The MDH protocol states "All Air Ambulance costs for Maryland Medicaid Recipient will be paid by the Baltimore Health Department," through the Transportation Grants program.

The State of Maryland must license all air ambulance services companies. The company named above is licensed by the State of Maryland. The MDH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." The period of the award is May 16, 2019 through May 15, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |              |           |
|--|--------------|-----------|
| 8. SOURCE TECHNOLOGIES, LLC,   | \$600,000.00 | Agreement |
| Contract No. 08000 - Provide a Comprehensive Odor Control Services Package - Department of Public Works - Wastewater Facilities - Req. No. R821744 |              |           |

The Board is requested to approve and authorize execution of an Agreement with Source Technologies, LLC. The period of the agreement is June 1, 2019 through May 31, 2022, with no renewal options.

The vendor is the sole source of the Comprehensive Odor Control Service Package including STX chemical fills, remote monitoring compatible with currently installed equipment at the Wastewater Treatment Plants. 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 distributor, and are not available from subcontractors.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

9. W.W. GRAINGER, INC.	\$ N/A	Agreement
Sourcewell Cooperative Contract No. 121416 - Public Safety and Emergency Management Related Equipment, Supplies and Services - Finance - Risk Management, Occupational Safety - Req. No. N/A		

The Board is requested to approve and authorize execution of an Agreement with W.W. Grainger, Inc. The period of the agreement is January 30, 2019 through February 1, 2021 with two 1-year renewal options remaining.

On January 30, 2019, the Board awarded Contract No. 121416 - Public Safety and Emergency Management Related Equipment, Supplies and Services for the Office of Risk Management, Occupational Safety in the amount of \$250,000.00.

**MBE/WBE PARTICIPATION:**

On January 17, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

## 10. ENVIRONMENTAL SYSTEMS

RESEARCH INSTITUTE, INC.	\$ 0.00	Extension
--------------------------	---------	-----------

Contract No. 08000 - ESRI Geographic Information System (GIS) Products Master Purchase Agreement - Baltimore City Departments of Fire, General Services, Transportation, Public Works, Baltimore City Office of Information Technology, etc. - P.O. No. P536537

On January 25, 2017 the Board approved the initial award in the amount of \$5,000,000.00. On March 13, 2019, the Board approved an extension and an amendment in the amount of \$0.00. This second extension will provide for additional time required to negotiate a new Enterprise Agreement with the vendor and continuation of the City's existing ESRI ArcGIS mapping system for the City's utilities and network infrastructure. The vendor is the manufacturer and sole provider of ESRI proprietary software licenses, maintenance and technical support. The contract expires on June 24, 2019. The period of the extension is June 25, 2019 through January 25, 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. Proprietary software.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases - cont'd

11. HOMESERVE USA, CORPORATION	\$ 0.00	Extension
Contract No. B50003190 - Residential Water and Sewer Service Line Protection Program - Department of Public Works - P.O. No. P527649		

On May 28, 2014, the Board approved the initial award in the amount of \$0.00. The award contained three renewal options. Three renewal options have been exercised. The vendor provides Residential Water and Sewer Service Line Protection at a fee to City residents for repairs on the resident's property to the City's point of responsibility. This extension will allow for review of the program over the last five years to determine if it should remain in place and a new solicitation be let. The period of extension is May 28, 2019 through May 27, 2020.

**MBE/WBE PARTICIPATION:**

On November 4, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

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

**MINUTES**

Baltimore Police Department - Back Payment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize back payment to Mr. Kenneth Matthew. The payment is for the salary Mr. Matthew would have earned during the period of March 22, 2019 through April 13, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$5,083.94 - 1001-000000-2042-220000-601062

**BACKGROUND/EXPLANATION:**

On February 2, 2019, Mr. Matthew was criminally charged with a felony. As a result of the criminal charges he was suspended from duty without pay. On April 5, 2019, Mr. Matthew was given a Nolle Prosequi disposition of the charges brought against him.

Pursuant to the Memorandum of Understanding between the Department and the Baltimore City Lodge No. 3, Fraternal Order of Police, Inc. Unit 1, Article 16, Section A2, Mr. Matthew is entitled to reimbursement of all back pay and benefits.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized back payment to Mr. Kenneth Matthew.



