

**MINUTES****REGULAR MEETING**

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

President: "Good morning everyone. The August 16, 2017 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. 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 August 14, 2017, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

Interim City Solicitor: "I move the approval of the items on the routine agenda."

Comptroller: "Second."

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

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**MINUTES****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:

A & A Plumbing, Inc.	\$	850,000.00
AM-Liner East, Inc.	\$	162,210,000.00
CAM Construction Co., Inc.	\$	133,460,000.00
Concrete Protection & Restoration, Inc.	\$	44,460,000.00
Fox Tapping, Inc.	\$	1,500,000.00
Freyssinet, Inc.	\$	39,726,000.00
Gray & Son, Inc.	\$	99,840,000.00
Independence Excavating, Inc.	\$	554,420,000.00
Mainlining America, LLC	\$	10,000,000.00
Senate Masonry Inc.	\$	1,500,000.00
Skanska USA Civil Southeast, Inc.	\$	1,037,360,000.00
Soil & Land Use Technology, Inc.	\$	1,500,000.00
Urland Development, 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:

Chesapeake Environmental Management, Inc.	Land Survey
	Engineer
	Landscape Architect

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

Hanover Land Services, Inc.	Land Survey Engineer
Koffel Associates, Inc.	Engineer
MK Consulting Engineers, LLC	Engineer
OLBN, Inc.	Architect

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

**MINUTES**Department of Real Estate - Second Interdepartmental  
Lease Renewals

The Board is requested to approve the Second Renewal of Inter-departmental Lease Agreements between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the below-listed locations. The period of the lease renewal is July 1, 2017 through June 30, 2018, unless otherwise indicated.

	<u>Facility &amp; Location</u>	<u>Monthly Installment</u>	<u>Annual Rent</u>
1.	Eastern District 1620 Edison Avenue 23,353 sq. ft.	\$15,561.53	\$ 186,738.35
	Account: 1001-000000-2041-716600-603096		
2.	Northeastern District 1900 Argonne Drive 29,463 sq. ft.	\$19,209.92	\$ 230,518.94
	Account: 1001-000000-2041-716600-603096		
3.	Northern District 2201 W. Cold Spring Lane 25,914 sq. ft.	\$21,431.09	\$ 257,173.07
	Account: 1001-000000-2041-716600-603096		
4.	Northwestern District 5271 Reisterstown Road 21,217 sq. ft.	\$16,419.45	\$ 197,033.33
	Account: 1001-000000-2041-716600-603096		

## MINUTES

Department of Real Estate - cont'd

- |    |  |             |               |
|----|--|-------------|---------------|
| 5. | Southeastern District<br>5710 Eastern Avenue<br>26,124 sq. ft.         | \$15,611.48 | \$ 187,337.74 |
|    | Account: 1001-000000-2041-716600-603096                                |             |               |
| 6. | Southern District<br>10 Cherry Hill Road<br>20,286 sq. ft.             | \$16,357.25 | \$ 196,287.03 |
|    | Account: 1001-000000-2041-716600-603096                                |             |               |
| 7. | Southwestern District<br>424 Fonthill Avenue<br>21,132 sq. ft.         | \$15,283.89 | \$ 183,406.60 |
|    | Account: 1001-000000-2041-716600-603096                                |             |               |
| 8. | Western District<br>1034 N. Mount St.<br>28,723 sq. ft.                | \$16,735.75 | \$ 200,828.91 |
|    | Account: 1001-000000-2041-716600-603096                                |             |               |
| 9. | Warrant Task Force<br>242 W. 29 <sup>th</sup> Street<br>33,932 sq. ft. | \$16,520.72 | \$ 193,248.54 |
|    | Account: 1001-2041-716600-603096                                       |             |               |

On November 18, 2015, the Board approved the original lease agreements for the period July 1, 2016 through June 30, 2017.

The Baltimore Police Department will continue to use the leased premises for administrative offices.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved the Second Renewal of foregoing Inter-departmental Lease Agreements between the Department of General Services, Landlord and the Baltimore Police Department, Tenant for the foregoing locations.

**MINUTES**

Department of Real Estate - Interdepartmental Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Interdepartmental Lease Renewal between the Department of General Services, Landlord, and the Department of Finance, Bureau of Accounting and Payroll Services (BAPS) Tenant, for the rental space of the property known as 401 E. Fayette Street, being on the 5<sup>th</sup> and 8<sup>th</sup> floors, containing 16,854 square feet. The period of the lease renewal is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$227,416.51	\$18,951.38

Accounts: 1001-000000-1422-160800-603096  
 1001-000000-1423-160800-603096

**BACKGROUND/EXPLANATION:**

On November 7, 2012, the Board approved the original lease agreement, with five 1-year renewal options. On June 12, 2013, the Board exercised the first renewal option. On July 23, 2014, the Board exercised the second renewal option, On August 12, 2015, the Board exercised the third renewal option. On June 22, 2016, the Boards exercised the fourth renewal option. This is the fifth renewal. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities. The Tenant responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other terms and conditions of the lease remain unchanged and in full effect.

**APPROVED FOR FUNDS BY FINANCE**



**MINUTES**

Department of Real Estate -

UPON MOTION duly made and seconded, the Board approved the Interdepartmental Lease Renewal between the Department of General Services, Landlord, and the Department of Finance, Bureau of Accounting and Payroll Services Tenant, for the rental space of the property known as 401 E. Fayette Street, being on the 5<sup>th</sup> and 8<sup>th</sup> floors, containing 16,854 square feet.

**MINUTES**

Space Utilization Committee - Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Amendment to Lease Agreement with Chabad, Inc., Tenant, for the rental of the surface parking lot located at the western end of 3500 W. Northern Parkway (Public Safety Training Center), consisting of approximately 30 parking spaces. The period of the Amendment to Lease Agreement is September 1, 2017 through August 31, 2020, with no renewal options.

**AMOUNT OF MONEY AND SOURCE:**

\$1.00 - if demanded

**BACKGROUND/EXPLANATION:**

On November 5, 2014, the Board approved the Lease Agreement with Chabad, Inc. for the period September 1, 2014 through August 31, 2017, with the option to renew for two 1-year periods. This Amendment to Lease Agreement changes the lease renewal term to a three-year period from September 1, 2017 through August 31, 2020, with no renewal options.

The Space Utilization Committee approved this Amendment to Lease Agreement on June 27, 2017.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Lease Agreement with Chabad, Inc., Tenant, for the rental of the surface parking lot located at the western end of 3500 W. Northern Parkway (Public Safety Training Center), consisting of approximately 30 parking spaces.

**MINUTES**

Department of Real Estate - Tax Sale Certificate

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of a Tax Sale Certificate to Mr. Jimmie Hagler for an amount that is less than the lien amount for the property located at 1806 W. Lombard 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>Assignment Amount</u>
1806 W. Lombard St.	\$5,000.00	\$3,788.63	\$8,448.56	\$5,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1806 W. Lombard Street on May 16, 2016 for \$8,448.56. Mr. Hagler has offered to purchase the Tax Sale Certificate for \$5,000.00 cash, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$5,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Mr. Jimmie Hagler for an amount that is less than the lien amount for the property located at 1806 W. Lombard Street.

**MINUTES**

Department of Real Estate - Agreement of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with Donnybrook PAD, LLC, Purchaser, for the sale of the property described as MAP 0070, GRID 0014, PARCEL 0988 A.K.A. 219 Burke Avenue, Towson, MD.

**AMOUNT OF MONEY AND SOURCE:**

\$120,000.00

**BACKGROUND/EXPLANATION:**

The authority to sale this property was approved on June 5, 2015 by City Council Ordinance No. 17-019.

The Purchaser, who is the adjacent property owner, will use the property to provide additional amenities to the apartment complex that may include a swimming pool, clubhouse, and/or additional parking.

The Purchaser has agreed to pay the fair market appraised value of \$120,000.00 and has paid a good faith deposit of \$12,000.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with Donnybrook PAD, LLC, Purchaser, for the sale of the property described as MAP 0070, GRID 0014, PARCEL 0988 A.K.A. 219 Burke Avenue, Towson, MD.

MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3276 - 3281

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development (DHCD)</u>		
1. <b>\$ 50,000.00</b> 2 <sup>nd</sup> Community & Economic Development Appropriations	9910-926013-9587 Acquisition - Tax Sale (Reserve)	9910-907653-9588 Acquisition - Tax Sale FY 15

This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates to support the projects and programs of the Department of Housing and Community Development and in particular to acquire vacant property on blocks and in neighborhoods through the tax sale process.

2. <b>\$ 50,000.00</b> General Funds	9910-912014-9587 Ground Rent Acquisition (Reserve)	9910-907079-9588 Ground Rent Acquisition
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This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates to support the Ground Rent Acquisition projects and programs of the Department of Housing and Community Development.

3. <b>\$500,000.00</b> 2 <sup>nd</sup> Community & Economic Development	9910-919017-9587 Citywide Acquisi- tion/Relocation (Reserve)	9910-908044-9588 Acquisition & Relocation FY 13
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This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates for acquisition and relocation costs related to properties not within defined project areas.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd		
4. <b>\$200,000.00</b> 2 <sup>nd</sup> Community & Economic Development	9910-904967-9587 Johnston Square (Reserve)	9910-910715-9588 Johnston Square

This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates for costs related to the Johnston Square Project.

5. <b>\$500,000.00</b> 2 <sup>nd</sup> Community & Economic Development	9910-913996-9587 Stabilization of City-owned Properties (Reserve)	9910-911158-9588 Stabilization FY 13
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This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates for costs related to the stabilization of City-owned properties.

6. <b>\$1,000,000.00</b> 2 <sup>nd</sup> Community & Economic Development	9910-949002-9587 Urgent Needs Stabilization Program (Reserve)	9910-907647-9588 Urgent Needs Stabilization Program FY18
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This transfer will provide funds to support Citywide Urgent Needs Stabilization Program for Fiscal Year 2018.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD - cont'd</u>			
7.	\$ 14,718.59	9910-995001-9587	9910-903283-9588
	29 <sup>th</sup> Comm. Dev. Bonds	Unallocated Reserve	Emergency Housing
	35,281.41	" "	" "
	31st Comm. Dev. Bonds		
	<u>\$ 50,000.00</u>		

This transfer will provide funds for emergency housing costs associated with citizens displaced by fire, flooding, or other hardships.

8.	<b>\$2,498,200.00</b>	9910-923019-9587	
	2 <sup>nd</sup> . Comm. & Econ. Dev. Bonds	Baltimore Homeowner Incentive - Reserve	
	\$ 575,000.00	-----	9910-903292-9588
			Baltimore City Employee Program
	500,000.00	-----	9910-903294--9588
			Buy Into Baltimore
	423,200.00	-----	9910-905290-9588
			Live Near Your Work Program
	<u>1,000,000.00</u>	-----	9910-907109-9588
			Booster Program V2V
	<b>\$2,498,200.00</b>		

This transfer will provide funds for Baltimore Housing's Homeownership Incentive Programs for fiscal year 2018.



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

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>DHCD</u> - cont'd			
9.	<b>\$ 136,000.00</b>	9910-922012-9587	9910-910634-9588
	General Funds	Whole Block	Whole Block
	Revenue	Reserve	Acquisition/ Relocation

This transfer will provide appropriations approved in FY 2014 Ordinance of Estimates supporting the Whole Block Program.

Baltimore Development Corporation

10.	<b>\$ 1,167.11</b>	9910-994001-9600	9910-904359-9601
	20 <sup>th</sup> Econ.	Constr. Reserve	Broadway Square
	Dev. Fund	Unallocated	

This transfer will provide funds to cover capital transfer credits from January 2017 through June 30, 2017 that are based on allocations of capital expenditures associated with the Broadway Square.

Department of Planning

11.	<b>\$ 100,000.00</b>	9904-926019-9129	9904-927019-9127
	1 <sup>st</sup> Cultural	Chesapeake	Chesapeake
	Institutional	Shakespeare	Shakespeare
	Loan	Theater (Reserve)	Theater (Active)

Chesapeake Shakespeare Company renovated the historic Mercantile Safe Deposit and Trust Company Building at Calvert and Redwood Streets into a new 250-seat permanent indoor home for the company. The initial renovations were completed and the theater opened in 2014. This transfer will provide funds for continuing infrastructure needs such as sealing and/or

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning - cont'd</u>		
replacing the building's storm windows (making them more efficient), replacing battery systems and other building system components, upgrading storage space, and enhancing audience experience through the addition and/or upgrade of technical components for productions (lighting, sound, etc.)		
<u>Department of General Services</u>		
12. \$300,000.00	9916-908127-9194	9916-909227-9197
1 <sup>st</sup> Parks & Public Facilities Loan	Fire Station Renovation River-side & Fort Ave. Reserve	5 <sup>th</sup> Public Building Loan - Fire Station Renovation Riverside & Fort Ave Active
135,500.00	9916-904845-9194	" "
5 <sup>th</sup> Public Building Loan	Capital Constr. & Maintenance Reserve	
<b>\$435,500.00</b>		

The Baltimore City Fire Department wishes to relocate its maintenance shop, which is currently located at Engine 6, to Fire Station 26 on Fort Avenue. However, the renovations at Engine 26 must be completed before the maintenance shop can be moved.

This transfer will provide funds to cover costs associated with in-house costs. The renovations will include a new second floor layout, partial roof replacement, and a new staircase. In addition, selective limited demolition must take place before renovations can begin.

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

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services - cont'd</u>			
13.	<b>\$ 50,000.00</b>	9916-904845-9194	9916-907061-9197
	3 <sup>rd</sup> Public	Capital Constr.	Engine 44 Roof
	Building Loan	& Maintenance	Replacement
		Reserve	Active

The existing slate roof has surpassed its useful life span and the building is suffering significant water leakage during rain events which damaged both roof structures and interior finishes. The roof must be replaced.

Department of Public Works/Office  
of Engineering and Construction

14.	<b>\$250,000.00</b>	9958-906405-9526	9958-903993-9525-2
	Stormwater	Citywide Stream	Extra Work
	Utility	Restoration	
		Constr. Reserve	

This transfer will provide funds to cover the work needed under ER 4097, Watershed 263, Phases 3 & 4, Slope Repair at Biddison Run and Western Run.

