

NOTICE:

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

Submit Protests to:
Attn: Clerk,
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

BOARD OF ESTIMATES' AGENDA - AUGUST 8, 2018

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:

Plano-Coudon, LLC	\$8,000,000.00
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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:

ECO Integration, Inc.	Engineer
Spears/Votta & Associates Inc.	Engineer
The Traffic Group, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Communication Services, - Expenditure of Funds
Municipal Post Office

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize payment to the United States Postal Service (USPS), by Expenditure Authorization, to renew the NCOALink Mail Processing License from the USPS. The period of the renewal is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$8,900.00 - 2032-000000-1360-159100-605008

BACKGROUND AND EXPLANATION:

The Department of Communication Services, Municipal Post Office (MPO) requires renewal of the NCOALink license from the USPS to continue providing updated and accurate address information for mail prepared by the MPO on behalf of the City. With accurate addresses on mail pieces and addressed in conformance with USPS regulations, the City can reduce mailing costs. The data used to update addresses is the exclusive property of the USPS and can only be obtained through the USPS licensed products.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

08/08/2018

Circuit Court for Baltimore City - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Maryland Mediation and Conflict Resolution Office (MACRO) of The Administrative Office of the Courts (AOC). The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - 5000-579719-1100-109400-405001

BACKGROUND/EXPLANATION:

The Grant Award from MACRO will provide funding for the Juvenile Court's Alternative Dispute Resolution Program. The program provides training and education for the Juvenile Court's roster mediators as well as for mediator fees.

APPROVED FOR FUNDS BY FINANCE

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

(The Grant Award has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 19 to Greenman-Pedersen, Inc. under Project 1167, On-Call Engineering Services. The period of the Task Assignment is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$236,179.16 - 9938-908081-9474-900000-703032

BACKGROUND/EXPLANATION:

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

MBE/WBE PARTICIPATION:

Including this task, the Contractor has achieved the following percentages:

MBE: 28.66%

WBE: 10.16%

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$170,145.52	9938-907081-9475	
2 nd Parks & Public Facilities	Park Trail Network (Reserve)	
\$ 66,000.00	9938-914074-9475	
General Fund <u>HUR</u>	Park Roadway Improvements	
\$236,145.52	-----	9938-908081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task No. 19 to Greenman-Pedersen, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Parking Authority of Baltimore City (PABC) - Fourth Amendment to Parking Facility Operations and Management Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Fourth Amendment to Parking Facility Operations and Management Agreement (Fourth Amendment) with Impark/Danas LLC, (Impark). The Fourth Amendment will extend the period of the Agreement through July 31, 2019.

The Board is further requested to remove the Redwood and Marriott garages from the Original Agreement during the extended period.

<u>Operator</u>		<u>Facility</u>
1. IMPARK		Arena Garage
<u>Fourth Amendment</u>	<u>Original + 3 Amendments</u>	<u>Account Number</u>
\$467,851.00	\$1,724,747.00	2075-000000-2321-407200-603016 Maintenance and Repair
3,600.00	14,400.00	2075-000000-2321-407200-603026 Mgmt. and Incentive
<u>111,240.00</u>	<u>420,000.00</u>	2075-000000-2321-407200-603038 Security
\$ 582,691.00	\$2,159,147.00	
2. IMPARK		Penn Station Garage
<u>Fourth Amendment</u>	<u>Original + 3 Amendments</u>	<u>Account Number</u>
\$498,860.00	\$1,936,899.00	2075-000000-2321-407600-603016 Maintenance and Repair
3,600.00	14,400.00	2075-000000-2321-407600-603026 Mgmt. and Incentive
<u>77,280.00</u>	<u>309,000.00</u>	2075-000000-2321-407600-603038 Security
\$ 579,740.00	\$2,260,299.00	

AGENDA

BOARD OF ESTIMATES

08/08/2018

PABC - cont'd

BACKGROUND/EXPLANATION:

On July 24, 2013, the Board approved the Parking Facility Operations and Management Agreement (Original Agreement) for the period August 1, 2013 through July 31, 2014 with a one-year renewal option that was properly exercised, extending the period through July 31, 2015. On November 2, 2015, the Board approved the First Amendment extending the period for one year through July 31, 2016. On July 27, 2016, the Board approved the Second Amendment extending the period through July 31, 2017. On July 26, 2017, the Board approved the Third Amendment extending the period through July 31, 2018.

Under the terms of the Original Agreement, compensation to Impark was based on a monthly base management fee with reimbursement for approved operating expenses at the parking facilities. The Fourth Amendment requires additional funding to pay for anticipated operating expenses and to compensate Impark during the extended term upon the original compensation structure.

The Parking Authority requests this Fourth Amendment to extend the term for the Arena and Penn Station garages for one year, to allow for the long-term lease of the Marriott and Redwood garages to the Maryland Economic Development Corporation, and to allow the Parking Authority to reevaluate the grouping of the remaining garages in the City's portfolio for procurement of new operating agreements. Impark has provided adequate management services.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed</u>	
MBE: Coleman Security	27%	\$105,928.00	49.51%

AGENDA

BOARD OF ESTIMATES

08/08/2018

PABC - cont'd

	<u>Commitment</u>	<u>Performed</u>	
WBE: AJ Stationers	10%	\$ 7,546.00	
Jan Ferguson		27,947.00	
Commercial Maintenance Solution		13,850.00	
RLB		<u>9,862.00</u>	
		\$ 59,205.00	27.67%

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Fourth Amendment to Parking Facility Operations and Management Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the State's Attorney - Agreement
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Community Mediation Program, Inc. (CMP). The period of the Agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$43,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

The mission of the Community Mediation Program, Inc. is to reduce interpersonal conflict, community violence and animosity by increasing the use of non-violent conflict resolution strategies and by making mediation more accessible in Baltimore City.

The Baltimore City States' Attorney Office has been in partnership with the Community Mediation Program, Inc. for over ten years. This submission is late because the signed agreement was recently received from the CMP.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the State's Attorney - Expenditure of Funds
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds for the Office of the State's Attorney to pay the Client Protection Fund (CPF) of the Bar of Maryland. The payment is for the period of September 2018 through August 2019.

AMOUNT OF MONEY AND SOURCE:

\$26,780.00 - 1001-000000-1151-117900-603026
(\$130.00 x 206)

BACKGROUND/EXPLANATION:

The expenditure of funds is for payment of the annual CPF assessment of attorneys in the Office of the State's Attorney.

The CPF of the Bar of Maryland was created in 1965 for the purpose of maintaining the integrity and protecting the good name of the legal profession. The CPF is supported financially by practicing attorneys to reimburse claimants for losses caused by theft of funds by members of the Maryland Bar, acting either as attorneys or as fiduciaries. Payment of the Client Protection Fund assessment is required to practice law in Maryland. The Baltimore City Office of the State's Attorney will cover the mandatory CPF fee for all of its prosecutors.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/08/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|---|--------------|---------|
| 1. ARROW INTERNATIONAL, INC. | \$200,000.00 | Renewal |
| Contract No. 08000 - EZ-IO Needles & Equipment - Fire Department - EMS - P.O. No. P529805 | | |

On August 13, 2014, the Board approved the initial award in the amount of \$120,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This fourth renewal in the amount of \$200,000.00 is for the period August 12, 2018 through August 11, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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|--|--------------|---------|
| 2. MARYLAND FIRE EQUIPMENT | \$100,000.00 | Renewal |
| CORPORATION
Contract No. B50003046 - Firefighter Helmets - Baltimore Fire Department - P.O. No. P524875 | | |

On September 18, 2013, the Board approved the initial award in the amount of \$115,000.00. The award contained four renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period September 18, 2018 through September 17, 2019. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

08/08/2018

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 Procurement

MBE/WBE PARTICIPATION:

On June 25, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This procurement is for commodities only. There are currently no MBE/WBE's certified to provide the helmets.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 3. <u>INQUIRIES, INC.</u> | \$ 50,000.00 | Renewal |
| <u>Contract No. B50004504 - Background Investigation Services - Department of Human Resources - P.O. No. P543300</u> | | |

On July 13, 2016, the Board approved the initial award in the amount of \$35,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$50,000.00 is for the period July 13, 2018 through July 12, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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|---|---------|---------|
| 4. <u>SAFEWARE INC.</u> | \$ 0.00 | Renewal |
| <u>Contract No. B50002461 - Turnout Gear - Baltimore Fire Department - P.O. No. P521574</u> | | |

On September 26, 2012, the Board approved the initial award in the amount of \$3,600,000.00. The award contained six renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period September 26,

AGENDA

BOARD OF ESTIMATES

08/08/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

2018 through September 25, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 22, 2012, MWBOO determined that no goals would be set because of no opportunity to segment the contract. There are currently no MBE/WBE firms certified to provide police and fire equipment and supplies.

MWBOO GRANTED A WAIVER.

- 5. PLAYGROUND SPECIALISTS, INC. \$200,000.00 Renewal
 Contract No. B50004884 - Playground and Athletic Court
 Resurfacing and Repairs - Recreation and Parks - P.O. No.
 P540345

On July 13, 2017, the Board approved the initial award in the amount of \$200,000.00. The award contained five 1-year renewal options. This first renewal in the amount of \$200,000.00 is for the period July 11, 2018 through July 12, 2019, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 31, 2017, MWBOO set goals of 5% MBE and 2% WBE. MWBOO approved a waiver to waive the 2% WBE goal. On July 10, 2018, Playground Specialists, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Grass Roots Landscaping, Co. LLC.	5%	\$0.00	00.00%

AGENDA

BOARD OF ESTIMATES

08/08/2018

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 Procurement

WBE: Waiver 0%

MWBOO FOUND VENDOR IN COMPLIANCE.

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|---|---------------------|----------------|
| 6. <u>AAA NATIONAL USA, INC.</u> | <u>\$ 70,000.00</u> | <u>Renewal</u> |
| Contract No. B50004006 - Windows and Trusses Cleaning Services - Convention Center - P.O. No. P532057 | | |

On July 15, 2015, the Board approved the initial award in the amount of \$61,970.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$70,000.00 is for the period July 15, 2018 through July 14, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 21, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

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|---|---------------------|------------------------|
| 7. <u>WASHINGTON HOSPITAL CENTER CORPORATION</u> | <u>\$250,000.00</u> | <u>Selected Source</u> |
| Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Baltimore City Health Department - Req. No. R794455 | | |

Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states "All Air Ambulance transport cost for Maryland Medicaid Recipients will be paid by the Baltimore City Health Department," through the Transportation Grants Program. Service providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year.