MINUTES

EXTRA WORK ORDER

\* \* \* \* \*

UPON MOTION duly made and seconded,  
the Board approved the Extra Work Order

listed on the following pages:

2432 - 2433

The EWO has been 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>Contract</u>	<u>Ext.</u>	<u>Compl.</u>

Department of Public Works/Office  
of Engineering and Construction

- |    |  |                               |             |
|----|--|-------------------------------|-------------|
| 1. | EWO #001, \$222,064.11 - S.C. 890, Quad Avenue Wastewater Pumping Station Force Main Replacement |                               |             |
|    | <u>\$7,533,655.00</u>  | <u>Metra Industries, Inc.</u> | <u>100%</u> |

The Office of Engineering & Construction is requesting a change order to settle the completed project costs due to bid item contract quantity overruns.

501 6-inch Subbase 824.97 SY	\$ 9,899.61
502 Superpave 19.0 MM Base 1414.43 Ton	\$212,164.50

The final total change order amount is 2.94% of contract cost. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the agency. Principal item of work for this project is 2,500 LF of 36" Ductile Iron Pipe (DIP) Force Main and Cathodic Projection; Gravity Sewer Junction chamber, entry port vault, air/vacuum release valve with vault; 500 LF of 48" steel casing pipe; 250 LF of 30" DIP; 2-30" plug valves with actuators and valve vault, and electrical and controls upgrades; 250 LF of 8" gravity sewer with 45 VLF of 60" manholes; Temporary Bypass Pumping/Piping; Update of the Supervisory Control & Data Acquisition (SCADA) System for the pumping and metering stations.

**MINUTES****EXTRA WORK ORDER**

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

Department of Public Works/Office  
of Engineering and Construction

**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:** 13%

**WBE:** 4%

**MINUTES**

Department of Transportation - Developer's Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the agreement with Coppin Heights Community Development Corporation.

**AMOUNT OF MONEY AND SOURCE:**

\$43,525.00 - Performance Bond

**BACKGROUND/EXPLANATION:**

Coppin Heights Community Development Corporation would like to install new water services to its proposed new building located at 2700 Rayner Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$43,525.00 has been issued to Coppin Heights Community Development Corporation which assumes 100% of the finance responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with Coppin Heights Community Development Corporation. The Comptroller **ABSTAINED**.

**MINUTES**

Department of Transportation - Developer's Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Developer's Agreement with 2213 McElderry Street, LLC, and The Johns Hopkins University.

**AMOUNT AND SOURCE OF FUNDS:**

\$77,890.00 - Performance Bond

**BACKGROUND/EXPLANATION:**

2213 McElderry Street, LLC, and The Johns Hopkins University would like to install conduit to its proposed new building located at 2213 McElderry Street, Baltimore, MD 21205. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$77,890.00 has been issued to The Johns Hopkins University which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement with 2213 McElderry Street, LLC, and The Johns Hopkins University. The Mayor **ABSTAINED**.

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

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2102 E. Madison Street	United Health Investments, LLC	One ADA ramp 40.25 sf., one set of steps 68.20 sf., two canopies one @ 87.5 sf., one @ 13 sf., one planter 35 sf.
Annual Charge: \$573.30		
2. 3506 Fleet Street	Complex Properties, LLC	One planter 39 sq. ft.
3508 Fleet Street	Complex Properties, LLC	One planter 39 sq. ft.
Annual Charge: \$273.00		

## MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
3. 742 S. Ellwood Ave.	Brenda Kopka-Hadel	One single face electric sign 24.93 sq. ft.
Flat Charge:	\$261.76	
4. 949 N. Wolfe Street	Johns Hopkins University	Two single face electric signs @ 23 sq. ft. each, one bracket sign 6 sq. ft.
Flat Charge:	\$890.00	
5. 1702 Light Street	1702 Light Street Place, LLC	Single face electric sign 26.3 sq. ft.
Flat Charge:	\$276.15	
6. 1802 E. Eager Street	NVR, Inc.	Extend steps 1' 6"
Flat Charge:	\$ 35.20	
7. 415 Saint Paul Place	415 Saint Paul Place, LLC	One single face electric sign 25 sq. ft.
Flat Charge:	\$525.00	

## MINUTES

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
8. 2802 Edmondson Avenue	Peter Choe	One single face electric sign 8' x 2'
Flat Charge: \$254.40		
9. 2324 Boston Street	Smyrnioudis Brothers, LTD.	Double face electric sign 12' x 1'4.25"
Flat Charge: \$271.89		

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

UPON MOTION duly made and seconded, the Board approved the foregoing Minor Privileges. The Mayor **ABSTAINED** on item no. 4.