15.	<b>\$275,000.00</b>	9960-909100-9558	9960-901749-9557-3
	Water Revenue	Water Infrastr.	Engineering
	Bonds	Rehabilitation	
		Constr. Reserve	

This transfer will provide funds to cover costs of in-house Design for WC 1363, Allendale Neighborhood Water Main Rehabilitation.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>				
1.	Madison and Bradford Savings and Loan now known as Madison Bank of Maryland	625 N. Franklinton Road	G/R \$96.00	\$ 640.00
	Funds are available in account 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Project.			
2.	Michael L. Rottenberg	1516 Traction Street	G/R \$54.00	\$ 495.00
	Funds are available in account no. 9910-908636-9588-900000-704040, North Traction Project.			
3.	Susan F. Dinwiddie and Wendell E. Dinwiddie, Trustees of the Dinwiddie Family Trust Under Declaration of Trust dated November 9, 2012	1304 Argyle Ave.	G/R \$78.18	\$ 521.20
4.	Lawrence, LLC	1311 Myrtle Ave.	G/R \$80.00	\$ 733.00
	Funds are available in account 9910-905142-9588-900000-704040, Upton Ball Fields Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>				
5.	Mark Grosman	1316 Argyle Ave.	G/R \$67.50	\$ 562.50
	Funds are available in account 9910-905142-9588-900000-704040, Upton Ball Fields Project.			
6.	Johnnie Mae Beverly and Antonio Marcus Beverly, Life Estate without powers Remainder onto Angela Griffin and Jacqueline Victoria Beverly	2720 Fenwick Ave.	L/H	\$17,250.00
	Funds are available in account 9910-904326-9588-900000-704040, Fenwick CHM Project.			

In the event that the option agreement/s fail/s 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 amount/s.

DHCD - Condemnations

7.	Jesus is the Way Church Apostolic Faith, Inc.	2017-2019 E. Biddle Street	L/H	\$ 1,760.00
	Funds are available in account no. 9910-908636-9588-900000-704040, Hoen Parking Project.			

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations - cont'd</u>				

8.	S. Goldberg - Custodian, LLC	1315 Myrtle Ave.	G/R \$96.00	\$ 800.00
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Funds are available in City Bond Funds, account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

9.	Doris W. Hall	1099 W. Fayette Street	F/S	\$ 20,400.00
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Funds are available in City Bond Funds, account no. 9910-914135-9588-900000-704040, Poppleton Project.

DHCD - Condemnations or Redemptions

10.	Trustees of the Beechfield Methodist Church	2017 E. Biddle Street	G/R \$78.00	\$ 520.00
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Funds are available in account no. 9910-908636-9588-900000-704040, Hoen Parking Project.

11.	Trustees of the Beechfield Methodist Church	2019 E. Biddle Street	G/R \$78.00	\$ 520.00
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Funds are available in account no. 9910-908636-9588-900000-704040, Hoen Parking Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
DHCD - <u>Condemnations or Redemptions</u> - cont'd			
12. Irving Feldman	1313 Myrtle Avenue	G/R \$96.00	\$ 640.00

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

13. Annie E. Bachtel	1119 N. Bradford Street	G/R \$42.00	\$ 280.00
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Funds are available in account no. 9910-907079-9588-900000-704040.

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

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

**MINUTES**

Police Department - Memorandum of Understanding Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the one-year renewal option of the Memorandum of Understanding between Anne Arundel County, Maryland (County) on behalf of the Anne Arundel County Police Department (AAPD) and Taiwan Jamal Smith (Smith). The period of the renewal is September 1, 2017 through August 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$45,000.00- 1001-000000-2041-196500-603026

**BACKGROUND/EXPLANATION:**

On August 10, 2016, the Board approved the MOU for the period August 10, 2016 through August 30, 2017.

Under the MOU, Mr. Smith, an employee of the County and a sworn AAPD police officer with the rank of Lieutenant, was assigned to the BPD on a full-time basis to serve as the Chief of the BPD's Media Relations Division. Mr. Smith has served in this role since August 2015. The MOU also provides that two BPD detectives be assigned to AAPD's Narcotics Enforcement Division during the renewal term.

During the renewal term the County will pay Mr. Smith his compensation and benefits as a police lieutenant. To induce Mr. Smith to continue in this position with the BPD during the renewal term, where he will forego the ability to earn additional compensation from the County. The BPD will pay Mr. Smith a \$45,000.00 stipend during the renewal term. The BPD will continue to pay the two BPD detectives assigned to AAPD their compensation and benefits during the renewal term.

**APPROVED FOR FUNDS BY FINANCE**



**MINUTES**

Police Department - cont'd

**AUDITS REVIEWED AND HAD NO OBJECTION**

UPON MOTION duly made and seconded, the Board approved the foregoing one-year renewal option of the Memorandum of Understanding between Anne Arundel County, Maryland on behalf of the Anne Arundel County Police Department and Taiwan Jamal Smith.

**MINUTES**

Mayor's Office of Human - Agreements and Amendment  
Services (MOHS) No. 1 to Agreement

The Board is requested to approve and authorize execution of the following Agreements and Amendment No. 1 to Agreement. The period of the agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

AGREEMENTS

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$124,300.00**

Account: 4000-407118-5940-788800-603051

The organization will utilize the funds to conduct street outreach for the homeless. Services will include providing 1,000 outreach contacts to homeless individuals and providing case management services to 100 homeless persons living on the streets.

**MWBOO GRANTED A WAIVER.**

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$301,743.00**

Account: 4000-407118-5940-760400-603051

The organization will utilize the funds to provide homelessness prevention services and rapid re-housing assistance to 100 homeless individuals or families.

**MWBOO GRANTED A WAIVER.**

The agreements are late because of a delay in receiving the federal grant award notice.

## MINUTES

MOHS - cont'd

3. **UNITED MINISTRIES, INC.** **\$ 40,000.00**

Account: 5000-529118-3572-766200-603051

The organization will utilize the funds to provide shelter and support services to approximately 30 clients annually in their Earl's Place Transitional Program.

The agreement is late because of a delay in receiving the state grant award notice.

4. **MANNA HOUSE, INC.** **\$ 91,710.00**

Account: 1001-000000-3572-778700-603051

The organization will utilize the funds to provide meals and case management to 50 homeless individuals as part of their Soup Plus Project.

The agreement is late because of delays in budget negotiations with the provider.

**MWBOO GRANTED A WAIVER.**

5. **PROJECT PLASE, INC.** **\$172,448.00**

Account: 5000-502818-3572-764500-603051

The organization will utilize the funds to provide emergency shelter bed nights to ten homeless individuals in Baltimore City. The funds will cover personnel costs, shelter operating expenses, and client costs such as transportation and food on a per night basis.

**MWBOO GRANTED A WAIVER.**

## MINUTES

MOHS - cont'd

The agreement is late because of a delay in receiving the state grant award notification.

6. **PROJECT PLASE, INC.** **\$286,750.00**

Account: 4000-490818-5940-764200-603051

The organization will utilize the funds to provide case management and supportive services to 65 to 70 homeless individuals or families who have a family member with AIDS.

The case management services will be provided to low-income households living in Project PLASE, Inc.'s scattered site permanent housing units throughout Baltimore City.

The agreement is late because of delay in receiving the federal grant award notice.

**MWBOO GRANTED A WAIVER.**

7. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 99,039.00**

Account: 4000-490818-3571-762200-603051

The organization will utilize the funds to provide outreach and supportive services to low-income individuals or families who have a family member with AIDS. Services will include providing care management to 50 clients, connecting 30 clients to medical care and referring another 30 clients to the Client Assistance Fund.

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

**MWBOO GRANTED A WAIVER.**

## MINUTES

MOHS - cont'd

8. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$376,441.00**

Account: 4000-490818-5940-762500-603051

Aids Interfaith Residential Services, Inc. will utilize the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. The organization serves up to 10 clients at any point in time in its Don Miller housing site.

The agreement is late because of the delay in receipt of the final grant award notice from the U.S. Department of Housing and Urban Development.

**MWBOO GRANTED A WAIVER.**

9. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$418,368.00**

Account: 4000-490818-5940-762800-603051

Aids Interfaith Residential Services, Inc. will utilize the funds to offset the cost of providing supportive services to individuals or to families who have a family member with AIDS. The organization will provide transportation to an average of 325 clients per day, seven days per week through its People on the Move Program.

The agreement is late because of a delay in receipt of the final grant award notice from the U.S. Department of Housing and Urban Development.

**MWBOO GRANTED A WAIVER.**

## MINUTES

MOHS - cont'd

10. **DAYSPRING PROGRAMS, INC.** **\$287,084.00**

Account: 4000-407016-3571-757600-603051

Dayspring Programs, Inc. will provide support services to 60 low-income, formerly homeless households as part of its supportive housing program. The supportive services include case management, assistance with finding appropriate scattered-site housing units, and job training. The period of the agreement is January 1, 2018 through December 31, 2018.

**MWBOO GRANTED A WAIVER.**

11. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 63,700.00**

Account: 4000-490818-3573-763000-603051

Govans Ecumenical Development Corporation will utilize the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. The organization will serve 29 households.

The agreement is late because of a delay in receipt of the final grant award notice from the U.S. Department of Housing and Urban Development.

**MWBOO GRANTED A WAIVER.**

AMENDMENT NO. 1 TO AGREEMENT

12. **ASSOCIATED CATHOLIC CHARITIES, INC. (ACC)** **\$ 2,473.00**

Account: 4000-407017-3573-757200-603051

On February 15, 2017, the Board approved the original agreement with the ACC in the amount of \$96,963.50, for the

**MINUTES**

MOHS - cont'd

period December 1, 2016 through November 30, 2017, to fund its permanent housing project entitled, "Fresh Start." The funding included the costs incurred for leasing the permanent housing units and staff salaries for case managers. Due to a clerical error, the contract incorrectly showed the total funding amount as \$96,963.50, instead of the correct amount of \$99,436.50 awarded by the U.S. Department of Housing and Urban Development. This Amendment No. 1 corrects the original agreement to reflect the increase in funding by \$2,473.00 for the total amount of \$99,436.50. All other terms and conditions of the original Agreement remain unchanged.

**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 No. 1 to Agreement.

**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. 1702 N. Calhoun St.	Rakhsanda Malik	ADA ramp 28'2" x 3'8"
\$ 70.30 - Flat Charge		
2. 31 Light St.	31 Twins, LLC	ADA ramp 4' x 10' + 3' x 5'
\$ 70.30 - Flat Charge		
3. 1118 S. Charles St.	1018 South Charles	Single face electric sign 6.82 sq. ft.
\$ 210.90 - Flat Charge		

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 Minor Privilege Permits.



**MINUTES**

Department of Transportation - Developer's Agreement No. 1535

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1535 with 602 Howard Properties, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

\$26,000.00

**BACKGROUND/EXPLANATION:**

602 Howard Properties, LLC, would like to install new water to their renovated building located at 602 North Howard Street. This Developer's agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

An irrevocable Letter of Credit in the amount of \$26,000.00 has been issued to 602 Howard Properties, LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Developer's Agreement No. 1535 with 602 Howard Properties, LLC, Developer.

**MINUTES**

Department of Transportation - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License Agreement with the Maryland Stadium Authority, Licensee. The period of the License Agreement is effective upon Board approval for three years with two 1-year renewal options.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Department of Transportation desires to enter into a License Agreement with the Maryland Stadium Authority to secure parking for nearby residents during Phase II and III Snow Emergency. One hundred and seventy-five unmarked parking spaces located at Lot F of the Oriole Park at Camden Yards lots located in Baltimore will be utilized by residents in this area until the snow emergency has been down-graded to Phase I.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License Agreement with the Maryland Stadium Authority, Licensee.

**MINUTES**

Department of Transportation - Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Lion Gate Ventures, Inc. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

\$13,378.73 - 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation fee was required for the development. The Developer proposes to perform the Scope of Work for Right Away Storage located at 5400 O'Donnell Street, (Ward 26, Section 01, Block 6820, Lot 061) constructing a new self-storage facility with 104,000 square feet with a total of 892 storage units.

The Developer agrees to make a one-time contribution in the amount of \$13,378.73 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Lion Gate Ventures, Inc.

**MINUTES**

Department of Transportation/ - Task Assignment  
Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 24 to Whitman, Requardt & Associates, LLP, under On-Call Construction Management Services, Project No. 1217. The duration of the task is approximately seven months.

**AMOUNT OF MONEY AND SOURCE:**

\$99,999.93 - 9962-909063-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization provides for a Construction Project Engineer, Construction Manager CPS I and a Construction Project Engineer-Public Works Inspector III for TR 16018 and TR 16019 at various locations citywide.

**DBE 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:** 27.00%

**WBE:** 10.00%

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

**MINUTES**

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT/S</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$109,999.92</b>	9962-941002-9563	9962-909063-9562-5
Other	Construction Reserve - Conduit Replacement Program	Inspection Conduit System Reconstruc- tion

This transfer will fund the costs associated with Task No. 24 on Project No. 1217, On-Call Construction Management Services with Whitman, Requardt & Associates, LLP.

UPON MOTION duly made and seconded, the Board approved the foregoing assignment of Task No. 24 to Whitman, Requardt & Associates, LLP, under On-Call Construction Management Services, Project No. 1217. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Conduit Infrastructure Design Services Agreement for Project No. 1257 with STV Incorporated. The period of the On-Call Conduit Infrastructure Design Services Agreement is effective upon Board approval for three years or until the upset limit is reached whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the consulting agreement approved by the Office of Boards and Commission and Architectural and Engineering Awards Commission and now desires to utilize the services of STV Incorporated. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier.

The Consultant will assist with the scope of services which includes, but is not limited to civil engineering, traffic engineering, utility engineering, and related work for the Baltimore City Conduit System. Also, developing duct bank, manholes, roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater, reconstruction, resurfacing, stormwater management, erosion and sediment control, surveys, environmental site assessments and other related civil engineering tasks. The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS support and other miscellaneous tasks for various Capital Improvement Projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

**MINUTES**

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

<b>MBE:</b> AB Consultants, Inc.	\$ 80,000.00	4%
Alvi Associates, Inc.	100,000.00	5%
Baker Engineering Services, Inc.	80,000.00	4%
DM Enterprises of Baltimore, LLC.	80,000.00	4%
RJM Engineering, Inc.	120,000.00	6%
Spartan Engineering, LLC.	80,000.00	4%
	<u>\$540,000.00</u>	<u>27%</u>
 <b>WBE:</b> iDesign Engineering, Inc.	 \$100,000.00	 5%
Ross Technical Services, Inc.	100,000.00	5%
	<u>\$200,000.00</u>	<u>10%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing On-Call Conduit Infrastructure Design Services Agreement for Project No. 1257 with STV Incorporated.