AGENDA

BOARD OF ESTIMATES

08/08/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states "This unit (City Health Department) will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved." The period of the award is July 11, 2018 through July 10, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 16, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

- 8. PROJECTION VIDEO SERVICES, INC. d/b/a PROJECTION

PRESENTATION TECHNOLOGY	\$ 0.00	Extension
Contract No. BP-07136 - Convention Center Audio/Video Services - Baltimore Convention Center - P.O. No. P522303		

On August 8, 2007, the Board approved the initial award in the amount of \$0.00. On May 9, 2012, the Board approved the sole renewal in the amount of \$0.00. On July 26, 2017, the Board approved an extension in the amount of \$0.00. An extension is being requested to continue audio visual services at the Convention Center until a new contract is awarded. The scope of work for the new contract will be finalized after a new Memorandum of Understanding with the International Alliance of Theatrical Stage Employees (I.A.T.S.E.) is completed. The current I.A.T.S.E. Memorandum of Understanding expires in July 2018. The contract expires on August 7, 2018. The period of the extension is August 8, 2018 through May 7, 2019. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

08/08/2018

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 Procurement

MBE/WBE PARTICIPATION:

On April 23, 2012, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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|------------------|--------------|---------|
| 9. DEMOUSA, INC. | \$200,000.00 | Renewal |
|------------------|--------------|---------|
- Contract No. B50004582 - Services for Debris Cleanup in Middle Branch, Canton and Fells Point - Department of Public Works, Bureau of Solid Waste - P.O. No. P535768

On June 8, 2016, the Board approved the initial award in the amount of \$164,103.00. On May 17, 2017, the Board approved the first renewal option. This is the second of four, one-year renewal options in the amount of \$100,000.00. The additional funds are requested this year in the event that the recent heavy rains, which wash away debris into the harbor, continue. The period of the renewal is June 8, 2018 through June 7, 2019, with two, one-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 29, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Police Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with the Baltimore Police Department (BPD) and Computer & Network Consultants, Inc. The period of the Consultant Agreement is effective upon Board approval and will terminate two years thereafter. The BPD has an option to renew the Consultant Agreement for an additional one-year term.

AMOUNT OF MONEY AND SOURCE:

\$176,800.00 - 1001-000000-2014-220100-603026

BACKGROUND/EXPLANATION:

The Consultant will provide expert consulting services as a Computer Software Engineer and assist the Baltimore Police Department in the development and maintenance of Baltimore Police Department's Lotus Notes system and its applications.

(The Consultant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Ratification of Agreements

The Board is requested to ratify the various agreements. The period of the agreement was July 1, 2017 through June 30, 2018.

1. **TOTAL HEALTH CARE, INC.** **\$181,121.00**

Account: 5000-569718-3023-273353-603051

Under the terms of this agreement, Total Health Care, Inc. provided outpatient diagnostic preventive and therapeutic oral health services designed to meet the needs of low-income persons living with HIV.

MWBOO GRANTED A WAIVER.

2. **THE JOHNS HOPKINS UNIVERSITY/
SCHOOL OF MEDICINE (JHU SOM)** **\$375,989.00**

Account: 5000-569718-3023-273356-603051

Under the terms of this agreement, the JHU SOM provided direct care to patients in the clinic, managing their HIV care and other co-morbidities.

MWBOO GRANTED A WAIVER.

3. **THE JOHNS HOPKINS UNIVERSITY/
SCHOOL OF MEDICINE (JHU SOM)** **\$106,612.00**

Account: 5000-569718-3023-273330-603051

Under the terms of this agreement, the JHU SOM provided outpatient services for the treatment of drug or alcohol disorders.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - cont'd

4. **THE JOHNS HOPKINS UNIVERSITY/** **\$213,089.00**
SCHOOL OF MEDICINE (JHU SOM)

Account: 5000-569718-3023-273329-603051

Under the terms of this agreement, the JHU SOM provided a range of client-oriented Medical Case Management activities focused on improving health outcomes in support of the HIV care continuum.

MWBOO GRANTED A WAIVER.

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The Providers are asked to submit a budget, budget narrative and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Inter-Governmental Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Inter-Governmental Agreement (Agreement) with the State of Maryland, Division of Parole and Probation, Department of Public Safety and Correctional Services (DPP/DPSCS). The period of the Inter-Governmental Agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$400,000.00 - 5000-531119-3070-518500-405001

BACKGROUND/EXPLANATION:

The Inter-Governmental Agreement will establish the terms and conditions of the grant award from the DPP/DPSCS. This Agreement will allow the Behavioral Health System Baltimore to provide substance abuse treatment services.

The Inter-Governmental Agreement is late because the Department recently received the paperwork from the DPP/DPSCS.

APPROVED FOR FUNDS BY FINANCE

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

(The Inter-Governmental Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Consultant Agreement with Michael Baum. The period of the Consultant Agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 6000-607619-3110-306700-603018

BACKGROUND/EXPLANATION:

Mr. Baum will perform on-site evaluations of client's mental illness, mental retardation and developmental disabilities as part of the Pre-Admission Screening and Resident Review requirements of Federal Law. He will also perform on-site evaluations of clients in nursing homes. Mr. Baum will also review psychological reports for patients in nursing homes, submit a written psychological report to the Department's Adult Evaluation and Review Services Program, and delineate a treatment plan for each client/patient.

The Consultant Agreement is late due to the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Consultant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Tawanda Smith. The period of the Agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 6000-607819-3110-306800-603018

BACKGROUND/EXPLANATION:

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and Community Personal Assistance Services (CPAS), formerly known as Maryland Medical Assistance Personal Care Program. The Community First Choice and Community Personal Assistance program provide services and support to enable older adults and people with disabilities to live in their homes. The Health Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Nurse Monitors who will supervise the provision of services to eligible recipients.

Ms. Smith will work as a Nurse Monitor. The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City. The Nurse Monitor is responsible for providing oversight and quality monitoring of the participant's health status and the outcomes of personal assistance services for CFC and CPAS participants. The Nurse Monitor will make home visits, maintain clinical records, and utilize the Long Term Support Maryland Tracking system as required.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notification of Grant Award (NGA) with the Maryland Department of Aging (MDoA). The period of the Grant Award is September 30, 2017 through September 29, 2018.

AMOUNT OF MONEY AND SOURCE:

\$17,958.00 - 5000-575918-3044-273300-405001

BACKGROUND/EXPLANATION:

This NGA will allow the Department to expand outreach, education and counseling services to Medicare beneficiaries. As a result of outreach services, beneficiaries will obtain help to apply for benefits related to Medicare. By accepting this grant, the Department agrees to abide by the terms of the related documents including amendments thereto, approved grant applications and budgets grant agreement.

This NGA is late because it was recently received from the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

(The Notification of Grant Award has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
Department of Housing and Community Development - Condemnation or Redemption			
1. Florence E. Grieb	508 Robert Street	G/R \$60.00	\$1,500.00

Funds are available in account no. 9910-908044-9588-900000-704040.

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 this property.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Finance - Modification to Existing Payment In Lieu of Taxes (PILOT) Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Modification to Existing Payment In Lieu of Taxes (PILOT) Agreement with Homes of Greater Baltimore Limited Partnership.

The Board is also requested to authorize the Director of Finance to execute the PILOT Agreement with Homes of Greater Baltimore Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

No City funds are requested at this time, and the PILOT will have no impact on City revenue for the reasons outlined below. The PILOT payment terms remain unchanged.

BACKGROUND/EXPLANATION:

The Housing Authority of the City of Baltimore ("HABC") owns and operates the largest inventory of affordable (rental) housing in Maryland and was established to service the City's most vulnerable residents. Public housing units are designated for extremely low-income households and have been inadequately funded by the federal government, which is solely responsible for funding the program. The remaining stock of public housing units are desperately in need of rehabilitation. Congress approved the Rental Assistance Demonstration program ("RAD") to address the significant shortfall in capital improvement funding. RAD allows the HABC to convert its public housing subsidy to attract new capital in the form of federal, State and private funds for the repair, management and maintenance of properties occupied by Baltimore's most vulnerable residents. The Broadway Homes project will convert to the RAD platform.

The Broadway Homes properties already have a PILOT Agreement that was executed by the Board of Estimates in 2010 with Homes for America, Inc. ("HFA"). The project was brought online in the last

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Finance - cont'd

decade to help satisfy the public housing unit production requirements of the Partial Consent Decree entered into in Thompson, et al. v. HUD, et al., Case No. MJG-95-309, which required the placement of larger families that were eligible for public housing into stable, thriving neighborhoods. The 12 units are converting to RAD to allow for modernization while still preserving their affordability to existing tenants.

The HABC respectfully requests a modification to the PILOT, which the City Finance Department supports. The tax payment terms will not change; the only change to the PILOT is a transfer of ownership to accommodate an infusion of low-income housing tax credit equity. The existing PILOT agreement allows for a payment of ten percent (10%) of the shelter rents collected by the HABC, which amounts to 10% of the revenue collected directly from tenants. The PILOT is necessary to preserve the properties' present tax levels and the financial feasibility of the Broadway Homes project. The PILOT also enables Broadway Homes to be eligible for the RAD program. Tax credit equity is being secured from the Community Development Administration of the Maryland Department of Housing and Community Development ("Maryland CDA"), which must complete its review before the transaction can close.

The DHCD supports the application of Homes for Greater Baltimore Limited Partnership, a limited partnership organized under the laws of the State of Maryland for a PILOT under Section 7-503 of the Tax-Property Article of the Annotated Code of Maryland. The planned rehabilitation of the Broadway Homes units for existing City households and use of Low Income Housing Tax Credits allocated by Maryland CDA will preserve 12 units of deeply subsidized, single-family and semi-detached houses as well as townhouses scattered throughout Baltimore. The addresses of the 12 units which are the subject of this Agreement are provided in Exhibit A.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Finance - cont'd

No resident in good standing will be permanently displaced as a result of the Broadway Homes project.

EXISTING PROJECT DEBT

The Broadway Homes project has no existing debt.

PAYMENT IN LIEU OF TAXES ("PILOT")

The PILOT agreement stipulates that a transfer of ownership requires the written permission of the Board. The new Project Owner is necessary for the syndication of the LIHTC credits. Homes for Greater Baltimore Limited Partnership was formed in July 2017 as a LIHTC partnership for the transaction. The General Partner of Homes for Greater Baltimore Limited Partnership is Homes Development Corporation, a for profit subsidiary, which is wholly owned by Homes for America, Inc., a non-profit housing developer. It is important to note that the sole member of the general partner will remain unchanged from the current legal structure- Homes for America, Inc. will effectively remain in control.

The City Solicitor's Office reviewed the applicant's correspondence and attachments and confirmed that Section 7-503 (a) (2) (ii) is applicable here because the owner of the real property is a "limited partnership whose managing general partner is a nonprofit corporation that is exempt from income tax under § 10-104(2) of the Tax-General Article, "and that this compliant ownership will continue in place following closing."

The DHCD'S analysis of the proposed PILOT arrangements is based on the following three considerations: (a) whether the PILOT is necessary to preserve or create affordable housing; (b) whether the project needs the subsidy to proceed; and (c) whether the developer is actively seeking other sources of funding and subsidy prior to requesting the City PILOT. The DHCD's review of the material presented by the Developer, the budget, scope of work,

Department of Finance - cont'd

management history and other financing gives DHCD confidence that this project meets those tests. All sources of financing give DHCD confidence that this project meets those tests. All sources of financing for the Project have underwritten real estate taxes based on the terms and conditions described herein. The PILOT will enable the Project to operate as contemplated by the project financing and to provide some level of supportive services. Without the PILOT, the project will not operate or function as necessary, and the required project financing will not materialize. The balance of the project's funding sources come from LIHTC equity. For the aforementioned reasons, DHCD is recommending support for this PILOT request.

CONCLUSION

Broadway Homes serves a vital mission today - housing extremely low income households in Baltimore's most stable neighborhoods.

The PILOT statute is intended to encourage and support affordable housing projects and a project's eligibility for a PILOT under the statute is typically assessed on an annual basis. If a sale of the project after the tax credit compliance period changes the charter of the project so that it no longer meets the eligibility criteria, then the City should be due the appropriate taxes starting in the year in which the project no longer qualifies. The City suffers no harm so long as the project meets the eligibility criteria.