**MINUTES**

Bureau of the Budget and - Grant Agreement/Appropriation  
Management Research      Adjustment Order No. 54

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Grant Agreement with the Annie Casey Foundation. The period of the Grant Award and Grant Agreement is August 1, 2018 through August 31, 2019.

The Board is further requested to approve the Appropriation Adjustment Order (AAO) No. 54 to transfer Special Funds within the Health Department from Service 715: Administration-Health Department to Services 310: School Health Services-Health Department.

**AMOUNT OF MONEY AND SOURCE:**

\$120,000.00 - From: 6000-600019 (Service 715)  
Administration

To: 6000-615119 (Service 310)  
School Health Services

**BACKGROUND/EXPLANATION:**

The acceptance of the grant and approval of AAO No. 54 will allow the Department to support the continuation of a vision program in Baltimore City Schools. Grant funds will be used to bring vision services to students in schools. This will dramatically increase the number of students who receive the eye care they need, address the multiple barriers to care, and ensure access to quality vision care for all public school students in grades Pre-K through Eight.

The Grant Agreement is late due to the administrative process.

## MINUTES

Bureau of the Budget and - cont'd  
Management Research

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with the Annie Casey Foundation.

The Board further approved the Appropriation Adjustment Order No. 54 to transfer Special Funds within the Health Department from Service 715: Administration-Health Department to Services 310: School Health Services-Health Department.

**MINUTES**

Department of Finance - Payment in Lieu of Taxes Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Payment in Lieu of Taxes (PILOT) Agreement with 1234 McElderry LLC (Owner) for the Perkins Home project known as 1234 McElderry Apartments (1234). The period of the PILOT Agreement is effective upon Board approval for 75 years.

**AMOUNT OF MONEY AND SOURCE:**

No City funds are requested at this time and the PILOT will have no impact on City revenue for the reasons shown below.

**BACKGROUND/EXPLANATION:**

The Perkins Home Project is the first phase of a nine-phase project and is the component of the Perkins Somerset Old Town (PSO) Transformation Plan, which also includes the redevelopment of Perkins Homes. When complete, the PSO Transformation Plan is expected to result in the replacement of approximately 629 public housing units. Overall, approximately 1,345 new mixed-income units will be created, comprised of 652 deeply subsidized, public housing-like units, 276 additional tax credit affordable housing units and approximately 417 market-rate rental units.

The Perkins Home Project will be a four-story mixed-use building containing 104 mixed-income residential rental units and approximately 2,600 square feet of ground floor retail and 88 parking spaces that are ancillary to the residential units (the Project). Eighty-four of the residential units will be income restricted for households earning less than 80% of the Area Median Income (AMI), adjusted for family size, and will serve as affordable housing. Fifty of

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

these income-restricted units will be deeply affordable and the units will be subsidized with a Section 8 project-based voucher administered by the Housing Authority of Baltimore City (HABC), where the families will pay rent equal to 30% of their adjusted gross income (the LTC Units). The remaining 20 units will be unrestricted, market rate residential units (Market Rate Units).

**PILOT Request**

Mission First Housing Development Corporation, in conjunction with the Henson Development Company (the Developer) has requested a PILOT to assist the Project. Staff from the Department of Housing and Community Development (DHCD) and the HABC undertook an analysis of the proposed PILOT based on three criteria: (a) is the PILOT necessary to preserve or create affordable housing, (b) does the Project need the subsidy to proceed, and (c) did the Developer actively seek other sources of funding and subsidy before requesting the PILOT. The DHCD and the HABC review of the information provided by the Developer indicates that this Project meets the above-described criteria and that the Project will be unable to move ahead unless a PILOT is approved.