**MINUTES**

Department of Transportation - Amendment No. 1 to  
On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 for Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects with WSP USA, Inc. (formerly Parson Brinckerhoff, Inc.). The Amendment No. 1 to On-Call Consultant Agreement extends the period of the agreement through July 21, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On July 22, 2015, the Board approved the agreement in the amount of \$1,000,000.00 with WSP USA, Inc. (formerly Parson Brinckerhoff, Inc.), for a period of two years to assist the Department of Transportation, Engineering & Construction Division by providing various on-call engineering services for the proposed improvements to the City's system of streets and highways.

The Department is requesting 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. This approval will result in an expiration date of July 21, 2018.

**MBE/WBE PARTICIPATION:**

WSP USA, Inc. 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 - cont'd

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendment No. 1 for Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects with WSP USA, Inc. (formerly Parson Brinckerhoff, Inc.).

**MINUTES**

Department of Transportation - Amendment No. 3 to  
On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 3 for Project No. 1142, On-Call Traffic Signal & I.T.S and Traffic Engineering Design Services with Rummel, Klepper & Kahl, LLP. The Amendment No. 3 to On-Call Consultant Agreement will extend the period of the agreement through July 12, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On July 13, 2011, the Board approved the agreement in the amount of \$1,000,000.00, with Rummel, Klepper & Kahl, LLP., to assist the Traffic Division in managing various activities but not limited to field surveys and design for traffic signals, detectors, closed circuit television traffic monitoring, variable message signs and field condition inspections for a three year period. On July 02, 2014, the Board approved Amendment No. 1 for a one-year time extension to complete on going tasks. On November 5, 2014, the Board approved Amendment No. 2 for an increase to the upset limit of \$500,000.00 to assign additional work.

The Department of Transportation is requesting an additional one year time extension to allow time for the completion of ongoing tasks.

**DBE PARTICIPATION:**

The Consultant will comply with Title 49 Code of Federal Regulations part 26 and the DBE goal established in the original agreement.

**DBE:** 23.00%

**MINUTES**

Department of Transportation - cont'd

**AUDITS NOTED THE TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendment No. 3 for Project No. 1142, On-Call Traffic Signal & I.T.S and Traffic Engineering Design Services with Rummel, Klepper & Kahl, LLP.

**MINUTES**

Department of Transportation - Amendment One to the  
Escrow Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment One to the Escrow Agreement (Amendment One) with Greyhound Lines, Inc. and Manufacturers and Traders Trust Company, Escrow Agent. The Amendment One is effective upon Board approval until the City exercises a written release of the Escrow Account.

**AMOUNT OF MONEY AND SOURCE:**

\$317,613.28 - 9950-906645-9527-000000-490375

**BACKGROUND/EXPLANATION:**

On January 15, 2014, the Board approved a Funding Agreement with Greyhound to establish the framework for the funding responsibilities for Contract No. TR 11320 Greyhound Intermodal Terminal which includes construction of a new bus and transit passenger terminal. On August 20, 2014, the Board approved Amendment #1 for the design and construction of a new bus and transit passenger terminal.

On January 21, 2015, the Board approved the original Escrow Agreement in connection with TR 11320 Greyhound Intermodal Terminal, in the amount of \$3,868,375.35.

Greyhound and the Department of Transportation desire to amend the original Escrow Agreement by increasing its value by \$317,613.28, for a total value of \$4,185,988.63, in order to cover additional work requested by Greyhound during the construction of the intermodal bus terminal. Some of the additional work included modifying the kitchen and equipment from gas to electric and upgrading the concrete pavement section for improved durability and life cycle cost.

**MINUTES**

Department of Transportation - cont'd

This amended Escrow Agreement will remain in effect from the effective Date until the City executes a written Release of the Escrow Account as provided in Section 6 of the original Escrow Agreement. This amended Escrow Agreement shall not terminate under any circumstances whatsoever unless and until it is released in writing by the Director of the Baltimore City Department of Transportation after full payment and satisfaction of all amounts due and owing to the City under the Funding Agreement and the underlying Project. Any funds remaining in the Escrow Account upon termination of this amended Escrow Agreement shall be remitted to Greyhound only.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Amendment One to the Escrow Agreement with Greyhound Lines, Inc. and Manufacturers and Traders Trust Company, Escrow Agent.

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is September 30, 2016 through September 29, 2017, unless otherwise indicated.

1. **JOHNS HOPKINS UNIVERSITY** **\$151,713.00**

Account: 4000-484816-3023-718000-603051

The Johns Hopkins School of Nursing REACH Institute will coordinate, develop and implement training for providers on the implementation of Pre-Exposure Prophylaxis (PrEp), an anti-HIV medication that keeps HIV negative people from becoming infected. The organization will identify barriers to PrEp and HIV primary care and develop trainings to help community providers overcome those barriers.

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

**MWBOO GRANTED A WAIVER.**

2. **JOHNS HOPKINS UNIVERSITY** **\$666,144.00**

Account: 4000-484717-3023-718000-603051

The Johns Hopkins University School of Nursing, REACH HIV Institute will collaborate with multiple partners across the city to provide the training, clinical precepting and a social marketing campaign to reduce HIV infections and improve engagement in HIV medical care among men who have sex with men and transgender persons of color.

**MWBOO GRANTED A WAIVER.**

The agreements are late because of the delay in the administrative review process.

## MINUTES

Health Department - cont'd

3. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 70,420.00**

Account: 4000-484516-3160-308600-404001

The University of Maryland, Baltimore-School of Social Work will collaborate with the Department's Office of Youth Violence Prevention in the development, dissemination, and evaluation of trauma-informed programming for African American male survivors of violence. The period of the agreement is October 1, 2015 through September 30, 2018.

The agreement is late because of an oversight the agreement was not initiated until late in the fiscal year.

**MWBOO GRANTED A WAIVER.**

4. **THE JOHNS HOPKINS UNIVERSITY/SCHOOL OF MEDICINE (JHU SOM)** **\$250,000.00**

Account: 4000-499016-3023-513201-603051

The JHU SOM will provide Expanded HIV testing program services at the Department's Druid and Eastern STD Clinics. The services will include counseling and testing for clients who are at risk for HIV infection or who are in various stages of HIV infection. The period of the agreement is January 1, 2017 through December 31, 2017.

**MINUTES**

Health Department - cont'd

The agreement is late because the budget review and approval 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 approved and authorized execution of the foregoing agreements.



**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NoA is September 30, 2017 through September 29, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$235,000.00 - 4000-422618-3030-271500-404001

**BACKGROUND/EXPLANATION:**

The NoA will provide funding to ensure that Sexually Transmitted Disease data collections in the Baltimore region meet nationally defined goals. The project's director represents the Department on national network conference calls, during Centers for Disease Control and Prevention visits, and at collaborators meetings throughout the year.

**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 Award from the Department of Health and Human Services, Centers for Disease Control and Prevention.

**MINUTES**

Health Department - Employee Expense Statement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Emile Gilde for expenses incurred during the month of February 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$127.98 - 5000-530317-3041-605800-603051 - mileage  
\$ 30.00 - 5000-530317-3041-605800-603003 - parking

**BACKGROUND/EXPLANATION:**

Ms. Gilde submitted her Employee Expense Statement and appropriate back up documents on time, but they were inadvertently misplaced due to oversight.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

The Department apologizes for the lateness.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Emile Gilde for expenses incurred during the month of February 2017.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the final payment to Froehling & Robertson, Inc. for services rendered in connection with TR 12017RR, Material Testing-Phase I-Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

\$40,368.57	-	9960-903709-9557-900020-706063	-	WC 1164
10,001.97	-	9960-904727-9557-900020-706063	-	WC 1168
10,301.46	-	9960-904706-9557-900020-706063	-	WC 1202
<u>5,530.00</u>	-	9950-905532-9508-900020-702064		
<b>\$66,202.00</b>				

**BACKGROUND/EXPLANATION:**

On April 24, 2013, the Board awarded Contract No. TR 12017RR, Material Testing-VariouS Locations, in the amount of \$84,975.00. The contract expected completion was 720 calendar days, resulting in an expiration date of July 6, 2015. On September 17, 2014, the Board approved additional funding of \$100,000.00 in order to complete the task of this contract.

The original Contract book was established with various work items and quantities for the Contractors to bid. On August 12, 2015, the Board approved additional funding in the amount of \$54,240.00 to pay for locations needed in the design of the engineering projects in Baltimore City.

During the course of both projects associated with Contract No. TR 12017 RR, the Department of Public Works (DPW) was added to the original contracts at the approval of The Department of Transportation's Office of Engineering and Construction.

**MINUTES**

Department of Transportation - cont'd

The work performed for the DPW is within the project scope and resulted in overruns of various existing bid items. The items that resulted in the overruns are paid for at the original bid pricing.

The Department is requesting additional funding to pay for the increased quantities of existing bid items that were necessary for the field testing for those various locations under this Contract.

This request is late because the contractor and the two agencies worked together to arbitrate the cost. This payment represents the final payment owed to the contractor.

**MBE/WBE PARTICIPATION:**

The contractor has demonstrated a Good Faith Effort towards meeting the established MBE Minority Goal of 15% and WBE Minority Goal of 5% for this contract.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay the final payment to Froehling & Robertson, Inc. for services rendered in connection with TR 12017RR, Material Testing-Phase I-Variou Locations.

**MINUTES**

Department of Transportation - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the final payment to Froehling & Robertson, Inc. for services rendered in connection with TR 11003, Material Testing-Phase I-Various Locations.

**AMOUNT OF MONEY AND SOURCE:**

\$29,879.28	-	9956-907526-9951-900020-706063	-	SC 870
6,094.74	-	9960-910720-9557-900020-706063	-	WC 1224
161.98	-	9958-907102-9520-900020-706063	-	SWC 7763
780.00	-	9950-905532-9508-900020-702064		
<b>\$36,916.00</b>				

**BACKGROUND/EXPLANATION:**

On January 12, 2011, the Board awarded Contract No. TR 11003, Material Testing-Phase I-Various Locations, in the amount of \$116,400.00. The contract expected completion was 720 calendar days, resulting in an expiration date of March 28, 2013.

On November 28, 2012, the Board approved a 90-day time extension and additional funding in the amount of \$100,000.00, which resulted in a revised completion date of June 13, 2013. The additional 90-day time extension and additional funds requested on behalf of the agency was due to the current fiscal year contract advertisement for Material Testing being re-advertised twice and bids being rejected twice.

During the course of the projects associated with Contract No. TR 11003, The Department of Public Works (DPW) was added to the original contract at the approval of The Department of Transportation, Office of Engineering and Construction.

**MINUTES**

Department of Transportation - cont'd

The work performed for the DPW is within the project scope and resulted in overruns of various existing bid items. The items that resulted in the overruns are paid for at the original bid pricing.

The Department is requesting additional funding to pay for the increased quantities of existing bid items that were necessary for the field testing for those various locations under this Contract.

This request is late because the contractor and the two agencies worked together to arbitrate the cost. This payment represents the final payment owed to the contractor.

**MBE/WBE PARTICIPATION:**

The contractor has demonstrated a Good Faith Effort towards meeting the established MBE Minority Goal of 15% and WBE Minority Goal of 5% for this contract.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay the final payment to Froehling & Robertson, Inc. for services rendered in connection with TR 11003, Material Testing-Phase I-VariouS Locations.

**MINUTES**

Parking Authority of Baltimore City (PABC) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Profiles, Inc. The period of the agreement is effective upon Board approval for one year with one 1-year renewal option.

**AMOUNT OF MONEY AND SOURCE:**

\$35,403.00 - 2075-000000-5800-408700-603026

**BACKGROUND/EXPLANATION:**

The PABC worked for a number of years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. In collaboration with the Mayor's Commission on the PABC developed a program called Project SPACE to address this problem. Profiles, Inc. will continue to provide public relations and marketing services in support of Project SPACE.

The goal of Project SPACE is to make all of the City's parking meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

On July 13, 2014, Phase 1 of Project SPACE was launched in the Central Business District (Franklin Street to the north, President Street to the East, Pratt Street/Key Highway to the South and Martin Luther King, Jr. Boulevard to the West). Persons who had been abusing disability placards for the free parking that the placards previously provided, no longer had the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces. Phase 1 of Project SPACE also resulted in

## MINUTES

PABC - cont'd

a steep decline in thefts of disability placards in the City from 23 a month prior to Phase I, to fewer than three per month after commencement of Phase 1. Phase 1 of Project SPACE exceeded expectations, leading to Phase 2 in Harbor East and Fells Point.

On September 27, 2016, Phase 2 of Project SPACE was launched and has already demonstrated success. The PABC has observed a 100% increase in available metered parking spaces in the area and a two-thirds reduction in the abuse of handicapped parking placards.

On April 17, 2017, Phase 3 was launched in Federal Hill reserving 24 parking spaces for people with disabilities. Phase 3 has increased the availability of metered spaces in Federal Hill by 10%.

The successes of Phase 1, 2 and 3 of Project SPACE were due in large part to extensive public outreach that educated the regions on the changes to the City's metered parking program. Other jurisdictions that had attempted to implement similar programs for people with disabilities relied primarily on face to face meetings with stakeholders, but failed to inform the public-at-large about the program. Their efforts were stalled as a result. A professional public relations and marketing campaign helped the public understand the purpose and method of Project SPACE.

Profiles, Inc. a Baltimore City WBE firm, provided the public relations and marketing campaign for Phase 1, 2 and 3 of Project SPACE. Profiles, Inc. provided professional public relations services to inform residents, visitors, and commuters about the changes to the parking meter program.



**MINUTES**

PABC - cont'd

In January, 2013, Profiles, Inc. evaluated the program, performed primary research consisting of one-on-one interviews with people with disabilities, and conducted market research that was used to develop a brand identity including a strong program name and powerful branding platform. They created a visual identity and developed communications materials including a brochure, postcards, and posters. Profiles, Inc. developed a clean, professional web-site, publicized the program to the target audience through a series of public relations tactics including media relations, marketing, educational programs, on-street outreach, business, community and stakeholder outreach, developing and purchasing paid media, implementing a social media campaign and staffing community events such as Artscape, Fells Point Festival and the Baltimore Book Festival. Profiles, Inc. will provide similar services for Phase 4. The research phase and development of a brand identity are not needed for Phase 4 because they were completed in Phase 1. Profiles will oversee the design of new brochures and posters reflecting the additional phase, will assist PABC with website content, provide media relations, marketing, educational programs, on-street outreach, business, community and stakeholder outreach, developing and purchasing paid media, implementing a social media campaign and staffing community events.