Given the need in the City for well-managed, energy efficient affordable housing, the DHCD believes that the PILOT is necessary to support both the capital and operating needs of the Project. The DHCD is therefore in support of the PILOT request made by the applicant. The DHCD's review has concluded that the project meets the three tests for granting a PILOT: there is a legitimate need for the project to proceed; the project could not proceed without the PILOT; and the project has secured or used other sources of subsidy and is not reliant solely on the City PILOT contribution to provide financial assistance.

(The Modifications to Existing PILOT Agreement has been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:

30 - 38

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

In connection with the Transfers of Funds,
pursuant to Charter provisions, reports have
been requested from the Planning
Commission, the Director of Finance
having reported favorably thereon.

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 18009, Resurfacing P. Flanigan & Sons, \$2,278,787.40
 Highways at Various Inc.
 Locations - Southeast
 - Sector IV

MWBOO SET GOALS OF 23% FOR MBE AND 9% FOR WBE.

MBE: Priority Construction Corporation	\$469,400.00	20.59%
CBY Enterprises, Inc.	5,000.00	0.21%
Alfredo Trucking, Inc.	5,000.00	0.21%
Hammer Head Trucking, LLC	5,000.00	0.21%
AJO Concrete Construction, Inc.	<u>40,000.00</u>	<u>1.75%</u>
	\$524,400.00	22.97%
 WBE: River Transport, Inc.	 \$ 62,000.00	 2.72%
American Rebuilders, Inc.	62,000.00	2.72%
Fallsway Construction Company, LLC	62,000.00	2.72%
B&J Sweeping & Sons, Inc.	<u>19,200.00</u>	<u>.84%</u>
	\$205,200.00	9.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
2. \$2,210,000.00	9950-906216-9515	
State Constr. Rev.	Constr. Res. - Resurfacing Southeast	
163,398.29	9950-919001-9509	
State Constr. Rev.	Constr. Res. - Unallotted	

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
19,328.48	9950-902627-9528	
State Constr.	Park Circle	
<u>Rev.</u>	Intersection	
	Improvements	
 \$2,392,726.77		
\$2,278,787.40	-----	9950-901874-9514-6
		Structural &
		Improvements
 <u>113,939.37</u>	-----	9950-901874-9514-5
		Inspection
		Resurfacing Highways
		SE Sector IV
 \$2,392,726.77		

This transfer will fund the costs associated with award of project TR18009, Resurfacing Highway SE Sector IV to P. Flanigan & Sons, Inc.

- | | | | |
|----|---|--|----------------|
| 3. | TR 18008, Resurfacing
Highways at Various
Locations - Southwest
- Sector III | Manuel Luis
Construction
Company, Inc. | \$2,272,905.50 |
|----|---|--|----------------|

MWBOO SET GOALS OF 23% FOR MBE AND 9% FOR WBE.

MBE:	Manuel Luis Construction Company, Inc.*	\$900,000.00	39.60%
WBE:	Digz Transport System, LLC	\$ 32,000.00	1.40%
	Barbies Recycling & Hauling, Inc.	62,000.00	2.73%
	Sunrise Safety Services, Inc.	20,000.00	0.88%
	Rowen Concrete, Inc.	<u>92,000.00</u>	<u>4.05%</u>
		\$206,000.00	9.06%

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

*Indicates Self-Performance

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
4.	\$2,225,000.00	9950-909215-9515	
	State Constr.	Constr. Res. -	
	Rev.	Resurfacing Southwest	
	161,550.78	9950-902627-9528	
	State Constr.	Park Circle Intersection	
	Rev.	Improvements	
	<u>\$2,386,550.78</u>		
	\$2,272,905.50	-----	9950-904873-9514-6
			Structural &
			Improvements
	<u>113,645.28</u>	-----	9950-904873-9514-5
			Inspection
			Resurfacing
			Highways
			SW Sector III
	\$2,386,550.78		

This transfer will fund the costs associated with award of project TR18008, Resurfacing Highway SW Sector III to Manuel Luis Construction Company, Inc.

5.	TR 18007, Resurfacing	Manuel Luis	\$2,256,513.50
	Highways at Various	Construction	
	Locations - Northwest	Company, Inc.	
	- Sector II		

MWBOO SET GOALS OF 23% FOR MBE AND 9% FOR WBE.

MBE:	Manuel Luis Construction,	\$900,000.00	39.88%
	Company, Inc.*		

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

WBE: Digz Transport System, LLC	\$ 42,000.00	1.86%
Barbies Recycling & Hauling, Inc.	75,000.00	3.32%
Sunrise Safety Services, Inc.	20,000.00	0.89%
Rowen Concrete, Inc.	<u>67,000.00</u>	<u>2.97%</u>
	\$204,000.00	9.04%

*Indicates Self-Performance

MWBOO FOUND VENDOR IN COMPLIANCE.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
6. \$2,225,000.00	9950-908214-9515	
State Constr. Rev.	Constr. Res. - Resurfacing Southwest	
144,339.28	9950-902627-9528	
State Constr. Rev.	Park Circle Intersection Improvements	
<u>\$2,369,339.28</u>		
\$2,256,513.50	-----	9950-901872-9514-6
		Structural & Improvements
<u>112,825.78</u>	-----	9950-901872-9514-5
		Inspection Resurfacing Highways
\$2,369,339.28		SW Sector III

This transfer will fund the costs associated with award of project TR18007, Resurfacing Highway NW Sector II to Manuel Luis Construction Company, Inc.

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation/DOT Office
of Engineering and Construction

7. TR 18006, Resur- Manuel Luis Con- \$2,285,506.15
facing Highways at struction Co., Inc.
Various Locations
Northeast - Sector I

MBE: Manuel Luis Construction \$900,000.00 39.38%
Co., Inc.

WBE: Digz Transport System, LLC \$ 42,000.00 1.84%
Barbies Recycling &
Hauling, Inc. 75,000.00 3.28%
Sunrise Safety Services, Inc. 20,000.00 0.88%
Rowen Concrete, Inc. 70,000.00 3.06%
\$207,000.00

MWBOO FOUND VENDOR IN COMPLIANCE.

8. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,225,000.00	9950-903846-9515	
State Constr.	Constr. Res. -	
Revenue	Resurfacing North-	
	east	
174,781.46	9950-902627-9528	
State Constr.	Constr. Res.	
Revenue	Park Circle	
	Intersection	
	Improvements	
<u>\$2,399,781.46</u>		

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,285,506.15	-----	9950-902871-9514-6
		Structural & Improv.
<u>114,275.31</u>	-----	9950-902871-9514-5
\$2,399,781.46		Inspection
		Resurfacing Highways
		NE Sector I

The transfer will fund the costs associated with the award of Project No. TR 18006, Resurfacing Highways NE Sector I with Manuel Luis Construction Co., Inc.

- 9. TR 16301, Replace- Allan Myers MD, \$17,737,777.00
 ment of Bridge No. Inc.
 BC4202 Broening
 Highway Over Colgate
 Creek & Associated
 Roadway Improvements

DBE: Priority Construction Corp.	\$ 574,300.00	3.24%
Barbies Recycling & Hauling, Inc.	80,000.00	0.45%
Ackerman & Baynes, LLC	326,000.00	1.84%
Nasir & Assoc., LLC	346,800.00	1.96%
Bay Assoc. Environmental, Inc.	210,000.00	1.18%
Rowen Concrete, Inc.	549,400.00	3.10%
Mohawk Bridge & Iron, Inc.	<u>581,400.00</u>	3.28%
Total	\$2,667,900.00	

A PROTEST WAS RECEIVED FROM McLEAN CONTRACTING COMPANY.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

10. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$16,460,000.00 FED	9950-945005-9509 Constr. Res. - Broening Hwy Br @ Colgate Creek	
2,000,000.00 State Rev.	" "	
496,352.10 GF (HUR)	" "	
<u>\$18,956,352.10</u>		
\$16,744,654.00	-----	9950-912036-9508-6 Structure & Improv.
1,474,465.40	-----	9950-912036-9508-5 Inspection
737,232.70	-----	9950-912036-9508-2 Contingencies
<u>\$18,956,352.10</u>		Broening Hwy O' Colgate Br Rep

This transfer will partially fund the costs associated with the award of Project No. TR 16301, Broening Highway over Colgate Creek Bridge Replacement with Allan Myers-MD, Inc.

11. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 1,142,091.45 Other	9962-937004-9563 Constr. Res. - Conduit New Construction	
\$ 993,123.00	-----	9962-909078-9562-6 Structure & Improv.

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - cont'd

99,312.30	-----	9962-909078-9562-5
		Inspection
<u>49,656.15</u>	-----	9962-909078-9562-2
\$ 1,142,091.45		Contingencies
		Broening Hwy -
		Colgate TR 16301

This transfer will partially fund the costs associated with the award of Project No. TR 16301, Broening Highway over Colgate Creek Bridge Replacement to Allan Myers-MD, Inc.

- 12. TR 18012, Curb Repair J. Villa Construction, \$650,000.00
Contract Citywide Inc.

MWBOO SET GOALS OF 18% FOR MBE AND 7% FOR WBE.

MBE: J. Villa Construction, \$302,250.00 46.5%
Inc.*

WBE: Rowen Concrete, Inc. \$ 45,500.00 7.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

*Indicates Self-Performance

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
13. \$485,000.00	9950-902465-9509	
State Rev.	Constr. Res. -	
	Curb Repair Citywide	
<u>295,000.00</u>	9950-903550-9509	
State Rev.	Neighborhood Street	
	Reconstr.	
\$780,000.00		

AGENDA

BOARD OF ESTIMATES

08/08/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
	<u>Department of Transportation - cont'd</u>	
\$650,000.00		9950-906570-9508-6 Structural & Improvements
97,500.00		9950-906570-9508-5 Inspection
<u>32,500.00</u>		9950-906570-9508-2 Contingencies Curb Repair Citywide
\$780,000.00		

This transfer will fund the costs associated with the award on TR18012, Curb Repair Citywide with J. Villa Construction, Inc.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Baltimore Development Corporation - Government Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit the employees of the Emerging Technology Centers (ETC) to solicit funds for the ETC programs. The period of the campaign is September 1, 2018 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Emerging Technology Centers would like to create a public private partnership for the purpose of supplementing the ongoing City subsidy to the ETC, Baltimore's technology business incubator. The use of funds will include: the support, growth, and community development within the technology business sector by hosting small scale events; such as lunch time working or learning sessions, breakfast round tables, technology hackathons, working group type meet-ups and various collaborative exchanges among emerging and entrepreneurial companies to promote synergies.

Sponsorship will be solicited from Baltimore-area businesses and private foundations. The sponsorship contributions go towards the refreshments and promotional efforts to enhance and grow this important community of small business entrepreneurs and foster their collaborations.

Generally, the solicitations will be made by the ETC senior staff members to certain key industry or category leading service providers and/or major corporations.

The solicitations are expressly for one and only one event and for the sole purpose of advancing knowledge for private sector companies that are associated with the ETC.