**Recommendation**

The PILOT was reviewed and approved by the Low Income Housing Committee to provide a PILOT for the residential and the garage components of the Project. The Developer agrees to pay to the City, in lieu of the ordinary Baltimore City and the State of Maryland ordinary real estate taxes upon the Project effective from the date the Owner acquires the Project which date the Owner will document by a letter sent to the City (the Commencement Date)

## MINUTES

Department of Finance - cont'd

through June 30, 2019, and for the fiscal year beginning July 1, 2019 and for each year thereafter, until the obligations of the City to accept negotiated payments provided in this PILOT will cease under the provisions hereof, an amount determined as follows: (a) for the LTA Units, 10% of the tenant portion of the rent (Shelter Rent), and (b) for all other units including the remaining 34 income restricted units and the 20 Market Rate Units, 10% of the rent (Unassisted Rent) in each case based on the Rental Schedule beginning on the Commencement Date and continuing until the obligations of the City to accept negotiated payments provided in this PILOT Agreement will cease under the provisions hereof.

The retail space is not included in the proposed PILOT and will pay taxes based on full assessed value. This recommendation applies only to 1234 and not to the remaining proposed rental projects that are included as part of the PSO Transformation effort.

Given the need for affordable housing in the City, the Low Income PILOT Committee believes that the PILOT is necessary to support both the capital and operating needs of the Project. The Project qualifies for a PILOT under Section 12-104 of the Housing and Community Development Article of the Annotated Code of the State of Maryland since an HABC related entity is a partner in the legal structure and that entity owns the underlying fee simple interest in the property subject to a long term ground lease. The property, at present, is vacant land which does not pay any real estate taxes since it is owned by the HABC.

**MINUTES**

Department of Finance - cont'd

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Payment in Lieu of Taxes Agreement with 1234 McElderry LLC for the Perkins Home project known as 1234 McElderry Apartments.

**MINUTES**

Department of Planning - Non-Construction Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with Heritage Strategies International, LLC, DBA Place Economics. The period of the Non-Construction Consultant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$49,750.00 - 1001-000000-1872-187400-603026

**BACKGROUND/EXPLANATION:**

Heritage Strategies International, LLC DBA Place Economics will provide a study to understand the impact of the Baltimore City Historic Restoration and Rehabilitation Tax Credit and determine if any changes are necessary for the program. The cost is all-inclusive and includes professional services, travel, data purchase, report preparation and design, and any other costs involved in delivering. The report will broadly address the following:

- the impact of the Baltimore City Historic Restoration and Rehabilitation Tax Credit, including a comparison of revitalization efforts in neighborhoods that are eligible and ineligible for the tax credit,
- engagement of relevant stakeholder groups, including community members, preservationists, municipal staff, affordable housing advocates, developers, and the rehabilitation industry to gather feedback on the program,
- case studies that detail the qualitative impact of the Baltimore City Historic Restoration and Rehabilitation Tax Credit,

**MINUTES**

Department of Planning - cont'd

- Modeling of the Baltimore City Historic Restoration and Rehabilitation Tax Credit's cost to the City and return-on-investment,
- Comparison of the Baltimore City Historic Restoration and Rehabilitation Tax Credit to other local incentives nationwide, and
- If necessary, recommendations for the improvement of the Baltimore City Historic Restoration and Rehabilitation Tax Credit.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Construction Consultant Agreement with Heritage Strategies International, LLC, DBA Place Economics.



**MINUTES**

Department of Planning - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Agreement with the State of Maryland Department of Natural Resources Critical Area Commission. The period of the Grant Agreement is July 1, 2019 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - 5000-507420-1875-517600-600000

**BACKGROUND/EXPLANATION:**

This Grant Agreement will extend the State's support for the City's Critical Area Management Program. The State has provided support for this project since 1988 and there is no local match required. The funds will be used to help offset the operating costs incurred by the Department of Planning in ensuring the City's compliance with State Chesapeake Bay Critical Area regulations.

**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 Grant Agreement with the State of Maryland Department of Natural Resources Critical Area Commission.