**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 Agreement with Profiles, Inc.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

**MINUTES**PABC - cont'd

<b>Franklin Street Garage Transient Rate Adjustments</b>			
Rate to be adjusted	Current Rate	Proposed Rate	Date of Last Rate Adjustment
Up to one hour rate	\$ 5.00	\$ 6.00	May 2014
Up to one hour rate	\$ 7.00	\$ 8.00	May 2014

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

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

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

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

**MINUTES**PABC - cont'd

<b>Redwood Garage Transient Rate Adjustments</b>			
Rate to be adjusted	Current Rate	Proposed Rate	Date of Last Rate Adjustment
Up to one hour rate	\$ 9.00	\$10.00	September 2012
Up to one hour rate	\$13.00	\$14.00	September 2012

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Cale America, Inc. (Cale).

**AMOUNT OF MONEY AND SOURCE:**

\$44,275.00 - 5800-2075-000000-408700-603026  
(77 meters @ \$575.00 each)

**BACKGROUND/EXPLANATION:**

This expenditure of funds will pay for the upgrade of 77 EZ Park Multi-Space Meters to the most recent American with Disabilities Act (ADA) standards, in support of the Parking Meter Accessibility Program (Project SPACE). This expenditure of funds will allow the PABC to begin Phase 4 of Project SPACE to upgrade the existing EZ Park Meters in the Mt. Vernon area of the City.

The Board approved the Meter Maintenance Agreement on May 26, 2010 and an amendment to the Maintenance Agreement on February 5, 2014 that allowed for these ADA upgrades and set the cost of the upgrade. The Board approved one-year extensions of the Maintenance Agreement on May 27, 2015 and June 1, 2016, which extended the Agreement through May 30, 2017.

In addition, the Board approved prior expenditures of funds to upgrade 95 meters on July 27, 2016 and 53 meters on March 29, 2017. On May 17, 2017, the Board approved a new Maintenance Agreement with the same terms as the 2010 agreement that will expire in May 2020.

**MINUTES**

PABC - cont'd

Cale has provided and installed the EZ Park Meters since 2004 and the meters were ADA compliant until new ADA standards were issued. Cale must provide the required parts and services to upgrade the meters because the equipment is proprietary.

The PABC worked for a number of years with the Mayor's Commission on Disabilities to improve the parking situation in Baltimore for people with disabilities. With the Mayor's Commission on Disabilities, the PABC has developed a program called Project SPACE to address this problem.

The goal of Project SPACE is to make all parking meters ADA compliant and provide hundreds of reserved on-street parking spaces for people with disabilities, while requiring all parkers to pay for metered parking, including those displaying a disability placard or license plate.

Phase 1 of Project SPACE was launched in the Central Business District (Franklin Street to the north, President Street to the east, Pratt Street/Key Highway to the south, and Martin Luther King, Jr. Boulevard to the west) on July 13, 2014.

Persons who had been abusing disability placards for the free parking that the placards previously provided, no longer have the incentive to park all day at meters, resulting in more turnover and availability of metered parking spaces.

Phase 1 of Project SPACE exceeded expectations and led to Phase 2, which began on September 27, 2016 in the Fells Point and Harbor East areas of the City. Phase 3 began in the Federal Hill area on April 17, 2017.

**MINUTES**

PABC - cont'd

**MBE/WBE PARTICIPATION:**

The MBE/WBE participation goals were waived under the original agreement because of the sole source nature of work.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay Cale America, Inc.



**MINUTES**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for an action brought by Mr. James Lane (Plaintiff) against the Sheriff of Baltimore, John W. Anderson (Defendant), for alleged termination in violation of his First Amendment right to free speech.

**AMOUNT OF MONEY AND SOURCE:**

\$98,000.00 - 1001-000000-1182-138900-602079

**BACKGROUND/EXPLANATION:**

The total amount of the proposed settlement represents the amount needed to restore the value of Mr. Lane's pension for the period of time that he lost during his termination period.

Mr. James Lane (Plaintiff) was a Deputy Sheriff for Baltimore City for approximately 13 years before he was terminated for participating in a media interview regarding a departmental shooting incident in which he was involved and injured. Plaintiff sued, alleging that his termination was in retaliation for exercising his First Amendment right to free speech.

The U.S. District Court initially dismissed the case, but that dismissal was reversed by the U.S. Court of Appeals for the Fourth Circuit, which ruled that Plaintiff's speech was protected because he was reporting what he believed to be a cover-up within the Sheriff's Office. Because of the federal appellate court's opinion, and in order to resolve this litigation economically and

**MINUTES**

Law Department - cont'd

to avoid the expense, time, and uncertainties of further protracted litigation, the parties have agreed to offer Plaintiff payment of \$98,000.00, which represents the amount that the Sheriff's Office through City funds would need to provide Plaintiff to privately purchase an annuity that replaces that portion of his pension that was lost during the termination period (which cannot now be restored), for complete settlement of the case, including attorney's fees. In return, all of Plaintiff's claims are dismissed.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Settlement Agreement and Release for an action brought by Mr. James Lane against the Sheriff of Baltimore, John W. Anderson, for alleged termination in violation of his First Amendment right to free speech.

**MINUTES**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release for an action brought by Ms. Gail Mogol (Plaintiff) against the Mayor and City Council of Baltimore (Defendant).

**AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 - 2044-000000-1450-703800-603070.

**BACKGROUND/EXPLANATION:**

On May 20, 2015, during the evening hours, Ms. Gail Mogol, (Plaintiff) alleges that while walking on the sidewalk in front of 110 S. Eutaw Street in Baltimore City she slipped and fell on an uneven sidewalk block. As a result of the fall, Plaintiff sustained serious bodily injuries, including a left orbital floor fracture, nasal bone fracture, and subdural hemorrhage, which required a 5-day hospital stay and several infusions of a high-cost blood clotting factor. She was disabled for several weeks. Plaintiff's medical bills totaled approximately \$120,000.00. The City disputes that it is at fault for Plaintiffs injuries.

Because of conflicting legal issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to resolve this matter for \$60,000.00, and to avoid the expense, time, and uncertainties of further protracted litigation.

The Settlement Committee of the Law Department has reviewed the legal and factual issues in connection with this matter, and recommends to the Board that the settlement of this matter should be approved as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES**

Law Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Settlement Agreement and Release for an action brought by Ms. Gail Mogol against the Mayor and City Council of Baltimore.

**MINUTES**

Department of Recreation and Parks - Relocation Contract

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Relocation Contract 04A0DH3E with Verizon of Maryland (Verizon).

**AMOUNT OF MONEY AND SOURCE:**

\$4,677.53 - 9938-907740-9474-900000-706063

**BACKGROUND/EXPLANATION:**

Verizon relocated their facilities associated with the Department's construction project entitled: TR11319 Jones Falls Trail Phase V.

On Wednesday, March 1, 2017, the Board awarded Contract TR 11319 Jones Falls Trail Phase V. The purpose of this relocation contract #04A0DH3E is to provide clearance for improvements for this project which consists of:

- the transfer of copper cable and fiber cable to renew BGE poles, and
- the removal of BGE poles VZ#P10 and VZ#P9 in the rear of West Rogers Avenue (Pediatric Hospital).

Verizon estimates the total cost for the work performed to be \$4,677.53.

**DBE PARTICIPATION:**

The associated contract (TR 11319) with this request has a DBE goal of 28%.

**MINUTES**

Department of Recreation and Parks - 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 Relocation Contract 04A0DH3E with Verizon of Maryland.

**MINUTES**

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Siesta Homes, Inc., Developer, for the sale of the City-owned property located at 40 S. Franklintown Road.

**AMOUNT OF MONEY AND SOURCE:**

\$2,000.00

**BACKGROUND/EXPLANATION:**

The project will consist of one vacant lot which will be used for accessory parking of the applicant's adjacent property at 32 S. Franklintown Road. The applicant intends to have an automobile maintenance business at 32 S. Franklintown Road.

The aforementioned property has been journalized and approved for sale on 01/03/2014.

**STATEMENT OF PURPOSE AND RATIONALE FOR PROPERTY DETERMINED BY THE APPRAISAL VALUATION:**

N/A – The property was priced pursuant to the appraisal policy of Baltimore City. It was assessed at less than \$2,500.00 therefore an appraisal is not required. The assessed value of the vacant lot is \$1,000.00 and it will be sold for \$2,000.00. Therefore the rationale for sale below value is not applicable.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Siesta Homes, Inc., Developer, for the sale of the City-owned property located at 40 S. Franklinton Road.



**MINUTES**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the administrative fee to the Bankruptcy Trustee for 1600 Rutland Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$25,000.00 - 9910-908044-9588-900000-704040

**BACKGROUND/EXPLANATION:**

On August 16, 2016, Supportive Housing Group, Inc. (the debtor), filed a Voluntary Petition for bankruptcy. 1600 Rutland Avenue (the subject property) was included among the schedule of assets, and is the property of the Bankruptcy Estate.

The City had sold the subject property to the debtor's partnership, Lanvale Apartments Limited Partnership, in December of 1988, with the debtor subsequently assuming sole ownership in July of 2016, and had given the debtor a purchase money loan for \$214,000.00 secured by the subject property, as well as four other loans. The current accumulated debt and interest on the purchase money mortgage is now \$259,821.68. To save significant time, expense, and staff hours that would be required to foreclose on the delinquent mortgage, the City is willing to provide the Bankruptcy Trustee an administrative fee of \$25,000.00 in exchange for an order from the Bankruptcy Court lifting all liens and encumbrances from the property, and a Deed in Lieu of Foreclosure from the Bankruptcy Trustee.

**MINUTES**

DHCD - cont'd

With the approval from the Board, the Department will request a check in the amount of \$25,000.00. The check will be made payable to the Chapter 7 Trustee, who will then obtain all required approvals from the Bankruptcy Court and grant to the City, a Deed to the subject property free and clear of liens and encumbrances.

Once acquired, the property will be considered for public re-use. In the event public re-use is not possible, the property will be considered for redevelopment.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the foregoing expenditure of funds to pay the administrative fee to the Bankruptcy Trustee for 1600 Rutland Avenue.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mount Street Properties, LLC, Purchaser, for the sale of the City-owned property located at 1001 N. Mount Street, 1005 N. Mount Street, 1007 N. Mount Street, 1009 N. Mount Street, 1011 N. Mount Street, 1029 N. Mount Street, and 1035 N. Mount Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 1,000.00 - 1001 N. Mount Street  
 3,000.00 - 1005 N. Mount Street  
 3,000.00 - 1007 N. Mount Street  
 3,000.00 - 1009 N. Mount Street  
 3,000.00 - 1011 N. Mount Street  
 3,000.00 - 1029 N. Mount Street  
 3,000.00 - 1035 N. Mount Street

**\$19,000.00**

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 1001 N. Mount Street, 1005 N. Mount Street, 1007 N. Mount Street, 1009 N. Mount Street, 1011 N. Mount Street, 1029 N. Mount Street and 1035 N. Mount Street to the Mount Street Properties, LLC for the price of \$19,000.00, which will be paid to the City at the time of settlement. The purchaser has paid a good faith deposit of \$1,900.00.

Mount Street Properties, LLC will purchase the six vacant buildings and one vacant lot from the City for rehabilitation into fourteen residential units.

**MINUTES**

DHCD - cont'd

The provisions of Article 13, §2-7(h)(2)(ii)(C) of the Baltimore City Code authorize the City to sell 1005, 1007, 1009, 1011, and 1029 N. Mount St. 1001 and 1035 N. Mount St. were journalized on December 22, 2010.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

In accordance with the City's appraisal policy, unimproved real property with an assessed value of \$2,500.00 or less does not require an appraisal. The vacant lot is assessed at \$1,000.00 and will be sold at \$1,000.00. The City will sell the six vacant buildings for the price of \$3,000.00 each, which is less than the price of \$5,000.00 determined by the waiver valuation process for the following reasons:

- the sale and the rehabilitation will help to promote a specific benefit to the immediate community, and
- the sale and rehabilitation will continue the elimination of blight.

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement

**MINUTES**

DHCD - cont'd

with Mount Street Properties, LLC, Purchaser, for the sale of the City-owned property located at 1001 N. Mount Street, 1005 N. Mount Street, 1007 N. Mount Street, 1009 N. Mount Street, 1011 N. Mount Street, 1029 N. Mount Street and 1035 N. Mount Street.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Stonetrust Homes, LLC., Developer, for the sale of City-owned property located at 105 S. Carey Street in the Hollins Market neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - Purchase Price, payable at time of settlement

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interest in 105 S. Carey Street to Stonetrust Homes, LLC. The Developer will be using private funds.

The project will involve the rehabilitation of the vacant building as a single family home, which will be rented to a tenant at market rate.

The authority to sell the property, is given under Baltimore City Code, Article 13, §2-7(h) of the Baltimore City Code.

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

In accordance with the Appraisal policy the waiver valuation price determined for the property price of \$10,000.00 which is also the sales price. Therefore this section is not applicable.

**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Stonetrust Homes, LLC., Developer, for the sale of City-owned property located at 105 S. Carey Street in the Hollins Market neighborhood.

**MINUTES**

Department of Housing and - Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ms. Ivelina Lambova, Developer, for the purchase of a City-owned descriptive parcel, Block 3445, Lot 053 in the Reservoir Hill Neighborhood.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - purchase price

**BACKGROUND/EXPLANATION:**

The purchaser intends to use the lot as a green space. Ms. Lambova intends to keep lot cleaned and well-maintained. The buyer currently owns and lives at 2216 Callow Avenue, which is located in the same neighborhood. There will not be any construction on the lot. It will be paid for with private funds.

The City may dispose of the property by virtue of Article II, Section 15 of the Baltimore City Charter (2010 Edition).

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

Pursuant to the Appraisal Policy of Baltimore City, properties assessed below \$2,500.00 by the State Department of Assessments and Taxation do not have to be appraised for value. This lot is assessed at \$500.00 and will be sold for \$500.00 therefore, this statement is not applicable.



**MINUTES**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Land Disposition Agreement with Ms. Ivelina Lambova, Developer, for the purchase of a City-owned descriptive parcel, Block 3445, Lot 053 in the Reservoir Hill Neighborhood.

**MINUTES**

Department of Housing and - HOME Investment Partnership Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnerships Program loan in the amount of \$1,500,000.00 (the HOME Loan) to L on Liberty, LP.