BDC - cont'd

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Businesses dealing in financial services, banking, law, accounting, construction, medical devices and others, as appropriate, will be solicited for sponsorship funding. Criteria for targeting a corporate entity for solicitation will include: commitment to overall community, value to overall community, perceived interest in the growing technology community in Baltimore, and interest in entrepreneurship. These firms may or may not be controlled donors, and can include the larger firms in the City. Solicitations will be made in the context of a scheduled formal meeting, with presentation materials, detailed budgets and follow-up as required. The ETC will not provide exclusive access to the ETC clients to any sponsors.

Baltimore City Code Article B, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity that has been pre-approved Board of Estimates by the Ethics Board. Ethic Regulation 96.36B sets out the standards for approval, which include the requirement that the program, function or activity to be benefitted and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

It is a stated goal of the ETC to recruit more WBE/MBE companies and this goal will be emphasized regarding the sponsorship funding effort. Currently, the ETC's portfolio of over 110 companies is made up of 40% MBE/WBE companies. Please note this statistic varies based on individual companies and their business status and the ETC's variable company graduation rate which averages 25 months.

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following pages:

42 - 44

In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>			
1.	\$1,000,000.00	9999-932019-9587 Comm. Dev. Block Grant 44 Incentive Program (Reserve)	9999-953010-9593 Direct Homeownership
		This transfer will provide Community Development Block Grant funds for Baltimore Housing's Homeownership Incentive Program for fiscal year 2019.	
2.	\$2,600,077.70	9999-932989-9587 Comm. Dev. Block Grant 44 (Reserve)	
	944,508.00	-----	9999-932080-9593 Public Housing 108
	<u>1,655,569.70</u>	-----	9999-926410-9593 East Baltimore Dev. Initiative 108
	\$2,600,077.70		
		This transfer will provide appropriation authority for repayment on HUD Section 108 loans for fiscal year 2019.	
3.	\$1,973,200.00	9910-923019-9587 2 nd Comm. & Eco. Dev. Bonds	Baltimore Homeownership Incentive (Reserve)
	455,000.00	-----	9910-903292-9588 Baltimore City Employee Program
	450,000.00	-----	9910-903294-9588 Buy Into Baltimore

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
448,200.00	-----	9910-905290-9588 Live Near Your Work
<u>620,000.00</u>	-----	9910-907109-9588 Booster Program V2V
<u>\$1,973,200.00</u>		

This transfer will provide funds for Baltimore Housing's Homeownership Incentive Programs for fiscal year 2019.

- | | | | |
|----|---|---|---------------------------------------|
| 4. | \$1,000,000.00
2 nd Community & Economic Development Bonds | 9910-930004-9587
Urgent Demolition (Reserve) | 9910-905261-9588
Urgent Demolition |
|----|---|---|---------------------------------------|

This transfer will provide funds to support the Citywide Emergency Demolition Program for Fiscal Year 2019.

- | | | | |
|----|---|--|--|
| 5. | \$2,000,000.00
2 nd Community & Economic Development Bonds | 9910-914983-9587
Demo Blighted Structures (Reserve) | 9910-908262-9588
Demo Blighted Structures |
|----|---|--|--|

This transfer will provide funds to support the Citywide Planned Demolition Program for Fiscal Year 2019.

- | | | | |
|----|--|---|---|
| 6. | \$198,341.03
2 nd Street & Bridge | 9911-925002-9607
Streetscape Improvement | 9910-915030-9607
Downtown Street - scape Improvement |
|----|--|---|---|

This transfer will provide funds for the Downtown Streetscape Improvements including streetscape and right-of-way improvements. In conjunction with the Department of

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Department of Housing and Community Development

Transportation and the City Planning Department, the improvement include streetscape and right-of-way improvements for Baltimore Street, Redwood Street, Pratt Street, Light Street and Grant Street.

7. \$ 10,969.00	9991-945002-9587 Community Development Block Grant 35	9990-915333-9593 Baltimore Community Arts Program
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This transfer will provide Community Development Block Grant funds for the Baltimore Community Arts Program.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Housing and
Community Development (DHCD)

- Sale of Property, Partial
Home Loan Payoff and
Assumption of Debt

ACTION REQUESTED OF B/E:

The Board is requested to approve, with respect to the Printers Square Apartments located at 1310 Guilford Avenue, 1312 Guilford Avenue, 1314 Guilford Avenue, 1300 Hunter Street, 210 East Preston Street, and 217 East Mount Royal Avenue, the following: (i) the assumption and resubordination of a HOME Loan previously made by the City and a modification of loan terms, and, (ii) an agreement evidencing such resubordination by and between the City and Wells Fargo Bank, N.A.

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 MONEY AND SOURCE:

No additional City funds are required at this time.

BACKGROUND/EXPLANATION:

On June 10, 2005, the DHCD executed a Promissory Note and Deed of Trust and other documents evidencing and securing a HOME Investment Partnerships Program Loan (the Previous HOME Loan) in the principal amount of \$1,200,000.00 to Printers Square Limited Partnership (the Original Borrower), a Maryland limited partnership in which Mr. William Hazlehurst is a principal, for the purpose of acquiring, rehabilitating and operating a rental housing project. The proceeds of the Previous HOME Loan were used to assist with a portion of the rehabilitation costs associated with the redevelopment of the Printer's Square Apartments (the Project). The Previous HOME Loan was subordinate to a First Mortgage Loan in

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

the approximate principal amount (including a subsequent funding in the amount of \$283,600.00 made on or about April 3, 2008) of \$4,424,200.00 (the First Loan), which was insured by FHA under its Section 221(d)(4) program.

In 2006, the First Loan was assigned from the prior first lender to Wells Fargo Bank, N.A. (Wells Fargo).

On April 2, 2008, the Board approved a Subordination Agreement between Wells Fargo Bank, N.A. and the Mayor and City Council of Baltimore, acting by and through the DHCD that subordinated the Previous HOME Loan to additional loan funds provided by Wells Fargo. The additional loan funds paid for a portion of the additional construction costs related to unforeseen and hidden conditions encountered in a project of this nature, an historic rehabilitation of four abandoned structures, and the time extensions.

The Project was created by the historic rehabilitation of four existing vacant 2 to 4-story buildings located at 1310 Guilford Avenue, 1312 Guilford Avenue, 1314 Guilford Avenue, 1300 Hunter Street, 210 East Preston Street, and 217 East Mount Royal Avenue (collectively, the Property). This historic rehabilitation converted the buildings into a 60-unit multi-family residential complex containing one and two-bedroom apartments with ancillary offices and 40 parking spaces. The Previous HOME Loan provided financing assistance to the construction of 30 units (the HOME Project). The remaining units are market-rate.

The HOME Loan is secured by a Second Deed of Trust on the property. The Previous HOME Loan bears interest at 1% per annum with a term of 40 years and is payable only to the extent of available cash flow. As of December 31, 2017, no payments have been made on the

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

Previous HOME Loan, so that the outstanding balance is the principal sum plus accrued interest totaling \$132,000.00 as of December 31, 2017.

BCI Capital LLC (the New Borrower), whose managing member is Mr. Matt Teichman, has entered into a Contract of Sale to acquire the Project and the Property for \$6,425,000.00 (the Sale Price). A portion of the Sale Price is expected to be satisfied pursuant to a Transfer of Physical Assets by Wells Fargo, so that the New Borrower will be assuming a loan from Wells Fargo in the approximate principal amount of \$4,382,000.00. The remaining portion of the Sale Price, approximately \$2,043,000.00, will be paid by a partial assumption of the Previous HOME Loan, with equity contributed by the New Borrower.

The New Borrower has requested and the Department has agreed to allow the New Borrower to assume one-half of the principal amount of the Previous HOME Loan, or \$600,000.00 (the New HOME Loan). In addition to this assumption, the Original Borrower will repay, at closing, the other one-half of the Previous HOME Loan plus all accrued interest, or approximately \$740,000.00.

The New HOME Loan will have a term of 20 years (the New HOME Loan Term) and bear interest at the rate of 4% per annum as follows: (i) for the first three years of the New HOME Loan Term, monthly installments of interest only would be paid on the outstanding principal balance; and (ii) beginning with the fourth year of the New HOME Loan Term, principal and interest would be paid in equal monthly installments in an amount necessary to fully amortize and repay the New HOME Loan over the remaining 17 years of the New HOME Loan Term, with all unpaid principal and interest due on the last day of the New HOME Loan Term.

DHCD - cont'd

As part of the assumption the New HOME Loan, Wells Fargo is requiring the City execute a Subordination Agreement in order to subordinate the New HOME Loan to institutional financing, from Wells Fargo that the New Borrower will be assuming.

Allowing the New Borrower to enter into the New HOME Loan allows the continuation of the affordability requirements for the 30 units constituting the HOME Project for the term of the New HOME Loan. Without this New Home Loan, the New Borrower would be able to remove the affordability restrictions for the 30 units.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Housing and - HOME Investment Partnerships Loan
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a HOME Investment Partnerships Program loan in the amount of \$1,200,000.00 (the HOME Loan) to Union Avenue, LLC.

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

AMOUNT OF MONEY AND SOURCE (all amounts approximate):

	<u>Source of Funds</u>		<u>Uses of Funds</u>
FHA	\$ 4,225,000.00	Constr.	\$2,156,500.00
223(f) Loan		Costs	
HOME Funds	1,200,000.00	Constr.	150,860.00
		Related	
		Fees	
Prepaid	8,659.00	Financing	372,343.00
Expenses/		Fees &	
Equity		Charges	
Wells Fargo	80,000.00	Relocation	150,000.00
Grant		Costs	
		Syndication	1,880,956.00
		Related	
		costs	
		Reserves	438,000.00
		Developer	365,000.00
		Fee	
TOTAL	\$ 5,513,659.00	TOTAL	\$ 5,513,659.00

Account: 9910-902230-9610

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

BACKGROUND/EXPLANATION:

Proceeds of the HOME Loan are from the Community Housing Development Organization (the CHDO) set aside of the Home program and will be used to support a portion of the rehabilitation costs of fifty-four affordable rental housing units known as the "Union Avenue Apartments," to be located at 1420-1436 Union Avenue in the Hampden neighborhood of Baltimore City.

St. Ambrose Housing Aid Center, ("St. Ambrose") is a 501 (c) non-profit founded in 1968 with a mission to create, preserve and maintain equal housing opportunities for low and moderate income people, and to encourage and support the diverse neighborhoods. Through 50 years of working in the Baltimore area, St. Ambrose has impacted over 125,000 families and helped to stabilize and strengthen neighborhoods. The organization's strategy is to revitalize neighborhoods by combating blights and improving housing beyond current neighborhood standards to support, stabilize and preserve communities.

Union Avenue Apartments (f/k/a Buena Vista Apartments) (the "Development") is an existing 54-unit affordable multifamily project comprising nine, three-story buildings in the Hampden neighborhood of Baltimore City. St Ambrose is proposing to complete a recapitalization and renovation of the property to preserve an important affordable housing asset for the long term.