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:

2449 - 2450

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

## MINUTES

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement

- |    |   |                                      |                |
|----|---|--------------------------------------|----------------|
| 1. | B50005720, O.E.M.<br>Parts and Service<br>for Ford Vehicles | Al Packer's White<br>Marsh Ford, LLC | \$3,000,000.00 |
|----|---|--------------------------------------|----------------|

(Department of General  
Services - Fleet Management)

**MBE/WBE PARTICIPATION:**

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for the Original Equipment Manufacturer (O.E.M.) parts for maintenance and repair of Ford Vehicles within the City's fleet.

**MWBOO GRANTED A WAIVER.**

- |    |  |  |               |
|----|--|--|---------------|
| 2. | B50005675, O.E.M.<br>Parts and Service<br>for Harley-Davidson<br>Motorcycles | Baltimore Power-<br>sports, Inc./<br>Harley-Davidson of<br>Baltimore, Inc. | \$ 430,000.00 |
|----|--|--|---------------|

(Department of General Services -  
Fleet Management)

**MBE/WBE PARTICIPATION:**

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are no certified MBEs or WBEs who are authorized Harley-Davidson Motorcycles parts of service providers.

**MWBOO GRANTED A WAIVER.**

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement - cont'd

3. B50005609, Destination Hilton Displays, \$200,000.00  
Signage LLC

(Department of General Services)

**MBE/WBE PARTICIPATION:**

On November 14, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

4. B50005719, Automotive The Best Battery \$500,000.00  
Starters & Alternators Company, Inc.

(Department of General  
Services - Fleet Management)

**MBE/WBE PARTICIPATION:**

On April 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Planning</u>			
1. Alice Huang	Improving Equitable Mobility through Electrification Portland, OR May 19 - 22, 2019	General Fund	\$ 120.00

Travel, hotel, and registration costs will be covered by the Urban Sustainability Directors Network. The sponsor will not cover the cost of meals. Therefore, only subsistence for meals and incidentals is requested by the agency.

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 of funds used to pay for travel has no bearing upon the requirement of approval.

2. Lauren Schiszik	The Cultural Value of Everyday Places Symposium VAF Conference Philadelphia, PA May 27 - June 1, 2019	General Fund	\$ 584.88
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Circuit Court

3. Derrick Dias Alexander Endy James Miles	Digital Audio Video Training Course Williamsburg, VA May 21 - 24, 2019	General Fund	\$4,472.76
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The hotel cost of \$259.00 for each attendee and registration cost of \$695.00 for each attendee were prepaid using a City-issued credit card assigned to Mr. Lionel Moore. Therefore, the disbursement for each attendee is \$499.84.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
4. Jennifer Ingbretson	Association of Firearm and Tool Mark Examiners Nashville, TN May 28 - 31, 2019 (Reg. Fee \$760.00)	Asset Forfeiture Funds	\$1,897.36

The airfare cost of \$267.96 and registration fee of \$780.00 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost of \$626.40 was prepaid on Ms. Ingbretson's personal credit card. Therefore, Ms. Ingbretson will be disbursed \$869.40.

5. Martin Bartness	National Police Peer Intervention Executive Leadership Conference New Orleans, LA June 14 - 21, 2019 (Reg. Fee \$300.00)	General Funds	\$1,070.00
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The airfare cost of \$246.96, hotel cost of \$232.00 per night, and registration fee of \$300.00 were prepaid on Mr. Bartness's personal credit card. Therefore, Mr. Bartness will be disbursed \$1,070.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence 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 - cont'd</u>			
6. Jessica Wade** Dana Quirindongo*	The Association of Firearm and Tool Mark Examiners Nashville, TN May 25 - June 1, 2019 (Reg. Fee \$790.00)* (Reg. Fee \$865.00)**	Asset Forfeiture Fund	\$4,485.72