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

**AMOUNT OF FUNDS AND SOURCE:**

<u>SOURCES OF FUNDS</u>		<u>USES OF FUNDS</u>	
First Loan*	\$ 1,660,000.00	Construction Costs	\$13,866,310.00
HOME Funds	1,500,000.00	Construction Related Fees	1,598,052.00
CDA/Rental Housing	1,000,000.00	Financing Fees & Charges	476,111.00
Deferred Developer Fee	1,161,895.00	Acquisition Costs	300,000.00
Tax Credit Equity	14,052,363.00	Syndication Related Costs	121,467.00
		Reserves	1,017,130.00
		Developer Fee	<u>1,995,188.00</u>
TOTAL	<u>\$19,374,258.00</u>	TOTAL	<u>\$19,374,258.00</u>

Account: 9910-906700-9610

**BACKGROUND/EXPLANATION:**

The proceeds of the HOME Loan will be used to support a portion of the construction and construction-related costs of 71 affordable rental housing units known as the "L on Liberty Apartments," to be located at the southwest corner of the intersection of West Clay Street and North Liberty Street on six parcels known as 11, 12/14, 15, 16, 17/19 and 20 in downtown Baltimore City.

## MINUTES

DHCD - cont'd

L on Liberty Apartments ("L on Liberty") is a proposed 71-unit affordable rental housing development in a four-story structure totaling approximately 76,469 square feet (the Project) located in downtown Baltimore City within the Central Business District.

The site for the Project (the Site) is currently owned by the Mayor and City Council of Baltimore and is comprised of six individual lots with a combined land area of approximately 0.565 acres, or 24,605 square feet, located at the intersection of West Clay Street and North Liberty Street. The Site is currently improved with a paved surface parking lot with a two-story retail storefront/residential building. The Site will be conveyed to the Borrower through a Land Disposition Agreement (the LDA). The area has been the focus of substantial investment encompassing a myriad of project types including residential, retail, office and cultural.

The entity that will construct, own, and operate the Project is L on Liberty, LP, a Maryland limited partnership (the Borrower), a newly-created, single purpose limited partnership. Of the 71 affordable rental units in the Project, 32 will be one-bedroom units, 31 will be two-bedroom units, and eight will be three-bedroom units. Of the 71 units, 14 units will be reserved for households with incomes of 30% or less of the Area Median Income, adjusted for family size (AMI), 46 units will be reserved for households with incomes at 40% or less of AMI, and 11 units will be reserved for households with incomes at 50% or less of AMI. The Project will offer a number of on-site amenities including open space, a multi-purpose room, outdoor courtyard, a rooftop terrace area, fitness center and a TV lounge. The Project will be built in conformance with LEED Silver standards, creating a healthier and more energy efficient environment for the residents.

## MINUTES

DHCD - cont'd

As a condition for receiving the HOME Loan, the Borrower has agreed to provide not less than 15% of the one-bedroom units (i.e. 14 units) targeted and restricted to non-elderly disabled residents (NEDs) earning 30% or less of the AMI. The NEDs units will be restricted for at least 15 years in accordance with and meeting the requirement of the Bailey Consent Decree. The term NEDs (or Non Elderly Person with Disabilities) means a household that meets the following criteria: (i) the sole member, head of household, or head of household's spouse has a disability and is under age 62, (ii) the household is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) the household is on the HABC waiting list for public or Section 8 subsidized housing.

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

Metzbower, Watts & Hulting, LC, prepared an appraisal for Howard Bank dated November 16, 2016. The estimated prospective market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$2,480,000.00. The appraisal has been submitted to the Real Estate Department. The appraised value is below the total development cost of the Project which is common for transactions involving LIHTC's, subsidized rents and preferred governmental financing. The LIHTC's provide equity and are not considered as long-term debt to the property. The rents are considered restricted because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior lender. The Department is comfortable with recommending the HOME Loan as described under these circumstances.

**MINUTES**

DHCD - cont'd

**PARTICIPATING PARTIES:**

- A. Developer - L on Liberty, LP, a single purpose limited partnership, will be the owner of the Project. HTA Development, LLC, whose managing member is Mr. Wallace Scruggs, will provide a guarantee for construction completion and repayment of the superior debt.
- B. General Contractor - Hamel Builders, Inc. will serve as the general contractor and post a payment and performance bond. Peter Fillat Architects provide architectural services.
- C. Participating Lenders

Howard Bank 1st lien construction/permanent loan

Howard Bank, or its affiliate ("Howard Bank"), will provide a construction/permanent loan in the approximate amount of \$1,660,000.00 that is secured by a first deed of trust. The Howard Bank loan will have a construction period of 18 months plus any extension allowed by Howard Bank. During the construction period interest will accrue on sums advanced at an annual rate of equal to the greater of (a) 5.00% per annum, or (b) the prime rate plus 1.50% adjusted daily. Interest only payments on the loan will be required during the construction period.

Provided (i) no default has occurred, (ii) the Borrower has achieved completion of the improvements, and (iii) the Borrower has achieved the required 90% occupancy for 90 consecutive days, the construction loan be converted to a permanent loan having a term of 15 years with an annual rate of interest equal to the greater of (i) 5.35% per annum, or (ii) the rate obtained by adding 250 percentage points to the Rate Index on U.S. Treasury Securities. During the permanent loan period the Borrower will make fixed principal and interest payments on a monthly basis.

## MINUTES

DHCD - cont'd

MD CDA Rental Housing Program - 2<sup>nd</sup> lien construction/  
permanent

The Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development, will be providing a loan from its Rental Housing Program funds in an approximate amount of \$1,000,000.00 (the State Loan). The State Loan will be in second-lien position. Interest on the State Loan will accrue on sums advanced at the rate of 0% during construction and an interest rate of 0% during a 40 year permanent loan period. The Borrower will make annual payments of principal and contingent interest out of available cash flow (in an amount required by CDA) following payment of Project expenses authorized by CDA (including superior loan payments) so as to fully amortize the principal sum by the maturity date. Any amounts not paid because of insufficient surplus cash will accrue and defer and be paid each subsequent payment date to the extent there is sufficient surplus cash. The State Loan will be long-term, subordinate, non-recourse debt.

CITY HOME Program - 3rd lien construction/permanent

The City is making a construction/permanent loan from amounts available under the HOME Program in the principal amount not to exceed \$1,500,000.00 (the HOME Loan). During the construction loan period, which will be for a term not to exceed 18 months from the date of closing (the "HOME Loan Construction Loan Period"), interest will accrue at the rate of 0% per annum on sums advanced. During the permanent loan period, which will be 40 years commencing at the end of the HOME Loan Construction Loan Period (the HOME Loan Permanent Loan Period), the interest rate charged 0% per annum. The final day of the HOME Loan Permanent Loan Period is the HOME

**MINUTES**DHCD - cont'd

Loan Maturity Date. No payments on the HOME Loan will be required during construction, but during the HOME Loan Permanent Loan Period, annual payments of principal and contingent interest will be due from 25% of the available cash flow (or as otherwise required by CDA) following payment of authorized Project expenses. To the extent such cash flow is not available, amounts due and owing will be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable on the HOME Loan Maturity Date. The HOME Loan will be long-term, subordinate, non-recourse debt.

**MBE/WBE PARTICIPATION:**

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

**THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$1,500,000.00</b>	9910-923006-9609	9910-906700-9610
Federal HOME	HOME FY 2018 Reserve	L on Liberty Apartments

This transfer will provide Federal HOME funds to L on Liberty, LP to support a portion of the construction related costs of L on Liberty Apartments.

## MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the foregoing HOME Investment Partnerships Program loan in the amount of \$1,500,000.00 to L on Liberty, LP.

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



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1626 Normal Avenue, (Block 4166, Lot 050) by gift from Branch Banking and Trust Company **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Branch Banking and Trust Company, owner, agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

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

Branch Banking and Trust Company has offered to donate to the City, title to the property located at 1626 Normal Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

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

## MINUTES

DHCD - cont'd

Real Property Tax	2016-2017	\$	0.00
Miscellaneous Bill	#8170441		138.07
	<b>Total Owed:</b>	<u>\$</u>	<b>138.07</b>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the leasehold interest in the property located at 1626 Normal Avenue, (Block 4166, Lot 050) by gift from Branch Banking and Trust Company **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 11 S. Fulton Avenue, (Block 0209, Lot 015) by gift from Mr. Richard Pasko and Mr. Christopher Pasko **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Richard Pasko and Mr. Christopher Pasko, owners agree to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

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

Mr. Richard Pasko and Mr. Christopher Pasko have offered to donate to the City, title to the property located at 11 S. Fulton Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

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

## MINUTES

DHCD - cont'd

Tax Sale Cert. #308978	Date: 05/16/2016	\$1,678.48
Real Property Tax	2016-2017	81.84
Miscellaneous Bill	8084477	263.95
Environmental Citation	54605829	1,500.00
Property Reg.	415653	<u>150.80</u>
	<b>Total Taxes Owed</b>	<b>\$3,675.07</b>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the leasehold interest in the property located at 11 S. Fulton Avenue, (Block 0209, Lot 015) by gift from Mr. Richard Pasko and Mr. Christopher Pasko **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 3236 Lyndale Avenue, (Block 4178E, Lot 036) by gift from Carlos Maddox (deceased) and Ms. Joanne Maddox, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Ms. Joanne Maddox has offered to donate to the City, title to the property located at 3236 Lyndale Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through May 31, 2017, other than water bills, which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Tax Sale Cert. #299465	Date: 05/18/2015	\$1,989.22
Real Property Tax	2016-2017	1,685.68
Real Property Tax	2015-2016	2,048.96
Miscellaneous Bill	#7963473	241.95
Miscellaneous Bill	#7974900	176.60
Miscellaneous Bill	#7976269	222.49
Miscellaneous Bill	#8065369	264.25
Miscellaneous Bill	#8119752	177.58
Miscellaneous Bill	#8168965	330.50
Miscellaneous Bill	#8170540	173.40
Miscellaneous Bill	#8185340	217.00
Miscellaneous Bill	#8204737	337.90
Environmental Citation	#53857884	150.00
Environmental Citation	#53988424	150.00
<b>Total Taxes Owed</b>		<b>\$8,165.53</b>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the leasehold interest in the property located at 3236 Lyndale Avenue, (Block 4178E, Lot 036) by gift from Carlos Maddox (deceased) and Ms. Joanne Maddox, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in a descriptive lot located at ES 31-6 ft. Court 1<sup>st</sup> W of Allendale St. 289-6 ft. N of Edmondson Ave (Block 2487 Lot 092) by gift from Ms. Cecelia Griffin-Goodwin remainderman to the Estate of Walter Brown, Jr. and Odeal Brown - husband and wife (both deceased), owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Ms. Griffin-Goodwin, owner, agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

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

Ms. Griffin-Goodwin has offered to donate to the City, title to the property located at ES 31-6 ft. Court 1<sup>st</sup> W of Allendale St. 289-6 ft. N of Edmondson Ave (Block 2487 Lot 092). With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

## MINUTES

DHCD - cont'd

The DHCD will acquire the property, subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through June 2, 2017, other than water bills which must be paid as part of the transaction is as follows:

Real Property Tax	\$ 7.05
<b>Total Taxes Owed</b>	<b>\$ 7.05</b>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the fee simple interest in a descriptive lot located at ES 31-6 ft. Court 1<sup>st</sup> W of Allendale St. 289-6 ft. N of Edmondson Ave (Block 2487 Lot 092) by gift from Ms. Cecelia Griffin-Goodwin remainderman to the Estate of Walter Brown, Jr. and Odeal Brown - husband and wife (both deceased), owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.



**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the fee simple interest in the property known as Block 2960, Lot 011, by gift from Ms. Meredith Donald, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

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

**BACKGROUND/EXPLANATION:**

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

Ms. Donald has offered to donate to the City, title to the property known as Block 2960, Lot 011. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

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

## MINUTES

DHCD - cont'd

Tax Sale Cert #292711	05/18/15	\$25,539.06
Real Property Tax	2016 - 2017	33.27
Real Property Tax	2015 - 2016	39.87
Real Property Tax	2014 - 2015	97.81
Real Property Tax	2013 - 2014	53.07
Real Property Tax	2012 - 2013	59.91
Real Property Tax	2011 - 2012	117.77
Real Property Tax	2010 - 2011	73.11
Real Property Tax	2009 - 2010	126.90
Real Property Tax	2008 - 2009	76.82
Real Property Tax	2007 - 2008	77.62
Environmental Citations	#54846290	250.00
Property Registration	#206527	563.00
<b>Total Taxes Owed:</b>		<b>\$27,108.21</b>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the fee simple interest in the property known as Block 2960, Lot 011, by gift from Ms. Meredith Donald, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2743 Fenwick Avenue, known as Block 3937, Lot 036 by gift from Mr. Darrell Drake, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. Darrell Drake, owner of the property at 2743 Fenwick Avenue agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

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

Mr. Drake has offered to donate to the City, title to the property at 2743 Fenwick Avenue. The City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD Land Resources Division will acquire the subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through June 16, 2017, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Tax	2008-2009	217.35
Real Property Tax	2007-2008	234.03
Miscellaneous Bill	3203783	238.43
Miscellaneous Bill	4299491	313.63
Miscellaneous Bill	4545737	459.67
Miscellaneous Bill	4601399	571.78
Miscellaneous Bill	4719324	350.61
Miscellaneous Bill	4730826	438.46
Miscellaneous Bill	4793832	558.85
Miscellaneous Bill	4873907	493.86
Miscellaneous Bill	5330394	576.77
Miscellaneous Bill	5437041	578.73
Miscellaneous Bill	5769153	546.70
Tax Sale Cert: #315191	9/28/2016	\$ 2,907.41
Real Property Tax	2016-2017	150.16
Real Property Tax	2015-2016	166.51
Real Property Tax	2014-2015	194.23
Real Property Tax	2013-2014	233.33
Real Property Tax	2012-2013	229.54
Real Property Tax	2011-2012	204.58
Real Property Tax	2010-2011	183.99
Real Property Tax	2009-2010	212.27
Miscellaneous Bill	6043772	413.92
Miscellaneous Bill	6053102	418.15
Miscellaneous Bill	6120026	406.82
Miscellaneous Bill	6344477	413.38
Miscellaneous Bill	6725089	361.57
Miscellaneous Bill	6755813	398.21

## MINUTES

DHCD - cont'd

Miscellaneous Bill	6954374	338.37
Miscellaneous Bill	7301286	312.27
Miscellaneous Bill	7498819	288.00
Miscellaneous Bill	7689953	309.83
Miscellaneous Bill	7736937	285.56
Miscellaneous Bill	7750912	164.21
Miscellaneous Bill	7820749	248.47
Miscellaneous Bill	7900988	249.65
Miscellaneous Bill	7998198	257.08
Miscellaneous Bill	8031171	233.16
Miscellaneous Bill	8050098	184.72
Miscellaneous Bill	8067985	227.24
Miscellaneous Bill	8111197	141.28
Miscellaneous Bill	8137903	221.70
Miscellaneous Bill	8207482	316.31
Environmental Citation	50371194	300.00
Environmental Citation	52629284	1,500.00
Footway Paving	4029	436.00
Property Reg.	80592	2,110.40
Total Taxes Owed:		<u>\$20,597.19</u>

UPON MOTION duly made and seconded, the Board approved the foregoing acquisition of the leasehold interest in the property located at 2743 Fenwick Avenue, known as Block 3937, Lot 036 by gift from Mr. Darrell Drake, owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

## 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>NULINX INTERNATIONAL, INC.</u>  | <u>\$ 44,400.00</u> | <u>Renewal</u> |
| Contract No. 08000 - Copa Software Subscription - Mayor's<br>Office of Human Services - Head Start - Req. No. R771028 |                     |                |

On June 1, 2016, the Board approved the initial award in the amount of \$44,000.00. The award contained four 1-year renewal options. This first renewal in the amount of \$44,400.00 is for the period July 1, 2017 through June 30, 2018, with three 1-year renewal options remaining.