St. Ambrose has owned and managed the Development since its acquisition and renovation in 1992, which was funded primarily by two shared first mortgage loans made by the Community Development Administration ("CDA"), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development ("MD DHCD") of the State of Maryland, from the proceeds of tax-exempt bonds in the original aggregate principal amount of \$2,389,000.00 (collectively, the "CDA Loan"). The loans had an interest rate of approximately 5.9%, a term of 40 years from construction completion, and annual payments of \$13,291.00. In addition to the CDA Loan, in connection with the 1992 acquisi-

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

tion, the MD DHCD permitted St. Ambrose to assume an existing loan that was made to the seller by the MD DHCD from its Maryland Housing Rehab Program ("MHRP") in the original principal amount of \$190,000.00 (the "MHRP Loan"), which required monthly payments of approximately \$427.00 over the loan's then-modified 40 year term. As of April 30, 2018, the CDA Loan has an outstanding balance of \$1,560,029.00 and the MHRP Loan has an outstanding balance of \$78,970.00. The renovation in 1992 included such items as: common areas, exterior and interior rehab, paving and concrete repairs, upgraded lighting, painting of entry doors, walls, ceiling, installation of perimeter fencing, replacement of all 54 furnaces with new, electrical upgrades (new circuit breaker boxes, GFCI's installed in kitchens and baths), new carpeting and vinyl tile floor cover throughout, window repairs/replacements, interior painting of all units, landscaping and drywall repairs/replacements, and installation of a playground.

In addition to the financing described above, in 2015, the Maryland Affordable Housing Trust made a loan in the original principal amount of \$50,000.00 (the "MAHT Loan") to the Development. In the proposed transaction, St. Ambrose intends to use the proceeds of the HOME Loan and the other sources of financing to refinance the CDA Loan, the MHRP Loan and convert an older Mod Rehab Housing Assistance Payment ("HAP") contract to a new long-term HAP Contract that will cover 89% of the units and have an initial 20-year term with a twenty-year extension option and annual renewals thereafter.

Following the refinancing described above, of the 54 units within the Development 17 will be one-bedroom units and 37 will be two-bedroom units. St. Ambrose projects that monthly rents will be \$1,100.00 for the one-bedroom units and \$1,250.00 for the two bedroom units. Approximately 89% of the units are expected to be covered by Project Based Section 8 subsidies and earn less than 30% of the area median income ("AMI"), adjusted for family size and pay 30% of their income in rent. Roughly one-third of the residents earn income at or below 10% of the AMI, one-third area at or below 20% of the AMI, and one-third are at or below 30% of the AMI.

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

DHCD - cont'd

Novogradac & Company LLP, prepared an appraisal for the HUD first mortgage lender, PR Mortgage & Investments dated January 25, 2018. The estimated prospective market value of the subject property as appraised if completed and stabilized is \$6,200,000.00. The appraisal has been submitted to the Real Estate Department. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior lender. The Department is comfortable with recommending the HOME Loan as described under these circumstances.

PARTICIPATING PARTIES:

- A. Developer - Union Avenue LLC, a Maryland limited liability company and a single asset entity, will be the owner of the Project. St. Ambrose Housing Aid Center, Inc. will provide a guarantee for construction completion for the HOME Loan and repayment of the superior debt.
- B. General Contractor - TCB Property Management will serve as the general contractor and post a 100% payment performance bond. St. Ambrose will provide in-house architectural services.
- C. **Participating Lenders**

**P/R Mortgage Investment Corp. - 1st lien construction/
permanent loan**

P/R Mortgage & Investment Corp. (formerly Richmac Funding LLC), the FHA 223(f) lender, will be providing first mortgage loan financing in the approximate amount of \$4,225,000.00 but in no event shall exceed \$4,450,000.00 (the "First Loan"). Proceeds of the First Loan will be used to (i) refinance and pay off the CDA Loan and MHRP Loan; (ii) provide funding for moderate rehab and capital improvements; (iii) fully fund the replacement and other required reserves; and (iv) pay transaction costs.

DHCD - cont'd

The First Loan will accrue interest at an all-in rate not to exceed 4.50%; have a term of 35 years; and will fully amortize over the 35 year term.

CITY HOME Program - 2nd lien construction/permanent

The City is making a construction/permanent loan from amounts available under the HOME Program (CHDO set aside) in the principal amount not to exceed \$1,200,000.00 (the "HOME Loan"). During the construction loan period, which will be for a term not to exceed 24 months from the date of closing (the "Construction Loan Period"), interest shall accrue at the rate of zero percent (0%) per annum on sums advanced and no payments shall be required. During the permanent load period, which shall be thirty-three (33) years commencing at the end of the Construction Loan Period (the "Permanent Loan Period"), interest will also accrue at a rate of 0% per annum and it is expected that payments of principal and any interest will be made in an amount necessary to fully amortize the principal at the end of the Permanent Load Period; provided, however, that should fifty percent (50%) of the surplus cash flow (which shall be defined in the loan documents) of the project in any year be insufficient to provide that year's full amortizing payment, the difference shall be paid on each subsequent payment date to the extent there is sufficient surplus cash. The entire principal and any interest shall be due and payable in the event of a refinancing, sale, transfer, conveyance or any encumbrance of the Project or portion thereof without the prior written consent of the Department of Housing and Community Development. The Home Loan is subordinate, non-recourse debt.

Other Grants

The project is expected to include gap financing in the approximate amount of \$80,000.00 from Wells Fargo Bank.

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,200,000.00	9910-923006-9609	9910-902230-9610
Federal HOME FY 2018	HOME FY 2018 Reserve	St. Ambrose Union Avenue Apartments

This transfer will provide Federal HOME funds to Union Avenue LLC to support a portion of the rehabilitation cost of the Union Avenue Apartments.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably, thereon.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Housing and
Community Development (DHCD)

- Subordination Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the following: (i) the assumption and resubordination of a HOME loan previously made by the City and a modification of loan terms and (ii) an agreement evidencing such resubordination by and between the City and Red Capital Partners, LLC., an Ohio limited Liability Company, for the Lakewood Apartments located at 1401 Lakewood Avenue.

The Board is also 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 MONEY AND SOURCE:

No additional City funds are required at this time.

BACKGROUND/EXPLANATION:

On June 17, 2007, the Department executed a Promissory Note and Deed of Trust and other documents evidencing and securing a HOME Investment Partnerships Program Loan (the Previous HOME Loan) in the principal amount of \$1,500,000.00 to Lakewood Apartments Limited Partnership (the Previous Borrower), a Maryland limited partnership for the purpose of acquiring, rehabilitating and operating a rental housing project. The sponsor of the Previous Borrower was Mr. James Haynes. The proceeds of the Previous HOME Loan were used to assist with a portion of the rehabilitation costs associated with the redevelopment of the Lakewood Apartments (the "Project"), an existing, four-story, and one hundred and two (102) unit multifamily apartment building. At closing the Previous HOME Loan was subordinate to a construction first mortgage loan from Wachovia bank, National Association in the approximate principal amount of \$4,000,000.00 (the "Wachovia construction Loan"), and a second mortgage loan from Baltimore Community Lending in the approximate principal amount of \$4,000,000.00 (the "BCL Loan"). Following construction completion, proceeds from the BCL Loan were used to pay off and release the Wachovia Construction Loan.

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

In September 2009, the Board approved a Subordination Agreement and other legal documents between CW Capital LLC ("CWC Capital") and the City that subordinated the Previous HOME Loan to a new loan provided by CWC Capital in the approximate amount of \$4,440,000.00 (the "CWC First Loan"), the proceeds of which were to repay the BCL Loan and pay associated costs of the transaction such as reimbursement to the Borrower for unpaid developer's fees, management fees and other outstanding costs.

The Previous HOME loan is secured by a second lien Deed of Trust on the property, accrues interest at three percent per annum for a term of 30 years, and requires amortizing payments of principal and interest to be made out of Surplus cash. No payments have been received to date by the City and the accrued interest as of June 1, 2018 is approximately \$430,000.00 (the "Accrued Interest").

Weston Associates, Inc. ("Weston Associates") entered into a contract of sale (the "Purchase Contract") with the Previous Borrower to acquire the Project for \$8,600,00.00 (the "Sales Price"). Weston Associates has assigned that contract to Berea Housing Associates Limited Partnership (the "New Borrower"), which is an affiliate of Weston Associates. Founded in 1969, Weston Associates, Inc. is a Boston based real estate firm specializing in acquiring underperforming residential complexes in need of revitalization and transforming them into modern, comfortable facilities that are attractive and affordable to individuals and families. The firm currently owns and operates approximately 50 apartment complexes across New England, other mid-Atlantic states, and the gulf coast area.

In order to finance the Sales Price, the New Borrower is obtaining a loan from Red Capital Partners LLC (the "New First Lender"), an Ohio Limited Liability Company, in the approximate amount of \$7,200,000.00 (the "New First Loan"). (The New First Lender is an affiliate of Red Capital Group, which has extensive experience in affordable housing transactions and participates in FHA, Freddie Mac and Fannie Mae lending programs.) The proceeds of the New First Loan will be used to finance the acquisition of the property, pay transaction costs and make any required immediate repairs (the New Borrower expects that when it finalizes its permanent loan insured under FHA's 221 (d)(4) program, it will also undertake major renovations to the Project). From the Sales Price, the Original Borrower will repay the CWC First Loan, which repayment is currently estimated to be approximately \$4,200,000.00 to replenish funds from a HUD escrow account that were unauthorized for

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

disbursement by the partnership in the approximate of \$471,794.00 and make the payment described herein to the City, among other uses.

The New Borrower has requested and the Department has agreed to allow the New Borrower to assume a portion of the Previous HOME Loan in the principal amount of \$1,000,000.00 (the "New HOME Loan"). As a condition precedent, the New Borrower and the Previous Borrower have agreed that the Previous Borrower pay at closing the \$500,000.00 outstanding principal amount of the Previous HOME Loan plus the Accrued Interest out of sales proceeds.

As a condition precedent to the making of the New First Loan, the City and the New Borrower are required to modify the following terms of the New Home Loan: increase the interest rate to an amount that equals or exceeds the applicable federal rate and increase the term so that maturity date is coterminous with the New First Loan.

In addition, the New Borrower has also committed to making annual interest payments equal to the lesser of an amount equal to accrued interest for the period or 50% of available cash flow after the repayment of the general partner loans, payments on deferred development fees and incentive management fees, but in no event will such payment be less than \$10,000.00 per year.

As part of the assumption of the New HOME Loan, the New First Lender is requiring the City execute a subordination agreement in order to ensure the priority of the New First Loan with respect to the New HOME Loan.

The affordability requirements for all 102 rental units are to remain in place.

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

08/08/2018

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.	1600 Johnson Street	The Gallery Church of Baltimore, Inc.	One awning @ 50 sq. ft., one awning @ 25 sq. ft.
	\$421.80 - Flat Charge		
2.	524 S. Broadway	Equitable Bank National Association	ADA ramp 33'x 4.5'
	\$70.30 - Flat Charge		
3.	3500 O'Donnell Street	Andrew Lasinski	ADA ramp 15.83'x 3.5'
	\$70.30 - Flat Charge		
4.	715 S. Bouldin Street	Anna Boyle	One window well 3'x 4'
	\$169.20 - Annual Charge		
5.	707 N. Broadway	Madison Street Properties, Inc.	One security booth 25 sq. ft.
	\$527.50 - Annual Charge		

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 2025 Pennsylvania Avenue	Cedric McMurray	ADA ramp 3' x 6'
\$70.30 - Flat Charge		

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Human Resources - Coverage for Gender Conforming Surgery in the City's Self-insured Health Plans

ACTION REQUESTED OF B/E:

The Board is requested to provide health care coverage to include gender conforming surgery in the City's self-insured Health Plans for BlueChoice Advantage PPO (all options) and Aetna HMO. The health care coverage is effective upon Board approval.

PROJECTED ADDITIONAL COSTS AND SOURCE OF FUNDS:

There are no immediate costs associated with the enhancement to benefit coverage.