Ms. Quirindongo will share the hotel room with Ms. Wade. Therefore, she is not requesting subsistence for hotel accommodations. The hotel cost was prepaid on Ms. Wade's person credit card. The airfare in the amount of \$425.96 for each attendee and registration fee of \$865.00 for Ms. Wade and \$790.00 for Ms. Quirindongo were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, Ms. Wade will be disbursed \$1,678.80. Ms. Quirindongo will be disbursed \$300.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence 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>Mayor's Office of Emergency Management</u>			
7. Edmund Goode	Maryland Emergency Management Association Ocean City, MD May 27-June 1, 2019 (Reg. Fee \$0.00)	Federal FY State Homeland Security Grant Program	\$ 914.80
<u>Fire and Police Employees' Retirement System (F&amp;P)</u>			
8. Howard Mossovitz	2019 Government Finance Officers Association Annual Conference Los Angeles, CA May 19 - 22, 2019 (Reg. Fee \$420.00)	Special Funds Fire & Police	\$2,294.97

The subsistence rate for this location is \$246.00 per night. The cost of the hotel is \$274.00 per night, plus hotel taxes of \$43.018 per night.

The registration fee has been prepaid by the F&P. The F&P is requesting additional subsistence in the amount of \$28.00 per day for the hotel and \$40.00 per day for meals and incidentals.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence 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/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Finance</u>			
9. Colles Corprew	American Contract Compliance Association 2018 National Training Institute Cleveland, OH Aug. 28 - Sept. 2, 2018 (Reg. Fee \$550.00)	General Funds	\$1,005.96

Ms. Corprew traveled to Cleveland, Ohio to attend the American Contract Compliance Association 2018 National Training Institute in Cleveland, Ohio from August 28, 2018 through September 2, 2018.

Ms. Corprew personally incurred the cost of the airfare, taxi, the registration fee, and the hotel costs. However, Ms. Corprew and her Department agreed that her stay at the hotel would be at her own expense and she is not seeking reimbursement for those costs. Therefore, Ms. Corprew will be reimbursed \$1,005.96.

TRAVEL REIMBURSEMENT

\$ 405.96 - Airfare
50.00 - Taxi
<u>550.00 - Registration Fee</u>
<b>\$1,005.96 - Total Reimbursement</b>

This request is late because of delays in the administrative process.

**MINUTES****TRAVEL REQUESTS/RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Requests, and the Travel Reimbursements. The Comptroller **ABSTAINED** on item nos. 8 and 9.

**MINUTES**

Office of the Labor Commissioner - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Ms. Jennifer Matthews. The Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$41,000.00 - 1001-000000-1280-154300-603021

**BACKGROUND/EXPLANATION:**

Ms. Matthews will work as a Hearing Officer for administrative hearings related to employee grievances.

**APPROVED FOR FUNDS BY FINANCE.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Ms. Jennifer Matthews.

**MINUTES**

President: "As there is no more business before the Board, we will recess until bid opening at twelve noon. The Board will also be in recess next week and will reconvene May 2019 -- 29, 2019. Thank you."

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

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 Recreation & Parks      - RP 19804, Mount Pleasant  
Ice Arena Renovations

C&N Associates, LLC  
Bensky Construction Co., LLC  
E. Pikounis Construction Co., Inc.

## MINUTES

Bureau of Procurement

- B50005655, Book Binding  
Services

Wert Bookbinding, Inc.  
HF Group

Bureau of Procurement

- B50005686, Uniforms for the  
Baltimore Convention Center  
Employees

Arrow Safety Device  
Galls, LLC  
Feury Image Group  
Unimex Corporation  
Chesapeake Uniform Rental, Inc.  
dba Lord Baltimore Uniform

Bureau of Procurement

- B50005706, Cranes and Hoist  
Inspections and Repairs

Royal Arc Welding Company  
Air & Power Technologies, Inc.  
d/b/a Baker Cranes

MINUTES

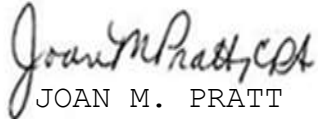
Bureau of Procurement

- B50005748, Electronic  
Medical Health Records  
Management Software Support  
and Services  
(Technical Opening)

Netsmart Technologies, Inc.  
Patagonia Health  
Millennium Enterprise Corp  
Cure MD COM, Inc.  
OCHIN, Inc.  
Medicalistics, LLC  
Custom Data Processing

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made  
and seconded, adjourned until its next regularly scheduled  
meeting on Wednesday, May 29, 2019.

  
JOAN M. PRATT  
Secretary