**MBE/WBE PARTICIPATION:**

This meets the requirement for certification as a sole source procurement. These copyrighted materials are only available from the vendor and are not available from subcontractors.

- |  |                     |                |
|--|---------------------|----------------|
| 2. <u>COMMODITIES USA, INC.</u>  | <u>\$ 50,000.00</u> | <u>Renewal</u> |
| Contract No. B50004685 - Calcium Chloride Pellets -<br>Department of General Services - P.O. No. P536726 |                     |                |

On August 31, 2016, the Board approved the initial award in the amount of \$31,080.00. The award contained three 1-year renewal options. On January 13, 2017, the City Purchasing Agent approved an increase in the amount of \$15,000.00. This first renewal in the amount of \$50,000.00 is for the period September 8, 2017 through September 7, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. The initial award of this commodity was below 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

- |   |              |         |
|---|--------------|---------|
| 3. THE DAVEY TREE EXPERT<br>COMPANY   | \$ 75,000.00 | Renewal |
| Contract No. B50004010 - Ash Borer Treatment - Department of<br>Recreation and Parks - P.O. P531664 |              |         |

On June 17, 2015, the Board approved the initial award in the amount of \$150,000.00. This increase in the amount of \$75,000.00 is necessary to ensure that Baltimore's largest and healthiest ash trees are preserved from mortality by the emerald ash borer, an invasive beetle species, thereby saving the City from the high removal and replacement costs of mentioned trees. This increase will make the award amount \$225,000.00. The contract expires on June 15, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 2, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |  |              |          |
|--|--------------|----------|
| 4. FISHER SCIENTIFIC<br>COMPANY, INC.  | \$500,000.00 | Increase |
| Contract No. B50004256 - laboratory Gases, Chemicals and<br>Supplies - Department of Public Works, etc. - P.O. Nos.<br>P532977 and P532978 |              |          |

On October 7, 2015, the Board approved the initial award in the amount of \$1,000,000.00. This increase in the amount of \$500,000.00 is necessary to fund the usage demands of an "umbrella," all agency, generic chemicals, and laboratory

## 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

supplies requirement contract. City agencies, principally, the water treatment facilities and the associated compliance laboratories use this contract for continuous access to items attendant with testing and credential compliance. This increase will make the award amount \$1,500,000.00. The contract expires on October 6, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 17, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase, no services are provided.

**MWBOO GRANTED A WAIVER.**

5. BIOHABITATS, INC.  
 TELVENT USA, LLC  
 d/b/a SCHNEIDER ELECTRIC                      \$ 86,184.00                      Increase
- 
- Contract No. 08000 - Arc FM Solution Software Licenses -  
 Department of Transportation - P.O. No. P536729

On August 31, 2016, the Board approved the initial award in the amount of \$34,200.00. An increase in the amount of \$23,336.84 was approved on January 25, 2017. This increase in the amount of \$86,184.00 is necessary to fund six additional ArcFM licenses and six additional Conduit Manager Licenses and the maintenance that is associated with the software. This increase will make the award amount \$143,720.84. The contract expires on March 10, 2019.





## 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

Per contracting agency, vendor has shown good faith efforts. The MBE goals were not achieved because the MBE firm was not able to respond when requested, primarily due to loss of experienced auditors. Vendor has committed to achieving the WBE goal.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

- |  |              |          |
|--|--------------|----------|
| 7. J.D. CARPETS, INC.  | \$900,000.00 | Increase |
| Contract No. B50004338 - Furnish and Install Carpet -<br>Department of General Services - P.O. No. P534049 |              |          |

On December 16, 2015, the Board approved the initial award in the amount of \$400,000.00. On October 12, 2016, the Board approved an increase in the amount of \$500,000.00. This increase in the amount of \$900,000.00 is necessary as the City was without a carpet contractor for an extended period of time, and the high usage rate reflects the backlog of accumulated requirements. This increase will fund the remainder of this contract term. This increase will make the award amount \$1,800,000.00. The contract expires on December 15, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:****MWBOO SET GOALS 8% MBE AND 3% WBE.**

<b>MBE:</b> Young's Floor Service & Remodeling Co., Inc.	8%	See note below	
<b>WBE:</b> Acorn Supply & Distributing, Inc.	0.75%	\$3,149.69	1%
A2Z Environmental Group, LLC	<u>2.25%</u>	<u>5,836.00</u>	<u>1.8%</u>
	<b>3.00%</b>	<b>\$8,985.69</b>	<b>2.8%</b>

## 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

Vendor has demonstrated good faith efforts. Vendor requested and was granted a waiver of the MBE goal. Young's Floor Service & Remodeling Co., Inc. originally listed for MBE participation, was not able to perform and other firms contracted by the vendor stated that they either did not install carpets or that they only did residential flooring.

**MWBOO FOUND VENDOR IN COMPLIANCE.**

8. NORTHEAST ENERGY SERVICES, LLC	\$ 500,000.00	
CIVIC WORKS, INC.	\$ 0.00	
AMERICAN ENERGY SOLUTIONS, INC.	500,000.00	
ACCURATE INSULATION LLC	0.00	
HAWKEYE CONSTRUCTION, LLC	0.00	
	<u>\$1,000,000.00</u>	Increase

Contract No. B50004279 - Residential Energy Conservation Program - Department of Housing and Community Development - P.O. Nos. P534166 and P534169

On January 13, 2016, the Board approved the initial award in the amount of \$5,000,000.00. The award contained two 1-year renewal options. Each of the five awarded contractors were allocated \$1,000,000.00 for these grant supported tasks. This increase in the amount of \$1,000,000.00 is necessary to provide sufficient funding for those contractors who have completed their assigned tasks to date. There is currently no funding available for Northeast Energy Services, LLC or American Energy Solutions, Inc. during the remainder of the current term without the requested increase. The contract expires on December 31, 2018 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

**MWBOO SET GOALS OF 27% MBE AND 4% WBE.**

Northeast Energy Services, LLC

<b>MBE:</b> Coldspring Company, Inc.	13%	\$155,000.00	18%
BMC Services, LLC	14%	120,240.00	14%
	<u>27%</u>	<u>\$275,240.00</u>	<u>32%</u>

<b>WBE:</b> USA Energy Co., Inc.	4%	\$ 42,590.00	5%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

American Energy Solutions, Inc.

<b>MBE:</b> Shantech Electric, Inc.		\$ 8,385.00	1.01%
BMC Services, LLC		74,800.00	9.1%
TRA Preventive Maintenance		75,731.62	9.2%
Coldspring Company, Inc.		49,228.00	6%
		<u>\$208,144.62</u>	<u>25.3%</u>

<b>WBE:</b> USA Energy Co., Inc.		\$ 3,917.27	0.5%
B and M Clean, LLC		4,174.54	0.5%
		<u>\$ 8,091.81</u>	<u>1%</u>

**MWBOO FOUND VENDOR IN NON-COMPLIANCE.**

9. MORRISION CONSULTING, INC. Cooperative Contract  
\$ 36,700.98  
 Contract No. 06000 - New York City Department of Education (NYC-DOE) - Visitor Pass Plus - Department of General Services - Req. Nos. R769721 and R769710

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

In order to ensure that visitor access to City buildings, including City Hall is orderly and safe, the Department of General Services recommends that the hosted services, hardware, installation, and training be procured from the competitively bid, cooperative contract NYC-DOE which the Baltimore City School System currently utilizes for its visitor access requirements. Not only will the City be able to obtain the benefits of volume pricing, but also, leverage the public safety benefits of integrating the Department of General Services buildings' access with the Baltimore City Schools platform. The above amount is to procure the system and licenses and for the initial year of hardware and software maintenance. The period of the award is effective upon Board approval.

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

MBE/WBE PARTICIPATION:

Not applicable. The requested amount is 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

10. BALTIMORE AUTO SUPPLY  
 COMPANY  
 UNI-SELECT USA, INC.  
 CRW PARTS, INC.  
 QUALITY AUTOMOTIVE  
 WAREHOUSE, INC.  
 NORRIS PA, LLC  
 SALVO AUTO PARTS, INC.  
 PARTS AUTHORITY SOUTHERN,  
 LLC  
 ROK BROTHERS, INC.  
 FLEETPRIDE, INC.

\$ 0.00

Extension

Contract No. B50001427 - Aftermarket Parts and Supplies for Cars and Light Trucks - Department of General Services, Fleet Management - P.O. Multiple

On June 30, 2010, the Board approved the initial award in the amount of \$1,800,000.00. The award contained two renewal options. Both renewals and subsequent actions have been approved. An extension is necessary to continue services for Fleet Management while a new solicitation is advertised and awarded. The extension is for the period July 31, 2017 through November 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 19, 2010, MWBOO determined that no goals would be set because of no opportunity to segment the 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

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts, and Extensions. The President Voted **NO** on item no. 6.

**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following page:

3375

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.



**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Office  
of Engineering and Construction

- |    |   |                       |                |
|----|---|-----------------------|----------------|
| 1. | SC 970, Cleaning<br>and Inspection of<br>Sanitary Sewers at<br>Various Locations<br>in Baltimore City<br>Zone B | Midas Utilities, Inc. | \$2,326,725.00 |
|----|---|-----------------------|----------------|

**MWBOO SET GOALS OF 27% MBE AND 10% WBE:**

<b>MBE:</b>	Grace Management & Construction, LLC	\$628,215.75	27%
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<b>WBE:</b>	GBC Management Group	\$232,672.50	10%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

Bureau of Purchases

- |    |   |                    |               |
|----|---|--------------------|---------------|
| 2. | B50005055, Folding<br>Leg Seminar Tables<br>and Carts | PS Furniture, Inc. | \$ 599,662.00 |
|----|---|--------------------|---------------|

(Baltimore Convention Center)

**MWBOO GRANTED A WAIVER.**

**MINUTES**

Circuit Court of Baltimore City - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the Maryland Safe Streets grant. The period of the Grant Award is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$162,851.00 - 5000-500418-1100-109800-600000

**BACKGROUND/EXPLANATION:**

The state grant will permit the Community Services Program to operate without interruption during FY 2018. The program is vital to court operations in that it enables the Judges of the Circuit Court for Baltimore City and the District Court to place defendants convicted of non-violent offenses into the program. This program allows courts to conserve resources to cope with violent offenders. Defendants perform a specified term of volunteer service in lieu of incarceration, Baltimore City agencies, non-profit organizations and over 50 neighborhood associations benefit from these services, at no expense to the taxpayer.

The grant award was recently received from grantor.

**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 Grant Award from the Governor's Office of Crime Control and Prevention for the Maryland Safe Streets grant.

**MINUTES**

Department of Public Works - Right-of-Entry Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Right-of-Entry Agreement with Friends School of Baltimore, Inc., grantor. The period of the agreement is effective upon the actual physical entry onto the property for one year.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City of Baltimore is proposing a stream restoration project, Project No. ER-4036R. As part of this project, construction access to the Upper Stoney Run Stream will be needed through a portion of the property owned by Friends School of Baltimore, Inc., located at 5114 North Charles Street.

This agreement will allow the City's contractor to perform repair improvements to existing stream structures.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execute on of the Right-of-Entry Agreement with Friends School of Baltimore, Inc., grantor.

**MINUTES**

Department of Public Works - Temporary Construction  
Easement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Temporary Construction Easement Agreement with Fleetwood Property, LLC, grantor. The period of the agreement is effective upon actual physical entry onto the property.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The City of Baltimore is proposing a stream restoration project, Project No. ER-4036R. As part of this project, construction access to the Western Run Stream will be needed through a portion of the property owned by Fleetwood Property, LLC, located at 5800-5826 Western Run Drive.

This agreement will allow the City's contractor to construct a stabilized construction entrance for accessing the stream to make repairs to existing stream structures.

**MBE/WBE PARTICIPATION:**

N/A - This item is not the result of City procurement.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Temporary Construction Easement Agreement with Fleetwood Property, LLC, grantor.

**MINUTES**

Department of Public Works - Release of Retainage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Release of Retainage to Insituform Technologies, LLC, for SC No. 898, Improvements to Sanitary Sewers in Stony Run Area in the Jones Falls Sewershed.

**AMOUNT OF MONEY AND SOURCE:**

\$459,073.12 - 9956-907646-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of September 9, 2016, Insituform Technologies, LLC has completed 100% of all work for SC 898. The Contractor has requested a Release of Retainage for \$459,073.12. Currently the City is holding \$459,073.12 in retainage for the referenced project and the contractor is requesting the full release of retainage.

**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 Release of Retainage to Insituform Technologies, LLC, for SC No. 898, Improvements to Sanitary Sewers in Stony Run Area in the Jones Falls Sewershed.

**MINUTES**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds to pay Department of General Services (DGS) for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Dam Environmental Operations Facility project.

**AMOUNT AND SOURCE OF FUNDS:**

\$102,693.00- 9960-90191 9557-900020-706063

**BACKGROUND/EXPLANATION:**

The Department of Public Works (DPW) is in the process to replace the fuel management system at the Loch Raven Facility as part of the Water Contract No. 1183, Replacement of Loch Raven Dam Environmental Operations Facility project for the Environmental Operations personnel to support Loch Raven Watershed maintenance.