Account: 1001-000000-1602-725700-603018

BACKGROUND/EXPLANATION:

The Patient Protection and Affordable Care Act, often referred to as the Affordable Care Act ("ACA") as enacted contained a section ("Section 1557") that prohibits discrimination on the basis of sex. The statutory language provides:

"...an individual shall not, on the ground prohibited under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, or section 504 of the Rehabilitation Act of 1973 be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any health program or activity, any part of which is receiving Federal financial assistance, including credits, subsidies, or contracts of insurance, or any program or activity that is administered by an Executive Agency or any entity established under this title (or amendments)."

The Department of Health and Human Services ("HHS") published guidance to implement Section 1557 on May 18, 2016, which became effective on July 18, 2016. Section 1557 is the first-ever federal law to ban sex discrimination in health care. Section 1557 seeks to combine and harmonize existing, established federal civil rights laws.

DHR - cont'd

While the plan sponsors who do not currently offer coverage for the services grapple with the decision of whether or not to provide this coverage, there are few factors that must be considered:

- *The cost of coverage of the benefit when compared to the overall benefit costs under the Plan:* Other large employers that provide this benefit, have discovered that the total cost of adding the benefit is relatively minor when compared to the total cost of benefits under their first benefits plan. The claims for this benefit are often few and fewer Participants will elect the major, and more costly, services provided under the benefit.
- *The City's commitment to inclusion and non-discrimination:* The concepts of equal opportunity and fair treatment are core values of Baltimore City government, and the City aims to create a diverse and inclusive workplace in which all employees feel they belong and can make meaningful contributions to City government. Extending this benefit reaffirms the City's commitment to equal employment opportunity for all employees.
- *The goal to follow what similar states, cities and public sector employers are providing:* Based on current information, the following regional municipalities and governmental entities offer coverage for transgender services: DC government; Howard County Public School System; Baltimore County government; Baltimore County Schools; Prince George's County government; Montgomery County; Anne Arundel Public Schools; and the State of Maryland. Additionally, over 20 states currently have laws that prohibit discrimination based on sexual orientation and it is anticipated that this interpretation will be more widely applied in discrimination to healthcare programs and services.

DHR - cont'd

POTENTIAL APPROXIMATE COSTS

There are no immediate costs associated with this enhancement to benefit coverage; however, the market bears projected costs not to exceed 10% of the total medical claims experience.

The table below depicts additional costs for immediate and short term (current plan year) coverage.

a) Offering Coverage

As is the case with coverage of additional services, the health care costs under the plan are very likely to increase. The definitive additional financials costs cannot be stated, however, the cost projections performed for similar employers have shown an increase in health costs of no more than 0.10% of total medical claims experienced under the plan. The City currently offers this coverage under its fully-insured HMO plan offered by Kaiser Permanente, but have received no claims to-date.

<u>Immediate and Short-Term Costs</u>	<u>Annual Total</u>	
	<u>Lower Bound</u>	<u>Upper Bound</u>
Counseling/Therapy	\$ 2,000.00	\$ 7,000.00
Hormone Replacement Therapy (HRT)	3,000.00	13,000.00
Gender Conforming Surgery	20,000.00	80,000.00
Total Cost (including gender conforming surgery)	\$ 25,000.00	\$ 100,000.00
Ongoing Annual Cost "Post Surgery"	\$ 2,500.00	\$ 10,000.00

b) Not offering coverage:

Under this option, the measurable increase in financial costs will disappear. However, there is an immeasurable cost element associated with (a) defending suit(s) brought against the City; (b) the negative public relations to a major Maryland employer, and (c) negative employee perception of the City as an employer.

DHR - cont'd

BENCHMARKING INFORMATION FOR LOCAL PUBLIC SECTOR GROUPS:

Government Entity	Covers Gender Reassignment Surgery
Anne Arundel County Government	No
Anne Arundel Public Schools	Yes
Baltimore County Government	Yes
Baltimore County Public Schools	Yes
District of Columbia Government	Yes
Howard County Public School System	Yes
Montgomery County Government	Yes
Prince George's County Government	Yes
State of Maryland	Yes

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Housing and - Mortgage and Grant Repayment
Community Development Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Mortgage with Theodore Bonds and Jean Bonds and the Grant Repayment Agreement with Adopt A Block, Inc. and Theodore Bonds and Jean Bonds regarding the rehabilitation of 1606 E. Lanvale Street by Adopt A Block, Inc. The period of the agreement is effective upon Board approval for ten years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On May 16, 2018 the Board approved a Community Development Block Grant Agreement (Agreement) between the City and Adopt A Block, Inc. (AAB). Adopt A Block, Inc. will donate the property to Mr. Theodore Bonds and Mrs. Jean Bonds to support the rehabilitation of real property located at 1606 E. Lanvale Street. A condition of the Agreement is that the property must be owner-occupied by a low and moderate income household for a period of no less than ten years. After the tenth year the grant will be forgiven.

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code is not applicable to this Mortgage and Grant Repayment Agreement.

(The Grant Repayment Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Housing and Community Development - One Year Annual Action Plan for the CDBG, ESG, HOME and HOPWA Federal Formula Programs-Federal Fiscal Year 2018 (CFY 2019)

ACTION REQUESTED OF B/E:

The Board is requested to adopt and execute a Resolution of the Board of Estimates of the Mayor and City Council of Baltimore authorizing the filing of the Annual Action Plan for Four Formula Programs for Federal fiscal Year 2018 (CFY 2019). The Resolution is for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships (HOME) and the Housing Opportunities for Persons With AIDS (HOPWA) Programs.

AMOUNT OF MONEY AND SOURCE:

(Federal Fiscal Year 2018, City Fiscal Year 2019)

\$22,020,592.00 Community Development Block Grant Entitlement of \$21,415,592.00 and projected program income of \$605,000.00

6,946,908.00 HOME Entitlement of \$4,499,064.00 and projected program income of \$2,447,844.00

1,745,185.00 Emergency Solutions Grant Entitlement

8,417,340.00 Housing Opportunities for Persons With AIDS Entitlement.

\$39,130,025.00 Total FFY 2018 (CFY 2019) Funding

BACKGROUND/EXPLANATION:

The Annual Action Plan serves as the required annual application to the U.S. Department of Housing and Urban Development (HUD) for the following four federal formula grant programs: CDBG, HOME,

AGENDA

BOARD OF ESTIMATES

08/08/2018

DHCD - cont'd

HOPWA and ESG. The Plan was developed by the Department of Housing and Community Development (DHCD), which administers the CDBG and HOME programs, and the Mayor's Office of Human Services, which administers the ESG and HOPWA programs.

The approved funding will be used to support a wide range of community development and housing activities including neighborhood planning initiatives; youth recreation and education programs; creation of affordable housing units; service provision to the elderly, and the homeless and persons with HIV/AIDS. The Annual Action Plan identifies specific activities that will be undertaken during the City's fiscal year beginning July 1, 2018.

The Resolution will authorize both the Commissioner of the DHCD, and the Director of the Mayor's Office of Human Services, acting on behalf of the Mayor and City Council of Baltimore, to submit the Annual Action Plan for the CDBG, HOME, ESG, and HOPWA programs. The Resolution also designates the Commissioner and the Director, as the authorized official representatives of the Mayor and City Council of Baltimore, to act in connection with the Annual Action Plan and to provide any information as may be required by HUD. This will include assurances and certifications to ensure that the City will comply with various regulations, policies, and other federal laws as prescribed in the Housing and Community Development Act of 1974, as amended.

MBE/WBE PARTICIPATION:

Minority and Women's Business Enterprise requirements will be included in applicable Agreements with city agencies and non-profit organizations.

RESOLUTION OF THE BOARD OF ESTIMATES
OF THE MAYOR AND CITY COUNCIL OF BALTIMORE
AUTHORIZING THE FILING OF THE ANNUAL ACTION PLAN
FOR FOUR FORMULA PROGRAMS FOR CITY FISCAL YEAR 2019

WHEREAS, Title I of the Housing and Community Development Act of 1974, as amended, provides that urban communities are entitled to receive federal grants to develop viable urban communities by providing decent housing, a suitable living environment and to expand economic opportunities, principally for persons of low- and moderate-incomes; and

WHEREAS, the City of Baltimore anticipates receiving an estimated \$36,077,181 in federal funding for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons With AIDS (HOPWA), and the Emergency Solutions Grant (ESG) and expects to receive an additional \$605,000 in CDBG program income, and \$2,447,844 in HOME program income; and

WHEREAS, it is recognized that acceptance of funds under the federal programs will impose certain obligations and responsibilities upon the Mayor and City Council of Baltimore.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Estimates of the Mayor and City Council of Baltimore that:

1. The Commissioner of the Department of Housing and Community Development (DHCD) and the Director of the Mayor’s Office of Human Services are hereby authorized and directed to execute and file with the U.S. Department of Housing and Urban Development (HUD) an Annual Action Plan and Certifications on behalf of the Mayor and City Council of Baltimore for grants to undertake and finance programs; to provide any additional information as may be necessary; to furnish documents as may be required on behalf of the Administration; and to act as the authorized representatives of the Mayor and City Council of Baltimore in connection with the above-referenced programs.
2. The Mayor and City Council of Baltimore hereby authorizes the Commissioner of DHCD and the Director of the Mayor’s Office of Human Services to execute the assurances and certifications, as required by HUD, that the City will comply with all regulations, policies, guidelines and requirements as called for by Title I of the Housing and Community Development Act of 1974, as amended.

ADOPTED BY THE BOARD OF ESTIMATES:

Clerk

Date

AGENDA

BOARD OF ESTIMATES

08/08/2018

Space Utilization Committee - Second Amendment to License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Second Amendment to a License Agreement with New Cingular Wireless PCS, LLC a Delaware limited liability company, Licensee, for the use of a portion of the tower and storage space located at 4301 West Bay Avenue.

AMOUNT OF MONEY AND SOURCE:

The rent will increase by \$3,600.00 annually during the placement of the additional equipment on the tower and making the annual rent due \$51,766.63.

BACKGROUND/EXPLANATION:

Licensor and Licensee entered into a Communications License Agreement on October 15, 2008 whereby Licensor granted to Licensee the right to use a portion of the tower and property located at 4301 West Bay Avenue. The premises are used for cellular telephone communication. The initial term was for five years commencing on November 1, 2008, the date installation of transmission no equipment lines was completed. The First Amendment to the License was entered into on September 26, 2017. The first Amendment allowed for additional equipment (three remote radio heads) in return for additional compensation of \$4,500.00 added to the annual rent to the City. The licensee has an option to renew for two additional five year terms.

This Second Amendment to the License Agreement allows for an additional three remote radio heads at the existing site. Licensee will pay Licensor additional yearly rent of \$3,600.00. The rent will no longer be due on a monthly basis, instead it will be due to the City annually commencing on November 1, 2019. The rent will increase by 4% annually. The annual rent due on November 1, 2019 will be \$51,766.63. All other provisions of the original license agreement and first amendment will remain the same.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Real Estate - cont'd

The Space Utilization Committee approved this Second Amendment to the Communications License Agreement on July 24, 2018.

(The License Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Murphy & Dittenhafer, Inc. under Project 1234, On-Call Architectural Design Services. The period of the Task Assignment is approximately eight months.

AMOUNT OF MONEY AND SOURCE:

\$35,903.95 - 9938-913117-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for the creation of existing measured building drawings, for the Shake and Bake Family Fun Center.

MBE/WBE PARTICIPATION:

Including this task, the Contractor has achieved the following percentages:

MBE: 30.29%

WBE: 18.00%

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$140,000.00	9938-912117-9475	9938-913117-9474
General Funds	Shake & Bake Recreation Center (Reserve)	Shake & Bake Recreation Center (Active)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Recreation and Parks - cont'd

This transfer will provide funds to cover maintenance costs associated with sewage pumps and lighting fixtures for the Shake and Bake Family Fun Center as well as for design services under On-Call Contract No. 1234, Task No. 11 to Murphy & Dittenhafer, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 18 to Rummel, Klepper & Kahl, LLP, under Project 1232, On-Call Design Services. The period of the Task Assignment is approximately ten months.

AMOUNT OF MONEY AND SOURCE:

\$38,897.58 - 9938-914110-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include Clifton Mansion Archeological Assessment Services.

MBE/WBE PARTICIPATION:

Including this task, the Contractor has achieved the following percentages:

MBE: 36.09%

WBE: 5.60%

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$42,000.00	9938-913110-9475	9938-914110-9474
2 nd Parks & Public Facilities	Clifton Mansion Site Improvements (Reserve)	Clifton Mansion Site Improvements (Active)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 18 to Rummel, Klepper & Kahl, LLP.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 19 to Rummel, Klepper & Kahl, LLP, under Project 1232, On-Call Design Services. The period of the Task Assignment is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$41,137.99 - 9938-916017-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include engineering design services for Riverside Park Athletic Field.

MBE/WBE PARTICIPATION:

Including this task, the Contractor has achieved the following percentages:

MBE: 35.44%

WBE: 5.36%

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Recreation and Parks - cont'd

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$11,000.00	9938-915017-9475	
Rec. & Parks	Riverside Park	
27 th Series	Fields and Dog	
	Park (Reserve)	
33,000.00	" "	
State Program		
Open Space		
<u>\$44,000.00</u>	-----	9938-916017-9474
		Riverside Park
		Fields and Dog
		Park (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 19 to Rummel, Klepper & Kahl, LLP.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Mayor's Office of Human - Emergency Solutions Grants
Services Program Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Emergency Solutions Grants Program Agreement with the Maryland State Department of Housing and Community Development. The period of the Emergency Solutions Grants Program Agreement is October 1, 2017 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$80,000.00 - 5000-583617-3574-327200-405001

BACKGROUND/EXPLANATION:

This Emergency Solutions Grants Program Agreement constitutes a Notice of Grant Award from the Maryland State Department of Housing and Community Development in the amount of \$80,000.00.

The grant will provide funding for rapid re-housing assistance for an estimated ten homeless youth.

The Emergency Solutions Grants Program Agreement is late because of the delay in obtaining the grant award from the Maryland State Department of Housing and Community Development.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

(The Emergency Solutions Grants Program Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Mayor's Office of Human - Ratification of Amendment
Services No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify Amendment No. 1 to the Agreement (Amendment No. 1) with The Baltimore Station, Inc. The Amendment No. 1 extends the period of the agreement through August 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$375,482.23 - 1001-000000-3572-781800-603051

BACKGROUND/EXPLANATION:

On October 4, 2017, the Board approved the original Agreement with The Baltimore Station, Inc. in the amount of \$1,073,100.00 for the period July 1, 2017 through June 30, 2018.

The Baltimore Station, Inc. operated a men's emergency overnight, overflow shelter that provided shelter and support services for up to 124 homeless men each night.

The Amendment No. 1 will increase the funding by \$375,482.23, making the total award \$1,448,582.23, and extend the period of the Agreement through August 31, 2018 to ensure continuity of services while a Request for Proposal is conducted to select a replacement provider.

This Amendment No. 1 is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendment No. 1 to the Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Environmental Control Board - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a transfer of funds from the General fund to the Baltimore City Foundation.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 1001-000000-1170-769300-603050

BACKGROUND/EXPLANATION:

The Environmental Control Board requests approval to transfer funds to the Baltimore City Foundation for the BMORE Beautiful Care-A-Lot program in order to provide grants to Baltimore neighborhoods and youth participants working to maintain identified vacant lots within their community. The funds will be dispersed to participating community organization and youth participants based on invoiced maintenance visits and work completed.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Planning - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with the National Aquarium, Inc. The period of the Consultant Agreement is January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$25,000.00 - 2026-000000-1873-732700-607001

BACKGROUND/EXPLANATION:

The City of Baltimore has committed in the South Baltimore Gateway Master Plan to enhancing environmental education programming in K-12 schools within the Casino Impact Area known as the South Baltimore Gateway. The National Aquarium, Inc. is already working on engaging communities in environmental initiatives in South Baltimore, and has expertise in environmental education. This grant will fund a half-time position at the National Aquarium, Inc. for one year to provide support to Baltimore City Public Schools located in the South Baltimore Gateway on environmental education, sustainability projects, and Green Schools programming. This work will be undertaken in partnership with the Baltimore Office of Sustainability, which provides grants to city public schools for student-led environmental projects.

APPROVED FOR FUNDS BY FINANCE

(The Consultant Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds, by Expenditure Authorization (EA), to pay the below listed Resiliency in Communities After Stress and Trauma (ReCAST) Program grant recipients. The period of the expenditure of funds is June 1, 2018 through September 29, 2018.

AMOUNT OF MONEY AND SOURCE:

<u>Amount</u>	<u>ReCAST Grant Recipients</u>
\$ 19,150.00	- The Arch Social Club, Incorporated
19,026.00	- Dads United Organization, LLC
9,500.00	- The Sharon Baptist Church, Inc.
20,000.00	- Healthy People Juice II, LLC
19,998.40	- Keys Empowers, Inc.
<u>20,000.00</u>	- REACH LLC
\$107,674.40	- 4000-483518-3080-294600-603051

BACKGROUND/EXPLANATION:

On July 11, 2018, the Board approved the expenditure of funds, by Expenditure Authorization to pay ReCAST Program grant recipients. The Board also approved the form of the Grant Agreement to be used for the grants and authorized execution of the Grant Agreements by the Commissioner of Health, subject to approval for form and legal sufficiency by the Law Department.

The goal of ReCAST is to reduce the impact of trauma and build resilience in the Central West Baltimore communities adversely impacted by the April 2015 unrest.

On March 7, 2018, the Department advertised a Request for Proposal (RFP) for community organizations to create and build

AGENDA

BOARD OF ESTIMATES

08/08/2018

Health Department - cont'd

sustainable, trauma informed, behavioral health solutions for young people in Central West Baltimore. The grant recipients will organize and provide activities for youth (e.g., mentoring, tutoring, out-of-school-time programming).

On June 21, 2018, grants were awarded to selected grantees. However, some of the grant recipients were late in submitting the required documentation. These recipients will be paid 50% of the grant amount upon Board of Estimates approval and final payments within 30 days of submission of approved invoices setting forth the services provided.

This request is late because of the delay in receiving the required documentation.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Department of Public Works - Partial Release of Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement in the amount of \$22,274.28 to Meadville Land Service Inc. for WC 1228R - Ashburton Washwater Lake Dam Stream Stabilization.

AMOUNT OF MONEY AND SOURCE:

\$22,274.28 - 9960-917300-9557-000000-200001

BACKGROUND/EXPLANATION:

As of December 16, 2016, Meadville Land Service Inc. has completed 100% of all work for WC 1228R. The Contractor has requested a partial release of retainage for \$22,274.28. Currently, the City is holding \$32,274.28 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$10,000.00. The remaining amount of \$10,000.00 is sufficient to protect the interest of the City.

APPROVED BY MWBOO

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

08/08/2018

Baltimore Police Department - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City for the Baltimore Police Department ("BPD") to solicit businesses, organizations and donors for donations of goods and services and financial support. The solicitations will be made to fund the development of policing programs for the Department including but not limited to certain programs required pursuant to the "Consent Decree" between the U.S. Department of Justice, the Mayor and City Council of Baltimore (the "City"), and BPD entered as an Order of the U.S. District Court for the District of Maryland on April 7, 2017.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Funds raised for the BPD will be utilized for health and wellness efforts, training and implementation of Department of Justice reforms in accordance with the "Health and Wellness Section, paragraphs 436-441, of the Consent Decree." Funds raised will also be used to develop the Peer Support Program as well as various health and wellness programs for the entire department to include all nine districts and the Police Training Academy.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mr. Liam Davis of the Office of the City Council President, to solicit donations from local small businesses and community stakeholders to benefit the volunteer community organization, Greater Greektown Neighborhood Alliance (GGNA). The period of the campaign is effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As President of the organization, Mr. Davis is expected to support the GGNA's fundraising efforts through a variety of endeavors during the 2018-2019 year. Proceeds from fundraising efforts help support various community building initiatives, such as GGNA's annual free outdoor movie night, quarterly community cleanups, and the organization's efforts to promote the community of Greektown. Local small businesses and community stakeholders will be solicited directly by Mr. Davis. Solicitations will be made in person, by telephone, in writing, and by email.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the President - cont'd

The mission of the GGNA is to help foster a diverse, healthy, and safe living environment by collaborating with neighbors, local schools, government, and businesses to work on projects that will empower neighbors and create a sense of pride in Greektown. Currently, the GGNA hosts monthly public community meetings, organizes quarterly community cleanups, maintains an adopt-a-lot parcel as a community garden, and organizes various community building events such as the organization's annual free outdoor movie night.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to permit Mrs. Carolyn Mozell of the Office of the City Council President, to solicit donations from friends, family members, and associates to benefit the 501 (c)(3) non-profit organization, Suited to Succeed. The period of the campaign is effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As a member of the Board of Directors for the organization, Mrs. Mozell is expected to support the fundraising efforts of Suited to Succeed through a variety of endeavors during the 2018-2019 year by selling tickets, soliciting sponsors, auction items, and vendors in support of the annual fundraiser and other similar events, as yet unplanned. City agencies, friends, and family members will be solicited directly by Mrs. Mozell. The solicitations will be made in person, by telephone, in writing, and through email.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the President - cont'd

The mission of Suited to Succeed is to empower Baltimore area women in their efforts to transition from training programs and unemployment to self-sufficiency by providing free professional clothing and workshops. Suited to Succeed collects business clothing through company-sponsored clothing drives, individual donations, and community events. The clothing is offered to women transitioning from welfare, crises and/or training programs to employment. Since its inception in 1997, Suited to Succeed has helped more than 10,000 women and provided over 75,000 pieces of clothing to help women make the transition from unemployment to self-sufficiency.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the President - Governmental/Charitable
of City Council Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse execution of a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City. Mr. Bernard C. "Jack" Young and his staff wish to solicit donations from area leaders in support of the enhancement of recreational and instructional programs offered to Baltimore City youth and seniors through his Productive Lives Active Youth (P.L.A.Y) Campaign. The period of the campaign is effective upon Board approval through June 30, 2019.

AMOUNT AND SOURCE OF MONEY:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Donations will be solicited from Baltimore-area business and civic leaders. A potential donor list will be comprised of individuals and corporate entities that contribute to the cultural vitality of Baltimore City such as restaurants, art and music venues, universities, etc. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to, the City Council or the Board of Estimates will not be targeted or singled-out in any way and will be solicited, if at all, in the same manner as all other potential donors.