The new fuel system will be purchased and installed by DGS as per Baltimore City set standards. This system will be equipped with the electronic recorders: vehicle numbers, mileage, and diesel fuel dispensers for the authorized vehicles. In addition, it will provide a fully functional interface to obtain current fuel inventory levels and fuel delivery records from a fuel inventory monitoring system; and software for fuel use and inventory reports. The fuel will be pumped from the new above ground storage tanks.

Moreover, the system will permit add-on expansion of additional liquid products, if desired by Environmental Operations at a future date and integration with alike systems at other facilities with interface capability to a remote central computer, and it will be fully compatible with systems at other facilities.

**MINUTES**

Department of Public Works - cont'd

**MWE/WBE PARTICIPATION:**

The assignment of goals will not be assigned to this request but Water Contract No. 1183, Replacement of Loch Raven Environmental Operations Facility project has assigned goals of:

**MBE:** 27.4%

**WBE:** 5.1%

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay Department of General Services for work scheduled to be performed under Water Contract No. 1183, Replacement of Loch Raven Dam Environmental Operations Facility project.

**MINUTES**

Department of Public Works/Office - Amendment No. 1 to Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) with Whitman, Requardt & Associates, LLP under Project 1180.5, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2013. The Amendment No. 1 will extend the Agreement through February 6, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The current expiration date is November 6, 2017, however, the City delayed the consultant's notice to proceed for W.C. 1292, which is a design project performed under Project 1180.5, due to delays with finalizing the county cost sharing for the project. In addition, the original design agreement was for 1.1 miles of water main replacement. However, the City directed the consultant to add an additional 2.2 miles of rehabilitation (cleaning and lining) design to W.C. 1292. This required additional surveying to be conducted prior to the start of the design phase in order to provide the appropriate design services to the City.

Lastly, the City also instructed the consultant to perform a Ground Penetrating Survey (GPS) for water mains to be rehabilitated under W.C. 1349, which is another design project performed under Project 1180.5.

This survey was not part of the original scope of work, but was necessary as it would provide beneficial information for proper design and construction due to lack of as-built information as the water mains were originally installed in 1861. The GPS also required specific permitting to be obtained from the Department of Transportation which also impacted the schedule.



**MINUTES**

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

This Amendment No. 1 is within the original scope of work and is being requested by the Agency to allow for the completion of work.

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement are MBE: 20.01% and WBE: 9.95%.

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP under Project 1180.5, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2013.

**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 to Agreement with Johnson, Mirmiran & Thompson, Inc., for S.C. 882, ENR Activated Sludge Plant 4 at Back River Wastewater Treatment Plant Project and Construction Management Assistance Services.

**AMOUNT OF MONEY AND SOURCE:**

\$2,200,000.00 - 9956-905565-9951-900020-705032

**BACKGROUND/EXPLANATION:**

Services will be provided at Back River Wastewater Treatment Plant to oversee S.C. 882 Project. S.C. 882 were awarded to Johnson, Mirmiran & Thompson, Inc. (JMT) with a Notice to Proceed on October 26, 2014. Amendment No. 1 extended the term of the agreement by 20 months and increased the upset limit by \$1.5 million dollars. The Amendment No. 1 to Agreement was necessary because the contractor failed to meet the original project deadline completion date.

This Amendment No. 2 to Agreement will increase the agreement by \$2.2 million with no additional time extension. The increased funds will cover inspection services to the revised completion date proposed by the JMT.

The scope of the original agreement included that the consultant provide on-site and office services in conjunction with the construction of S.C. 882, to be in accordance with the plans, specifications, and applicable laws. The services to be provided included, but not limited to, assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and

**MINUTES**

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

documentation, review and processing of contractor's applications for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and support, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and the MBE/WBE and wage regulation compliance reporting.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 29%

**WBE:** 10%

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Agreement with Johnson, Mirmiran & Thompson, Inc., for S.C. 882, ENR Activated Sludge Plant 4 at Back River Wastewater Treatment Plant Project and Construction Management Assistance Services.

**MINUTES**

Baltimore Development Corporation (BDC) - Funding and Repayment Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Funding and Repayment Agreement with Constellium US Holdings II, LLC (Constellium).

The Board is further requested to authorize the Director of Finance to execute all required documents after review and approval by the Department of Law.

**AMOUNT OF MONEY - SOURCE AND STRUCTURE:**

\$100,000.00 - 24<sup>th</sup> Economic Development Bonds  
50,000.00 - 1<sup>st</sup> Community & Economic Development Bonds  
**\$150,000.00** - 9910-923100-9601-900000-709099

Rate: 2.0% fixed

Term: 8 years

**BACKGROUND/EXPLANATION:**

The purpose of this Funding and Repayment Agreement is to establish a convertible loan to Constellium for the relocation and establishment of its United States headquarters from New York to Baltimore, to be located at 300 East Lombard Street.

As a global sector leader, Constellium engages in the design, manufacture and sale of specialty rolled and extruded aluminum products for the aerospace, packaging, and automotive end-markets. The company is headquartered in Amsterdam (The Netherlands) with corporate offices in Paris (France), Zurich (Switzerland), and New York (United States). They trade on the New York Stock Exchange under the symbol, CSTM.

## MINUTES

BDC - cont'd

Constellium operates 22 manufacturing sites in Europe, North America, and China. The company's Technology Center, located in Voreppe, France, is the origin of Constellium's advanced aluminum solutions in the automotive, aerospace, and packaging sectors.

A description of its three segments is as follows:

The Packaging & Automotive Rolled Products segments produces rolled aluminum products, including can stock and closure stock for the beverage and food industry, and foil stock for the flexible packaging market. It also supplies automotive sheets, heat exchangers, and sheet and coils for the building and constructions markets.

The Aerospace & Transportation segment provides aluminum and specialty materials products, including aerospace plates and sheets, aerospace wingskins, plates for general engineering, and sheets for transportation applications, as well as other extrusions and precision casting products. This segment serves aerospace, transportation, industry, and defense sectors.

The Automotive Structures & Industry segment offers crash management systems, side impact beams, body structures, and cockpit carriers, soft and hard alloy extrusions, and large profiles for automotive, rail, road, energy, building, and industrial applications. This segment also provides downstream technology and services, which includes pre-machining, surface treatment, research and development, and technical support services.

The company sells its products directly or through distributors in France, Germany, the Czech Republic, the United Kingdom, Switzerland, Italy, and the United States, as well as Tokyo, Shanghai, Seoul, and Singapore. Constellium N.V. was incorporated in 2010 and is headquartered in Schiphol-Rijk, the Netherlands.

**MINUTES**

BDC - cont'd

**FINANCIAL ASSISTANCE:**

The BDC is proposing the following financial assistance to Constellium: a \$150,000.00 loan that will be converted to a grant if Constellium relocates its U.S. Headquarters from New York to Baltimore by September 1, 2017 and creates at least 25 full-time employees at the Project Site by December 31, 2018 and maintains 25 until December 31, 2025, as confirmed by Employment Reports, then as of February 28, 2026, all principal and accrued interest will be forgiven.

If, as of December 31, 2025, Constellium employs fewer than 25 full-time employees at the Project Site, then, all principal and accrued interest will be due and payable within in 90 days of the respective calendar year end.

**MBE/WBE PARTICIPATION:**

N/A

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 50,000.00	9910-901860-9600	9910-923100-9601
1 <sup>st</sup> Comm. EDF	Constr. Res	Ind. & Coml.
	Ind. & Coml.	Financing
	Financing	
100,000.00	9910-901860-9600	9910-923100-9601
24 <sup>th</sup> EDF	Constr. Res	Ind. & Coml.
	Ind. & Coml.	Financing
<b>\$ 150,000.00</b>	Financing	

## MINUTES

BDC - cont'd

This transfer will provide funds for a loan to Constellium US Holdings II, LLC for the relocation and establishment of a United States headquarters from New York to Baltimore that will be located at 300 East Lombard Street.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding and Repayment Agreement with Constellium US Holdings II, LLC (Constellium). The Board further authorized the Director of Finance to execute all required documents after review and approval by the Department of Law. The Transfer of Funds was approved, **SUBJECT** to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Baltimore Development Corporation (BDC) - Deed and Declaration of Easement and Indemnification Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of 1) a Deed and Declaration of Easement to install a pedestrian easement on City-owned property, and 2) an Indemnification Agreement with Stewart Title Guaranty and HTA Development, LLC to proceed toward settlement and the redevelopment of City-owned property.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 26, 2015 the Board approved a Land Disposition Agreement (LDA) with HTA Development, LLC (Developer) for the City-owned properties located at 213, 215 Park Ave., 105-107 Clay St., and 208, 210-216 N. Liberty Street. The Developer will redevelop an existing surface parking lot into 71-units of high-quality, affordable housing.

In 2015, a title examination determined that one of the primary parcels was encumbered by a 4' alley and a 4' pedestrian easement running north to Clay Street for the benefit of property binding on the south side. Those easements should have been, but were not, extinguished when the subject property under the LDA was acquired by the City through condemnation, and thus they constitute an impediment for any future development on the site.

The privately-owned adjacent property associated with those easements is currently a vacant building that is not habitable at this time, and the BDC is taking steps to extinguish those easements by negotiation or, if need be, condemnation. However the timing is such that those efforts are not likely to be completed before closing under the LDA.



**MINUTES**

BDC - cont'd

To replace the easements and proceed to settlement, the following must be approved by the Board:

- a Deed and Declaration of Easement that would replace the existing easements sought to be extinguished by creating an in-kind, ADA compliant easement running east to Liberty Street and in addition would create a second easement exiting west toward Park Avenue. This would provide all adjacent property owners with ADA compliant pedestrian egress, a demonstrable upgrade over the current egress route, which itself is not ADA compliant, and
- an Indemnification Agreement from the City recognizing the encumbrance on the title and naming the Developer under the LDA and its title company as the parties covered by the agreement. This instrument would allow for the project to proceed while the City continues its work to resolve the "cloud on the title."

**MBE/WBE PARTICIPATION:**

The Developer previously signed a Commitment to Comply with the City's Minority and Business Enterprise Program under the approved Management, Operations, and Booking Agreement, to meet the goal of 27% Minority Business Enterprise participation and 10% Women Minority Enterprise participation.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 1) a Deed and Declaration of Easement to install a pedestrian easement on City-owned property, and 2)

**MINUTES**

BDC - cont'd

the Indemnification Agreement with Stewart Title Guaranty and HTA Development, LLC to proceed toward settlement and the redevelopment of City-owned property.

**MINUTES**

Department of Law - Consent Decree and Settlement Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of: 1.) the Consent Decree with the United States, the State of Maryland, the City of Baltimore and other parties pertaining to the 68<sup>th</sup> Street Dump Superfund Site (Site) as part of the settlement in which the City is named Defendant and 2.) approve and authorize execution of the 68th Street Dump Superfund Site RD/RA and NRD Settlement Agreement between the City of Baltimore and The Settling Performing Defendants, which requires the City to contribute funds to resolve its liability relating to the Site.

**AMOUNT OF MONEY AND SOURCE:**

\$3,900,854.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

The City was notified in 1999 and 2014 of its potential liability to clean-up the Site by General and Special Notice letters from the United States Environmental Protection Agency (EPA). The Site is an aggregate of seven landfills that form the 239 acre tract of property that crosses the City-County line in East Baltimore into Rosedale, Maryland. From the mid-1940s through the early 1970s, parts of the tract have been used for dumping solid and liquid municipal, commercial, and industrial wastes. Approximately 18 acres of the Site are located in Baltimore City. The City is liable for its roles at the Site in allegedly three capacities: (1) as owner of approximately 50 acres, which were deeded by the State of Maryland in connection with construction of Interstate 95; (2) as a generator of construction debris from I-95, medical waste from City Hospital and incinerator ash from the Pulaski Incinerator that were deposited at the Site; and (3) as a transporter of waste to the Site, City trucks transported incinerator ash to the Site.

## MINUTES

Department of Law - cont'd

On March 31, 2004, the Board approved the City joining a group of potentially responsible parties also known as the Coalition to work together to conduct negotiations with the EPA, the State of Maryland, and other persons to investigate and remediate the Site. On March 8, 2006, the Board approved the City signing an Administrative Settlement Agreement and Order on Consent with the EPA to conduct a comprehensive investigation and develop potential cleanup alternatives for the Site.

The Consent Decree will implement remedial actions that the EPA has determined are needed at the Site to address the presence of hazardous waste. The City is identified in the Consent Decree as one of the Settling Non-Performing Defendants and so the Consent Decree contemplates that the City will also execute the Settlement Agreement that requires the City to contribute funds to resolve its alleged liability relating to the Site.

The Consent Decree and Settlement Agreement together represent a settlement of claims and/or potential claims by the United States, the State of Maryland, and the Natural Resources Trustees against the Parties, including the City who have signed or will sign the Consent Decree and contribute funds to remediate the Site. The total projected cost for the clean-up of the Site is \$55M. Under the Settlement Agreement, the City must contribute \$3,900,854.00, which is the City's 5.87% share of all past and future response costs for the Site, plus a 22% buy-out premium on Future Costs.

The City's settlement envisions the possibility of a reopener, under which the City would be obligated to contribute additional sums on an ongoing basis towards Future Costs incurred or paid by the Settling Performing Defendants if those Future Costs exceed 137% of total O&M Costs of \$25,533,181.00 and/or RD/RA costs of \$42,292,427.00. More specifically: (a) the City will contribute an ongoing share of 5.87% for all RD/RA costs which exceeds \$57,940,625.00; (b) City will contribute an ongoing share of 5.87% for all O&M Costs which exceed \$35,007,858.00. According to the

**MINUTES**

Department of Law - cont'd

City's consultant, the chances of the reopener occurring are slight because the costs estimates are conservatively high and BFI, the party with the largest share is well equipped and incentivized to contain the costs.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of 1.) the foregoing Consent Decree with the United States, the State of Maryland, the City of Baltimore and other parties pertaining to the 68<sup>th</sup> Street Dump Superfund Site as part of the settlement in which the City is named Defendant, and 2.) approved and authorized execution of the foregoing 68th Street Dump Superfund Site RD/RA and NRD Settlement Agreement between the City of Baltimore and The Settling Performing Defendants, which requires the City to contribute funds to resolve its liability relating to the Site.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services</u>			
1. Lori Cunningham	Community Action Partnership's 2017 Annual Convention Philadelphia, PA Aug. 27 - Sept. 1, 2017 (Reg. Fee \$1,850.00)	Community Service Block Grant	\$3,372.65

The subsistence rate for this location is \$216.00 per night. The cost of the hotel is \$199.00 per night, plus taxes of \$30.84 per night. The Department is requesting additional subsistence of \$23.00 per day for meals and incidentals.

The registration fee of \$1,850.00 was prepaid on a City-issued procurement card assigned to Assad Assadi. Therefore, Ms. Cunningham will be disbursed \$1,552.65.

2. Natalie McCabe	Community Action Partnership's 2017 Annual Convention Philadelphia, PA Aug. 27 - Sept. 1, 2017 (Reg. Fee \$1,060.00)	Community Service Block Grant	\$2,581.59
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The subsistence rate for this location is \$216.00 per night. The cost of the hotel is \$199.00 per night, plus taxes of \$30.84 per night. The Department is requesting additional subsistence of \$23.00 per day for meals and incidentals.

**MINUTES****TRAVEL REQUESTS**

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

The registration fee of \$1,060.00 was prepaid on a City-issued procurement card assigned to Assad Assadi. Therefore, Ms. McCabe will be disbursed \$1,521.59.

Fire and Police Employees' Retirement Systems (F&P ERS)

3. Robert Haukdal	2017 Public Safety Employees Pension & Benefit Conference San Antonio, TX September 30 - October 5, 2017 (Reg. Fee \$700.00)	Special Funds - F&P	\$2,470.66
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The subsistence rate for this location is \$185.00 per night. The hotel cost is \$205.00 per night plus hotel taxes of \$34.34 per night. The F&P ERS is requesting additional subsistence of \$20.00 per night for the hotel cost and \$40.00 per day for meals and incidentals. The registration fee in the amount of \$700.00 was prepaid by the F&P Fund.

4. Joe Wade	2017 Public Safety Employees Pension & Benefit Conference San Antonio, TX September 30 - October 5, 2017 (Reg. Fee \$700.00)	Special Funds - F&P	\$2,566.66
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The subsistence rate for this location is \$185.00 per night. The hotel cost is \$205.00 per night plus hotel taxes of \$34.34

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement Systems - cont'd</u>			
per night. The Department is requesting additional subsistence of \$20.00 per night for the hotel cost and \$40.00 per day for meals and incidentals. The registration fee in the amount of \$800.00 was prepaid by the F&P Fund.			
5. Paul DeSimone	2017 Public Safety Employees Pension & Benefit Conference San Antonio, TX September 29 - October 5, 2017 (Reg. Fee \$800.00)	Special Funds - F&P	\$2,880.00

The subsistence rate for this location is \$185.00 per night. The hotel cost is \$205.00 per night plus hotel taxes of \$34.34 per night. The Department is requesting additional subsistence of \$20.00 per night for the hotel cost and \$40.00 per day for meals and incidentals. The registration fee in the amount of \$800.00 was prepaid by the F&P Fund.

Baltimore Office of Civil Rights

6. Jill P. Carter	National Association for Oversight of Law Enforcement Annual Conference Spokane, WA Sept. 9 - 14, 2017 (Reg. Fee \$0.00)	General	\$2,251.46
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The airfare in the amount of \$1,199.16 was prepaid by City-issued credit card assigned to Ms. Jill P. Carter. Therefore, the amount to be disbursed to the attendee is \$1,052.30.



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
7. Elaine Harder	28 <sup>th</sup> Annual Major Cities Chiefs Police Financial Management Conference Edmondton, Canada Aug. 25 - 31, 2017 (Reg. Fee \$595.00)	Asset Forfei- ture Funds	\$2,208.10

The subsistence rate for this location is \$253.00 per night.  
The cost of the hotel is \$158.00 per night.

The registration fee in the amount of \$595.00 was prepaid on a City-issued credit card assigned to Ms. Harder Therefore, Ms. Harder will be disbursed \$1,613.10. Ms. Harder will stay one night at her own expense.

Pursuant to AM 240-3, the Board of Estimates must approve all International Travel and AM 240-1 requires this approval regardless of the source of funds used to pay for the travel.

Pursuant to AM 240-5, for travel outside the continental United States, each City representative must include a proposed amount for a daily subsistence allowance on the travel request which the representative believes to be both reasonable and economical. The proposed daily subsistence allowance is \$191.40.

The Board of Estimates will determine the final monetary amount of the daily subsistence allowance and stipulate the rate in its approval.

**MINUTES****RETROACTIVE TRAVEL APPROVAL REQUESTS AND TRAVEL REIMBURSEMENTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the Mayor</u>			
8. Brian Kemmit	2017 MD Municipal League (MML) Summer Conference Ocean City, MD June 25 - 28, 2017 (Reg. Fee \$550.00)	General Funds	\$ 1,382.92

On June 25, 2017, Mr. Kemmit attended the MML Summer Conference in Ocean City, MD. Mr. Kemit participated in educational sessions, networked with city/town officials, learned up-to-date information on how to address and solve current problems facing municipalities.

The cost of the hotel was \$229.00 per night, plus hotel taxes of \$10.35 per night. The registration fee was \$550.00 and food and incidental costs were in the amount of \$115.00. The agency paid the cost of the hotel, hotel taxes, registration fee, and food by a City-issued procurement card assigned to Ms. Renee Newton.

This request is late because the Agency's failure to comply with the guidelines set forth in the Administrative Manual travel section. The Agency apologizes for this error.

9. Karen Stokes	2017 MD Municipal League (MML) Summer Conference Ocean City, MD June 25 - 28, 2017 (Reg. Fee \$550.00)	General Funds	\$ 1,227.92
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## MINUTES

**RETROACTIVE TRAVEL APPROVAL REQUESTS AND TRAVEL REIMBURSEMENTS**

<u>Name</u>	<u>To Attend</u>	<u>Source</u>	<u>Amount</u>
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Office of the Mayor - cont'd

On June 25, 2017, Ms. Stokes attended the MML Summer Conference in Ocean City, MD. Ms. Stokes participated in educational sessions, networked with city/town officials, learned up-to-date information on how to address and solve current problems facing municipalities.

The cost of the hotel was \$229.00 per night, plus hotel taxes of \$10.35 per night. The registration fee was \$395.00 and food and incidental expenses were in the amount of \$115.00. The agency paid the cost of the hotel, hotel taxes, registration fee, and food by a City-issued procurement card assigned to Ms. Renee Newton. Ms. Stokes incurred an out of pocket expense. Therefore, Ms. Stokes will be reimbursed as follows:

**TRAVEL REIMBURSEMENT**

\$8.00 - Parking

This request is late because the Agency's failure to comply with the guidelines set forth in the Administrative Manual travel section. The Agency apologizes for this error.

Health Department

10. Khadijat Koletowo	Nursing Symposium 2106 Orlando, FL May 9 - 11, 2016 (Reg. Fee \$399.00)	Ryan White Part A	\$1,033.61
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**MINUTES****RETROACTIVE TRAVEL APPROVAL REQUESTS AND TRAVEL REIMBURSEMENTS**

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

The airfare in the amount of \$246.96 and Registration fee in the amount of \$399.00 were prepaid by City procurement card assigned to Mr. Ryan Hemminger. Mr. Koletowo incurred expenses. Therefore, the Department is requesting to approved this travel request retroactively and travel reimbursement.

**TRAVEL REIMBURSEMENT**

\$318.00 - hotel \$159.00 per night  
 39.76 - hotel taxes at \$19.88 per night  
29.89 - Food  
**\$387.65**

11. Lauren Wagner	Training of Quality Leaders (TQL) Atlanta, GA April 10 - 14, 2017	HIV Emergency Relief Fund	\$1,164.29
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Ms. Wagner is a Quality Manager in Baltimore EMA for the Ryan White Program. Therefore, the Department is requesting to approve this travel request retroactively and approved the travel reimbursement.

**TRAVEL REIMBURSEMENT**

Health Department

\$ 303.88 - airfare  
 41.12 - ground transportation  
 592.00 - hotel \$217.00 per night  
 120.04 - hotel taxes  
107.25 - Food  
**\$1,164.29**

## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Baltimore Office of Civil Rights</u>			
12.Monica Wilson	EEOC EXCEL Pre- Conference & Conference Chicago, IL Jun. 25 - 30, 2017 (Reg. Fee \$1,699.00)	General Funds	\$3,309.96

Ms. Wilson traveled to Chicago Illinois on June 25 - 30, 2017 to the EEOC Examining Conflicts in Employment Law (EXCEL) Pre-Conference and Conference.

The subsistence rate for this location was \$296.00 per day. The hotel rate was \$159.00 plus taxes of \$27.67 for June 25, 2017, \$249.00 plus taxes of \$43.33 per night for June 26, 2017, and \$98.94 per night plus taxes of \$17.22 for June 27 - 29, 2017.

The airfare in the amount of \$433.60 and the registration fee in the amount of \$1,699.00 were prepaid on a City-issued credit card assigned to Ms. Jill Carter. Ms. Wilson incurred the costs of the hotel, hotel taxes, ground transportation, and meals and incidentals. Therefore, Ms. Wilson requests reimbursement in the amount of \$1,177.36.

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**Office of Civil Rights - cont'd**TRAVEL REIMBURSEMENT (MS. WILSON)**

\$ 159.00	- Hotel (\$159.00 for June 25, 2017)
27.47	- Hotel Taxes (\$18.72 - State tax, \$7.16 City tax, and \$1.59 County tax for June 25, 2017)
249.00	- Hotel (\$249.00 for June 26, 2017)
43.33	- Hotel Taxes (\$29.63 - State tax, \$11.21 - City tax, and \$2.49 County tax)
296.82	- Hotel (\$98.94 x 3 for June 27 - 29, 2017)
51.66	- Hotel taxes (\$17.22 x 3 for June 27 - 29, 2017)
117.13	- Ground Transportation
120.00	- Baggage Fees
112.75	- Meals
<b>\$1,177.16</b>	<b>- Total Reimbursement</b>

The travel approval and reimbursement is late because of delays in Ms. Wilson' hotel confirmations. Therefore, the travel request was not completed in time for Board approval prior to travel.

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, and the Retroactive Travel Approvals and Reimbursements. The Comptroller **ABSTAINED** on item nos. 3, 4, and 5.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to acquisition of the leasehold in the property located at 503 Robert Street by gift from William C. West, Jr., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

**AMOUNT OF MONEY AND SOURCE:**

Mr. William C. West, Jr., Owner, of the property at 503 Robert Street agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Thus, no City funds will be expended.

**BACKGROUND/EXPLANATION:**

The DHCD's Land Resources Division, on behalf of the Mayor and City Council, strategically acquires, and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improving Baltimore's neighborhoods.

Mr. West has offered to donate to the City, title to the property at 503 Robert Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through February 4, 2017, other than water bills, follows:

## MINUTES

DHCD - cont'd

Real Property Taxes	Tax year 2006/07	\$ 81.81
Real Property Taxes	Tax year 2007/08	87.19
Real Property Taxes	Tax year 2008/09	81.79
Real Property Taxes	Tax Year 2009/10	75.42
Real Property Taxes	Tax Year 2010/11	58.30
Real Property Taxes	Tax Year 2011/12	52.78
Real Property Taxes	Tax year 2012/13	58.54
Real Property Taxes	Tax year 2013/14	52.92
Real Property Taxes	Tax year 2014/15	36.02
Real Property Taxes	Tax Year 2015/16	30.50
Real Property Taxes	Tax Year 2016/17	<u>24.98</u>
		\$ 640.25
Tax Sale	Sale date 10/22/14	\$87,988.29
Miscellaneous Bill	Bill No. 4317194	269.98
Miscellaneous Bill	Bill No. 4731097	267.09
Miscellaneous Bill	Bill No. 6538391	402.56
Miscellaneous Bill	Bill No. 6712822	376.27
Miscellaneous Bill	Bill No. 7036619	337.22
Miscellaneous Bill	Bill No. 7084775	334.06
Miscellaneous Bill	Bill No. 7363872	284.43
Miscellaneous Bill	Bill No. 8048555	229.82
Miscellaneous Bill	Bill No. 8133449	<u>222.69</u>
		2,724.12
Property Reg. Bill	Registration No. 208417	<u>533.00</u>
		<b>\$91,885.66</b>



**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the leasehold in the property located at 503 Robert Street by gift from William C. West, Jr., owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

## MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/Office of Engineering and Construction - SC 967, Urgent Needs: Improvements to Baltimore City Sanitary Sewers in Various Locations - Part A  
**BIDS TO BE RECV'D: 09/13/2017**  
**BIDS TO BE OPENED: 09/13/2017**
  
2. Department of Public Works/Office of Engineering and Construction - WC 1328, Montebello Filtration Plant No. 1, Infrastructure Improvements  
**BIDS TO BE RECV'D: 10/18/2017**  
**BIDS TO BE OPENED: 10/18/2017**
  
3. Department of General Services - GS 16826, Western District Police Department - Partial Roof Replacement and HVAC Upgrade  
**BIDS TO BE RECV'D: 09/27/2017**  
**BIDS TO BE OPENED: 09/27/2017**

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.

MINUTES

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

\* \* \* \* \*

**MINUTES**

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

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

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

<u>Department of Public Works/Office of Engineering and Construction</u>	- SC 962, Improvements to the Sanitary Sewers in the South East Area of Baltimore City <b>BIDS TO BE RECV'D: 08/30/2017</b> <b><u>BIDS TO BE OPENED: 08/30/2017</u></b>
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Thereafter, UPON MOTION duly made and seconded, the Board received, opened, and referred the following bids to the respective departments for tabulation and report:

<u>Department of Public Works</u>	- SC 974, On-Call Assessment and Repairs of Sanitary Sewer Mains and Laterals - Zone B
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Spiniello  
IPR Northeast LLC  
AM-Liner East, Inc.  
SAK  
RE Harrington PHU  
Midas Utilities, LLC\*  
Metra Industries  
Anchor Construction Corp.

## MINUTES

Department of Public Works - W.C. 1314, Oliver Neighborhood and Vicinity Water Main Replacement

Spiniello  
J. Fletcher Creamer & Son, Inc.  
Monumental Paving & Excavating, Inc.  
RE Harrington PHU  
Metra Industries  
Civil Construction LLC

\*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Midas Utilities, LLC **NON-RESPONSIVE** due to the company's failure to submit a complete bound original bid book and a complete duplicate bid as required by the bid's instructions.

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 23, 2017.



JOAN M. PRATT  
Secretary