In order to adequately prepare the Baltimore City youth to thrive academically, socially, and emotionally in the future, the City must provide them with a wide range of opportunities to strengthen their self-confidence, develop latent leadership skills, and to learn from positive role models.

AGENDA

BOARD OF ESTIMATES

08/08/2018

Office of the City Council - cont'd

Due to current budget restraints, the Department of Recreation and Parks and the Health Department are limited in the diversity and scope of services they can provide to the Baltimore City youth and seniors. These constituency groups require social, recreational, and rehabilitative programs that should not be reduced or eliminated because of a limited City budget. So, the Council President's goal is to solicit private donations to increase and enhance the selection of recreational and instructional programs offered to these individuals. The P.L.A.Y campaign seeks to enhance the recreational experience through beautification of centers and the development of program offerings including but not limited to team and individual sports, swimming, movie screenings, cooking classes, talent/variety shows, theatre productions, academic monitoring, issue forums/senior symposiums and arts and crafts activities.

In most instances, the recreational programming supported by the P.L.A.Y campaign is offered by local nonprofit organizations. However, all solicitation campaigns for specific purposes/programs intended to be carried out by either the Department of Recreation & Parks or the Baltimore City Health Department must be first approved in writing by the Director or Acting Directors of the affected Department and coordinated with any other ongoing campaigns in support of the Departments' programs. No donation may be accepted with the conditions as to its use unless that donation and any conditions have been approved in writing by the Director or Acting Directors of the Department of Recreation & Parks or Baltimore City Health Department. The periodic reports required to be filed with the Ethics Commission shall be simultaneously provided to the Director of Recreation & Parks and Baltimore City Health Department when specific fundraising efforts have been approved by the respective Directors.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that

Office of the City Council - cont'd

are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee. After receiving Board of Estimates approval, the application must be reviewed and endorsed by the Baltimore City Ethics Board.

MBE/WBE PARTICIPATION:

MBE/WBE is not applicable to the acceptance of grant awards.

AGENDA

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
1. Monique Marshall	MACo Annual Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$375.00)	General Funds	\$1,603.97

The subsistence rate for this location is \$303.00 per night.

The cost of the hotel for August 15, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 15, 2018.

The cost of the hotel for August 16, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 16, 2018.

The cost of the hotel for August 17, 2018 is \$314.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$11.00 to cover the cost of the hotel and \$40.00 for meals and incidentals for August 17, 2018.

The hotel costs of \$944.74 and the registration fee of \$375.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Ms. Marshall is \$284.23.

2. Leon Pinkett	MACo Annual Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$375.00)	General Funds	\$1,443.74
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AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

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

The subsistence rate for this location is \$303.00 per night.

The cost of the hotel for August 15, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 15, 2018.

The cost of the hotel for August 16, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 16, 2018.

The cost of the hotel for August 17, 2018 is \$314.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$11.00 to cover the cost of the hotel and \$40.00 for meals and incidentals for August 17, 2018.

The hotel costs of \$944.74, the registration fee of \$375.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Pinkett is \$124.00.

3. Samuel Johnson	MACo Annual Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,553.97
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The subsistence rate for this location is \$303.00 per night.

The cost of the hotel for August 15, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 15, 2018.

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

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

The cost of the hotel for August 16, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals for August 16, 2018.

The cost of the hotel for August 17, 2018 is \$314.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$11.00 to cover the cost of the hotel and \$40.00 for meals and incidentals.

The hotel costs of \$944.74 and the registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Johnson is \$284.23.

4. Kenneth Parker	MACo Annual Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,389.74
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The subsistence rate for this location is \$303.00 per night.

The cost of the hotel for August 15, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals on August 15, 2018.

The cost of the hotel for August 16, 2018 is \$293.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$30.00 for meals and incidentals on August 16, 2018.

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

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

The cost of the hotel for August 17, 2018 is \$314.00, plus tax of \$14.60. The Department is requesting additional subsistence of \$11.00 to cover the cost of the hotel and \$40.00 for meals and incidentals on August 17, 2018.

The hotel costs of \$944.74 and the registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea T. Chew. Therefore, the disbursement to Mr. Parker is \$120.00.

5. Larry Greene	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,553.97
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The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$293.00, plus taxes of \$13.19 per night. The hotel cost for 8/17/2018 is \$314.00 plus taxes of \$14.13 per night and a safe fee of \$1.41 per day.

The City Council is requesting additional subsistence of \$30.00 each day for 8/15/2018 and 8/16/2018 for meals and incidentals and \$11.00 for the cost of the hotel and \$40.00 for meals and incidentals on 8/17/2018.

The hotel cost of \$900.00 and registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Greene is \$284.23.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u> - cont'd			
6. Hosea Chew	Mid-Atlantic Update 2018 Tysons, Fairfax, VA Sept. 4 - 6, 2018 (Reg. Fee \$399.00)	General Funds	\$1,129.57

The registration fee of \$399.00 was prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Chew is \$730.57.

Department of Public Works

7. Kristyn Oldendorf	SWANA Wastecon Sound Ideas Nashville, MN Aug. 18 - 23, 2018 (Reg. Fee \$905.00)	General Funds	\$2,436.52
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The subsistence rate for this location is \$221.00 per night. The Department is requesting additional subsistence of \$16.00 per day for meals and incidentals.

The airfare in the amount of \$305.96 and the registration fee of \$905.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, the disbursement to Ms. Oldendorf is \$1,225.56.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the Inspector General</u>			
8. Theo Stokes Kevin Logan Jennifer Caffrey	Inspector General Institute, Certified Inspector General Investigator Course New York, NY Aug. 12 - 17, 2018 (Reg. Fee \$1,150.00 ea.)	General Funds	\$8,901.81

The hotel cost in the amount of \$995.00, plus hotel taxes in the amount of \$32.85 and registration fee in the amount of \$1,150.00 for each attendee were prepaid on a City-issued procurement card assigned to Stephen J. Lesniewski.

The transportation cost in the amount of \$133.00 for each attendee were prepaid on a City-issued procurement card assigned to Isabel Cumming.

Therefore, the disbursement to each attendee is \$ \$525.00.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Small, Minority & Women Business Development</u>			
9. Reginald Mack	2018 MBDA National Training Conference Philadelphia, PA Aug. 20 - 23, 2018 (Reg. Fee \$150.00)	General Funds	\$1,171.27

The hotel costs of \$624.27, the hotel taxes of \$87.27, the transportation cost of \$76.00 and the registration fee of \$150.00 were prepaid using a City-issued procurement card assigned to Ms. Renee Newton. Therefore, the disbursement to Mr. Mack is \$321.00.

Health Department

10. Elouise Mayne	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$440.00)	Federal Funds	\$1,498.33
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The hotel costs of \$799.00 and the registration fee of \$440.00 were prepaid using a City-issued procurement card assigned to Mr. Steven Radosevich. Therefore, the disbursement to Ms. Mayne is \$259.33.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
11. Edward Jackson	Association of Inspector Generals 2018 Summer Inspector General Institute New York, NY Aug. 12 - 18, 2018 (Reg. Fee \$1,350.00)	Asset For- feiture Fund	\$3,034.25

The registration fee in the amount of \$1,350.00 was prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Jackson is \$1,684.25.

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

12. Brian Rice	2018 International Association of Chiefs of Police Annual Training Conference on Drugs Alcohol, and Impaired Driving Nashville, TN Aug. 12 - 15, 2018 (Reg. Fee \$575.00)	Asset For- feiture Funds	\$1,905.58
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The airfare in the amount of \$460.43 and the registration fee in the amount of \$575.00 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Rice is \$870.15.

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
13. Linda Kolodner Rickeisha Williams	Essential Ridge- ology Concepts Sept. 16 - 21, 2018 Minneapolis, MN (Reg. Fee. \$600.00 each)	Asset Forfei- ture Fund	\$ 3,112.65

The subsistence rate for this location is \$213.00 per day. The hotel cost is \$132.05 per night, plus hotel taxes in the amount of \$17.71 per night.

The airfare in the amount of \$153.39 for Ms. Kolodner and \$155.72 for Ms. Williams, the mandatory baggage fee for each attendee in the amount of \$65.00, and the registration fee in the amount of \$600.00 for each attendee was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. Ms. Williams will share the hotel room with Ms. Kolodner, therefore, she is requesting \$40.00 per day for meals and incidentals. Ms. Kolodner will be disbursed \$1,213.54. Ms. Williams will be disbursed \$260.00.

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

14. Tina Camira James Dixon, Jr. Falema Graham Tierra Morales	National Organization for Victims Assistance 44 th Annual Conference Jacksonville, FL Aug. 20 - 23, 2018 (Reg. Fee \$550.00 ea.)	Grant Funds	\$6,119.84
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AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

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

The registration costs of \$550.00 and the airfare costs of \$307.96 for each employee was prepaid using a City-issued procurement card assigned to Tribuhvan Thacker. Therefore, the disbursement to each employee is \$672.00.

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

Department of Transportation

15. Michelle Pourciau	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,586.91
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The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$260.00 per night, plus hotel taxes of \$34.39 per night. The hotel cost for 8/18/2018 is \$350.00, plus hotel taxes of \$33.84.

The Department is requesting additional subsistence of \$47.00 to cover the hotel cost on 8/18/2018 and \$40.00 for meals and incidentals. The registration fee of \$325.00 was prepaid on the City-issued procurement card assigned to Dhirendra Sinha. Therefore, the disbursement to Michelle Pourciau is \$1,261.91.

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

AGENDA

BOARD OF ESTIMATES

08/08/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation - cont'd</u>			
16. Eboni Wimbush	MaCo Summer Conference: Water, Water Everywhere Aug. 15 - 17, 2018 Ocean City, MD (Reg. Fee. \$300.00)	General Fund	\$ 1,241.79

The subsistence rate for this location is \$303.00 per day. The hotel cost is \$305.00 per night, plus hotel taxes in the amount of \$32.025 per night.

The registration fee in the amount of \$325.00 was prepaid on a City-issued credit card assigned to Mr. Dhirendra Sinha.

The Department is requesting additional subsistence in the amount of \$2.00 per night for the hotel and \$40.00 per day for meals and incidentals.

Therefore, Ms. Wimbush will be disbursed \$916.79.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Department of Public Works

17. Rosanna LaPlante	Environmental & Water Resources Institute (EWRI) 2018 Congress Minneapolis, MN Jun. 2 - 8, 2018 (Reg. Fee \$420.00)	Storm-water Utility	\$1,472.28
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Ms. LaPlante traveled to Minneapolis, Minnesota on June 2 - 8, 2018 for the EWRI 2018 Congress.

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Department of Public Works - cont'd

The subsistence rate for this location is \$213.00 per night. The cost of the hotel was \$155.00 per night. The hotel tax was \$20.38 per night.

As Ms. LaPlante is a committee member, the EWRI paid her airfare and her meals in the amount of \$270.00. Ms. LaPlante personally incurred the costs of the hotel and the hotel taxes. The registration fee in the amount of \$420.00, was prepaid on a City-issued credit card assigned to Ms. Binta Gallman. Therefore, Ms. LaPlante will be disbursed \$1,052.28.

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

TRAVEL REIMBURSEMENT

\$	930.00	- Hotel
	<u>122.28</u>	- Hotel taxes
	\$1,052.28	- Reimbursement

The retroactive travel approval is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED