

NOTICES :

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
 1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
 2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
 3. The written protest shall include:
 - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
 - b. A narrative description of the issues and facts supporting the protest; and
 - c. A description as to how the protestant will be harmed by the proposed Board action.
 - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

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

NOTICES - cont'd:

1. SPECIAL NOTICE FOR JULY 29, 2020, 9:00 A.M.
BOARD OF ESTIMATES' MEETING

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1
(408) 418-9388 (ACCESS CODE: 1297828724) AND/OR STREAM IT LIVE
USING THE FOLLOWING LINK:
<http://charmtvbaltimore.com/watch-live>

2. 12:00 NOON MEETING ANNOUNCEMENT OF BIDS
AND OPENINGS

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING
(443) 984-1696 (ACCESS CODE: 0817325) AND/OR STREAM IT LIVE
USING THE FOLLOWING LINK:
(<http://charmtvbaltimore.com/watch-live>)

BOARD OF ESTIMATES' AGENDA - JULY 29, 2020

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

Century Fence Construction, LLC	\$1,500,000.00
Eastern Elevator Service and Sales Company	\$8,000,000.00
Mid Atlantic Fountain Design and MFG. Company, Inc.	\$1,500,000.00
Ruff Nex, LLC	\$ 800,000.00

2. Prequalification of Architects and Engineers

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

Alvi Associates, Inc.	Engineer
Baker Engineering Services, Inc.	Engineer
CV, Inc.	Landscape Architect Engineer Land Survey

AGENDA

BOARD OF ESTIMATES

7/29/2020

BOARDS AND COMMISSIONS - cont'd

Chesapeake Environmental Management, Inc.	Engineer Land Survey
Environmental Systems Analysis, Inc.	Landscape Architect
Moffatt & Nichol, Inc. A/K/A Moffatt & Nichol	Engineer
Stantec Consulting Services, Inc.	Architect Engineer Land Survey
Straughan Environmental, Inc.	Engineer
The Sheward Partnership, LLC	Architect
The Traffic Group, Inc.	Engineer
The Wilson T. Ballard Company	Engineer Land Survey
Urban Engineers, Inc.	Engineer
Waldon Studio, Architects & Planners, PC	Architect
Zest LLC	Engineer

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - First Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the first renewal to Lease Agreement with the Horticultural Society of Maryland, Inc. for the rental of 85 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue. The period of the first renewal is June 1, 2020 through May 31, 2025.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual rent

BACKGROUND/EXPLANATION:

On September 23, 2015, the Board approved the original five-year lease agreement for the period June 1, 2015 through May 31, 2020, with the option to renew for two additional five-year terms.

The Horticultural Society of Maryland, Inc., would like to exercise its first renewal option for the period June 1, 2020 through May 31, 2025. All other terms and provisions of the original lease agreement remain in full force and effect.

The lease agreement renewal option is late because of the Covid-19 shutdown.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - Second Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal to Lease Agreement with the Federated Garden Clubs of Maryland, Inc. for the rental of 300 sq. ft. of office space located at the Vollmer Center, 4915 Greenspring Avenue. The period of the second renewal is June 1, 2020 through May 31, 2025.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - Annual rent

BACKGROUND/EXPLANATION:

On June 16, 2010, the Board approved the original five-year lease agreement for the period June 1, 2010 through May 31, 2015, with the option to renew for three additional five-year terms. On March 11, 2015, the Board approved the first renewal option for the lease agreement for the period June 1, 2015 through May 1, 2020.

The Federated Garden Clubs of Maryland, Inc., would like to exercise its second renewal option for the period June 1, 2020 through May 31, 2025. All other terms and provisions of the original lease agreement remain in full force and effect.

The lease agreement renewal option is late because of the Covid-19 shutdown.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Renewal of Lease Agreement with Peterbilt of Baltimore, LLC, Tenant for the rental of a part of the unimproved property within the southernmost portion of 1701-1715 Poncabird Pass. The period of the renewal of lease is August 1, 2020 through July 31, 2025.

AMOUNT OF MONEY AND SOURCE:

\$3,860.00 - payable in advance on the first day of August of each year.

BACKGROUND/EXPLANATION:

On July 29, 2015, the Board approved a lease with C & F Development LLC, Tenant for the rental of a part of the unimproved property being the southernmost portion of 1701-1715 Poncabird Pass. The leased premises was used by patrons of the adjoining Ponca Bird Pub and the Snack Shack owned by C & F Development LLC. C & F Development, LLC sold their property at 1701-1715 Poncabird Pass to Peterbilt of Baltimore, LLC. A condition of this sale is that C & F Development LLC can obtain permission of the City to assign the lease agreement to Peterbilt of Baltimore, LLC. On November 4, 2015, the Board approved the acceptance of an assignment of lease to Peterbilt of Baltimore, LLC for the above mentioned property. The lease agreement has a termination date of July 31, 2020 with the option to renew for an additional five-year period. Peterbilt of Baltimore, LLC has exercised their renewal option commencing August 1, 2020, and terminating July 31, 2025. All other rentals, conditions and provisions of the lease agreement dated July 29, 2015 and assignment of lease dated November 4, 2015 shall remain in effect.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - Renewal of Sublease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of a Sublease Agreement between the Baltimore Development Corporation, Sublessor, and the Mayor's Office of Employment Development, Sublessee, for the rental of property located at 36 S. Charles Street, consisting of approximately 1,906 square feet on the 20th floor. The period of the sublease agreement is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

<u>Basic Annual Rent</u>	<u>Monthly Rental Rent</u>
\$31,239.34	\$2,603.28

Account: 4000-806721-6312-817000-603013

BACKGROUND/EXPLANATION:

On June 28, 2017, the Board approved the Sublease Agreement between the Baltimore Development Corporation and the Mayor's Office of Employment Development (MOED). The term of the lease was for two years, from July 1, 2017 through June 30, 2019 with the option to renew for three additional one-year.

On June 26, 2019, the Board approved the first renewal option from July 1, 2019 through June 30, 2020. MOED is exercising their second renewal option and the leased premises will continue to be used as office space by MOED.

All other terms and conditions of the Sublease Agreement dated June 28, 2017 shall remain in effect.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - Inter-Departmental Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the 1st renewal option of an Inter-Departmental Lease Agreement by and between the Department of General Services, Landlord, and the Baltimore City Office of Information and Technology, Tenant, for the rental of the a portion of the property known as 401 E. Fayette Street, consisting of 11,149 square feet.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$230,935.53	\$19,244.62

Account: 1001-000000-1471-165700-603096

BACKGROUND/EXPLANATION:

On March 4, 2020, the Board approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Baltimore City Office of Information and Technology for one year, July 1, 2019 through June 30, 2020, with five 1-year renewal periods.

The Baltimore Office of Information and Technology has exercised its 1st renewal option, from July 1, 2020 through June 30, 2021. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other rentals, conditions and provisions of the Lease Agreement dated March 4, 2020, will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Real Estate - Inter-Departmental Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the 1st renewal option of an Inter-Departmental Lease Agreement by and between the Department of General Services, Landlord, and the Department of Transportation, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, consisting of 8,549 square feet.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$96,371.56	\$8,030.96

Account: 1001-000000-2301-248700-603096

BACKGROUND/EXPLANATION:

On January 8, 2020 the Board approved an Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Transportation, Tenant, for one year, from July 1, 2019 through June 30, 2020, with five one year renewal periods.

The Department of Transportation, has exercised their 1st renewal option, commencing July 1, 2020 and terminating June 30, 2021. The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other rentals, conditions and provisions of the lease agreement dated January 8, 2020, will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with the East Baltimore Enterprise, Inc., Landlord, and the Mayor and City Council on behalf of the Juvenile Division of the Circuit Court, Tenant, for the rental of a portion of the building known as Chance Center located at 301 N. Gay Street Baltimore, Maryland being on the 1st floor, and consisting of approximately 850 sq. ft. of office space to be used for training classes and general offices. The lease agreement is for the period of July 1, 2020 through June 30, 2021 with an option to renew for an additional one year term.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$12,325.00	\$1,027.08

Account: 5000-544416-1100-117001-603052

BACKGROUND/EXPLANATION:

The Juvenile Court is requesting the Board approve a Lease Agreement for a term of 1 year commencing on July 1, 2020 to June 30, 2021, with the option to renew for an additional one year term.

The Space Utilization Committee approved this lease on July 14, 2020.

This lease is late because of continuous review of the lease agreement between the Landlord and the Department.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Space Utilization Committee - Recreation Center Lease

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of a Recreation Center Lease between the Department of Recreation and Parks, Landlord, and Boys and Girls Club of Metropolitan Baltimore, Inc., Tenant, for the premises known as 3560 3rd Street, Baltimore. The period of the lease will be for one year, effective upon Board approval and terminating one year thereafter, with the option to renew for five one year periods.

AMOUNT OF MONEY AND SOURCE:

\$1.00 - if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used for recreational programming and will be utilized as a community resource space. The City will maintain the grounds in accordance with Department maintenance schedules. The tenant shall be responsible for general cleaning and normal maintenance of the premises.

The Space Utilization Committee approved this lease on June 23, 2020.

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

TRANSFERS OF FUNDS

* * * * *

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

12

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

7/29/2020

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>			
1.	\$100,000.00	9956-905609-9549	9956-904951-9551-5
	Wastewater	(SW Diversion	Inspection
	Revenue	Pressure Sewer IM)	
	Bonds		

The transfer of funds will cover the costs of expenses associated with SC 866, SW Diversion Pressure Sewer Imp.

Department of Planning

2.	\$20,000.00	9905-901010-9186	
	22 nd Econ.	Historic Public	
	Dev, Loan	Monuments	
	19,500.00	"	"
	30 th Comm. Dev		
	Loan		
	35,500.00	"	"
	<u>General Funds</u>		
	\$ 75,000.00	-----	9905-925017-9188
			Historic Public
			Monuments ACT

This transfer will fund an assessment of the physical conditions of the City's outdoor monuments and sculptures and Conservation Assessment Report, to include a condition assessment and conservation plan.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Mayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of the various Provider Agreements. The period of the agreement is August 1, 2020 through July 31, 2021.

The City received a U.S. Department of Housing and Urban Development grant to undertake the Continuum of Care Program.

1. **MARIAN HOUSE, INCORPORATED** **\$626,539.50**

Account: 4000-407019-3573-755900-603051

As a sub-recipient, Marian House, Incorporated will utilize the funds to provide rental assistance under their TAMAR S+C Program to 30 individuals and/or families experiencing homelessness in the City of Baltimore.

MWBOO GRANTED A WAIVER ON APRIL 6, 2020.

2. **ST. VINCENT DE PAUL OF BALTIMORE, INC.** **\$119,736.00**

Account: 4000-407019-3573-759200-603051

As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will utilize the funds to provide supportive services under their Home Connections III Program to 60 individuals and/or families experiencing homelessness in the City of Baltimore.

MWBOO GRANTED A WAIVER ON MARCH 18, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Baltimore Police Department - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with Turnaround, Inc. The period of the Memorandum of Understanding is October 1, 2019 through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$57,750.00 - 4000-412720-2021-746300-603026
14,438.00 - 1001-000000-2021-213000-601062 (Cash Match)
\$72,188.00 - TOTAL

BACKGROUND/EXPLANATION:

On March 18, 2020, the Board approved the Department's SART (Sexual Assault Response Team) and Human Trafficking Grant Award #VOCA-2018-0139. The award is in the amount of \$1,168,013.00 with a cash match of \$292,501.00, for a total of 1,460,514.00. The SART Program assists in developing and implementing strategies and services specifically intended to provide assistance to victims of crime in Baltimore City.

Turnaround, Inc. will provide the services of an advocate through its Advocacy and Crisis Center. The Advocate will provide identified victims of sexual assault support and services and/or service referrals based on the individual needs of the victims(s) and the consent granted by the victim for referral.

The cost of the Advocate for the term of this agreement is a \$57,750.00 grant. There is also a \$14,438.00 cash match that will be provided by the City.

The Memorandum of Understanding is late because of the award documents and the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Office of the State's Attorney - Grant Awards
for Baltimore City (SAO)

The Board is requested to approve acceptance of the Grant Awards from the State of Maryland, Governor's Office of Crime Control and Prevention entitled Victim/Witness Assistance. The period of the Grant Awards is July 1, 2020 through June 30, 2021, unless otherwise indicated.

1. VICTIM/WITNESS ASSISTANCE \$35,400.00

Account: 5000-513421-1156-117900-601001

This grant has been awarded to the Office of the State's Attorney for Baltimore City, which will assist in developing and implementing strategies specifically intended to provide assistance to victims of crime and survivors of homicide victims. The grant covers personnel support and other expenses.

2. VICTIM COVID-19 EMERGENCY RELIEF \$50,000.00

Account: 5000-517420-1156-117900-405001

This grant has been awarded to the Office of State's Attorney for Baltimore City Victim/Witness Unit to provide assistance to victims of crime and survivors of homicide victims due to the COVID-19 pandemic. The grant covers emergency relief for client requests related to transportation, food insecurity, rental and relocation assistance, domestic violence, cleaning supplies, telework needs, etc. The period of the Grant Award is March 1, 2020 through August 31, 2020. The submission is late because of administrative delays.

AGENDA

BOARD OF ESTIMATES

7/29/2020

SAO - cont'd

3. MARYLAND STATE POLICE VEHICLE THEFT PREVENTION COUNCIL \$51,000.00

This grant will provide funds to assist with the screening, case preparation and enhanced prosecution of juvenile vehicle theft cases. Funding pays for one full-time law clerk that will maintain a vehicle theft database and assist prosecutors with the case preparation. The submission is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

(The terms and conditions of the Grant Awards have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Service Agreement with Washington/Baltimore HIDTA (W/D HIDTA)-Mercyhurst University. The period of the Service Agreement is January 1, 2020 through December 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$161,602.00 - 4000-404320-1150-118100-601001

BACKGROUND/EXPLANATION:

HIDTA will reimburse the Office of the State's Attorney for the salary and benefits for two prosecutors to support initiatives in targeting the most violent drug gangs in the city.

The submission is late because the Service Agreement was recently signed by all parties.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of General Services - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 005 with KCI Technologies Inc., to design upgrade to the Abel Wolman Municipal Bldg., Fire Alarm system. The period of the task assignment is approximately eight months. The original agreement expires on February 12, 2023.

AMOUNT OF MONEY AND SOURCE:

\$120,351.37 - 9916-904230-9197-900000-703032

BACKGROUND/EXPLANATION:

During design of HVAC upgrades at the Abel Woman Municipal Building, the Fire Marshall advised that the current fire alarm system did not meet the Fire Code. KCI Technology, Inc. will design upgrades to the AWMB fire alarm system in accordance with Fire Marshall regulations.

MBE/WBE PARTICIPATION:

KCI Technologies, Inc. has committed to utilize the following firms on this task.

MBE: KUMI Construction Services	\$ 12,242.51	10.17%
MBE: Mimar Architects and Engineers	\$ 6,056.77	5.03%

THE EAR WAS APPROVED BY MWBOO ON JULY 1, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Transportation - Developer's Agreement No. 1666

ACTION REQUESTED OF B/E:

The Board is requested to approve Developer's Agreement No. 1666 with Baltimore Properties I, LLC and Phota-FD Baltimore, LLC.

AMOUNT OF MONEY AND SOURCE:

\$503,268.00-Performance Bond

BACKGROUND/EXPLANATION:

Baltimore Properties I, LLC and Phota-FD Baltimore, LLC would like to install new water services, storm drain, sanitary sewer, and roadway improvements to its proposed new building located at 400 West Fayette Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond of \$503,268.00 has been issued to Baltimore Properties I, LLC and Phota-FD Baltimore, LLC, who assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

N/A

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

(The Developer's Agreement No. 1666 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Transportation - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with BTST Services, LLC. This MOU shall be effective upon Board approval and remain in effect for a period of two years and renewable for an additional two years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Organization has submitted plans for the installation of right of way art on East Fayette Street, between Gay Street and Holliday Street to be owned by the City and maintained by the Organization.

The submitted MOU establishes the framework for the Organization to install right-of-way art (the "Placemaking Elements") at specified locations on East Fayette Street, between Gay Street and Holliday Street, all at its sole cost and subsequently for the Organization to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

MBE/WBE PARTICIPATION:

This is not a competitive procurement item. The Organization is paying for all costs.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Baltimore Development Corporation - Funding and Repayment Agreement (Yard 56)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Funding and Repayment Agreement (Yard 56), for City funding of a \$500,000.00 convertible loan to MCB Y56 JV LLC (aka: Yard 56 Project) for its initiative to establish its real estate development project in Baltimore City (the "Project"). The Board is also requested to authorize the Mayor or Director of Finance to execute any ancillary documents, letters or certificates that do not change the substance of the terms of the documents.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 9910-923100-9601-900000-709099

BACKGROUND/EXPLANATION:

MCB currently owns and operates approximately 8 million square feet of commercial real estate. The firm was founded in 2007 by David Bramble and Peter Pinkard who have 50+ years of combined real estate experience in acquisitions, development, private equity structured finance, workouts, management operations, and law.

In April 2014, MCB acquired the 20-acre site consisting of five industrial buildings located at the former PEMCO site, which has been vacant since 2006. The 20-acre site is located across from the Hopkins/Bayview Medical Campus on Eastern Avenue. In 2015, MCB received approval for a Planned Unit Development of a mixed-use project. The project was subject to an approved Response Action Plan to remedy the environmental contamination, which was approved by the Maryland Department of Environment (MDE) and the United States Environmental Protection Agency in May 2016, permitting the mixed-use development project to move forward.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Baltimore Development Corporation - cont'd

The project will be completed in two Phases. Phase I will consist of 190,000 square feet of retail shops, restaurants and 100,000 square feet of office space and is expected to be completed by June, 2020. Phase II will consist of approximately 200 residential units and a 125 room hotel and is expected to be completed by June 2022.

Proposed City Assistance:

BDC is recommending the City provide financial assistance in the form of a \$500,000.00 convertible loan for this project, to be used to reimburse the Company for off-site infrastructure.

The Company expects various tenants at the Project Site to hire at least one hundred (100) full-time employees at the Project Site by December 31, 2021 and retain at least those number of employees for the term of the Funding. Not later than January 31 of each calendar year through 2027, the Company will remit an employment report to BDC (in a format acceptable to BDC) setting forth the number of all full-time employees who worked at the Project Site during the prior calendar year, such number being herein called the "Annual Full Time Employee Count."

If the Annual Full Time Employee Count for any of the years 2022, 2023, 2024, 2025, and 2026 is less than 100, then not later than 90 days after the end of that year, the Company shall pay to the City the sum of (A) \$1,000.00 times the difference between 100 and the Annual Full Time Employee count of that year to be applied to principal and (B) interest at 3% per annum on the then outstanding amount of the entire \$500,000.00 Funding.

If the Annual Full Time Employee Count for any of the years 2022, 2023, 2024, 2025, and 2026 is equal to or greater than 100, then for that year, the amount of \$100,000.00 of the principal balance of the Funding plus accrued and unpaid interest will be forgiven.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Baltimore Development Corporation - cont'd

Not later than March 31, 2027, the Company will pay to the City the then remaining outstanding principal balance of the Funding plus accrued and unpaid interest at 3% per annum.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

(The Funding and Repayment Agreement Yard 56 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$42,649.89	9910-901860-9600	9910-923100-9601
1 st Community	Construction Reserve	Industrial &
and Economic	(Industrial & Commer-	Commercial
Bond Fund	cial Financing)	Financing

This transfer will provide City funding of a \$500,000.00 convertible loan to MCB Y56 JV LLC (aka: Yard 56 Project) for its initiative to establish its real estate development project in Baltimore City.

(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

7/29/2020

PERSONNEL MATTERS

* * * * *

The Board is requested to approve
all of the Personnel matters
listed on the following pages:

26 - 43

All of the Personnel matters have been approved
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved
by the Law Department as to form and legal sufficiency.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Office of Information and Technology

1. Reclassify the following filled position:

Position No.: 50707

From: IT Specialist I BCIT
Job Code: 33107
Grade: 923 (\$63,725.00 - \$102,202.00)

To: IT Specialist II BCIT
Job Code: 33109
Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: \$21,972.00 - 2042-000000-1474-798100-601001

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

2. Abolish the following vacant position:

Classification: IT Project Manager BCIT
Job Code: 33114
Grade: 939 (\$89,741.00 - \$147,892.00)
Position No.: 52918

Reclassify the following three vacant Positions:

Position Nos.: 52916-52910-52929

a. From: IT Specialist I BCIT
Job Code: 33107
Grade: 923 (\$63,725.00- \$102,202.00)

b. To: IT Division Manager BCIT
Job Code: 33115
Grade: 967 (\$108,870.00 - \$179,483.00)

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Office of Information and Technology - cont'd

d. From: Operations Officer I
Job Code: 31109
Grade: 923 (\$63,725.00 - \$102,202.00)

To: Operations Manager I
Job Code: 31114
Grade: 939 (\$89,741.00- \$147,892.00)

d. From: IT Specialist I BCIT
Job Code: 33107
Grade: 923 (\$63,725.00 - \$102,202.00)

To: IT Specialist IV BCIT
Job Code: 33156
Grade: 931 (\$77,608.00 - \$124,063.00)

Cost: \$3,783.40 - 1001-000000-1472-165800-601001
1001-000000-1471-806500-601001
1001-000000-1474-719900-601001

These positions are to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200.4.

Fire Department

3. Reclassify the following filled position:

Position No.: 19998

From: Emergency Medical Aide
Job Code: 62721
Grade: 075 (\$31,138.00 - \$35,394.00)

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Fire Department - cont'd

To: Liaison Officer I
Job Code: 31420
Grade: 090 (\$50,013.00 - \$60,785.00)

Cost: \$61,173.00 - 1001-000000-2142-229500-601001

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

Health Department

4. Reclassify the following filled position:

Position No.: 14338

From: Office Support Specialist II
Job Code: 33212
Grade: 075 (\$31,138.00 - \$35,394.00)

To: Program Assistant II
Job Code: 81323
Grade: 084 (\$39,651.00 - \$47,323.00)

Cost: \$12,281.71 - 4000-422520-3030-271500-601001

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Health Department - cont'd

5. Reclassify the following filled position:

Position No.: 16105

From: Program Assistant II
Job Code: 81323
Grade: 084 (\$39,651.00 - \$47,323.00)

To: Operation Assistant I
Job Code: 31104
Grade: 902 (\$44,706.00 - \$71,487.00)

Cost: \$5,576.20 - 5000-535420-3254-768000-601001

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

	<u>Rate of Pay</u>	<u>Amount</u>
6. MARY ELIZABETH MURPHY	\$12.00	\$21,840.00

Account: 6000-607621-3110-306700-601009

Ms. Murphy will continue to work as a Contract Services Specialist II. She will be responsible for assisting with Intake and Referrals, answering telephones, referring calls to proper stations; distributing documents to program staff; filing invoices and client records; monitoring incoming and outgoing faxes. The period of the agreement is effective upon Board approval through June 30, 2021.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Health Department - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
7. LORENA YANEZ	\$15.00	\$16,380.00

Account: 6000-622121-3080-294300-603051

Ms. Yanez will continue to work as a Contract Services Specialist II. She will be responsible for providing language interpretation and translation to the Maternal and Infant Care (M&I) Program and at the Baltimore Infants & Toddlers (BITP) Program; acting as liaison between service providers and clients; participating in community activities, meetings, and presentations related to Maternal and Child Health; inputting encounters in client records and into program databases; participating in monthly face-to-face meetings with the M&I supervisor and the BITP administrator; making phone calls for the staff to non-English speaking clients; scheduling client appointments; translating program forms and documents; participating in client home visits and services; representing M&I and BITP at community meetings, health fairs, and events related to Spanish-speaking population and relaying concepts and ideas between languages in an accurate manner to families served by M&I and BITP. The period of the agreement is effective upon Board approval through June 30, 2021.

Mayor's Office of Emergency Management (OEM)

	<u>Rate of Pay</u>	<u>Amount</u>
8. CHRISTOPHER HILES	\$39.75	\$82,680.00

Account: 1001-000000-2131-228200-601009

Mr. Hiles will continue to work as a Contract Services Specialist II. He will be responsible for managing the

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Mayor's Office of Emergency Management - cont'd

planning processes for OEM regarding Emergency Operations Plans, Continuity of Operations Plans, Recovery Plans and Evacuation Plans; participating in planning committees in the City and in the Baltimore Urban Areas Security Initiative (UASI); managing a team of planners within OEM and serving as Planning Section Chief during activations of the Emergency Operations Center; managing the blackboard implementation and management programs; executing multi-year exercise schedules; managing office-wide training calendar; recruiting the OEM members to participate in exercises; providing or coordinating regular scheduled trainings; serving as representative on training and exercise planning committees; working with regional members on the UASI; suggesting and providing content for potential MOUs and MOAs based on training and exercise needs; training and exercises for the Emergency Specialist Program with Associate Planner of Operations. The period of the agreement is effective upon Board approval for one year.

Baltimore City Sheriff

9. Adjust the salary of the following classification:

Classification: Sheriff
Job Code: 01410
From: Grade 86E (\$152,561.00)
To: Grade 86E (\$157,139.00)
Position No.: To be determined by BBMR

Costs: BBMR will establish the costs after the Board of Estimates notes this adjustment.

The compensation for the Baltimore City Sheriff requires a fixed relationship to the Police Colonel classification, grade 86P. The Sheriff's salary is continually monitored and adjusted when necessary to avoid conflict with the statutory requirements. The Fraternal Order of Police approved contract provided their members a COLA effective July 1, 2020. Therefore, the Sheriff's salary requires an adjustment to maintain the fixed relationship with the Police Colonel classification.

PERSONNEL

Baltimore Police Department

10. Adjust the salary of the following classifications:

- a. Job Code: 10277
Classification: Police Captain
From: Grade 83P (\$129,372.00)
To: Grade 83P (\$133,254.00)

- b. Job Code: 10278
Classification: Police Major
From: Grade 84P (\$136,695.00)
To: Grade 84P (\$140,796.00)

- c. Job Code: 10279
Classification: Police Lt. Colonel
From: Grade 85P (\$144,018.00)
To: Grade 85P (\$148,339.00)

- d. Job Code: 10280
Classification: Police Colonel
From: Grade 86P (\$152,561.00)
To: Grade 86P (\$157,139.00)

On March 18, 2015, the Board approved an established fixed salary relationship between the Police Lieutenant classification and the Baltimore Police Department's senior sworn command ranks. Under this fixed relationship each of the following classifications will be paid a fixed percentage above the maximum seniority salary of the Police Lieutenant: Police Captain, 6%, Police Major 12%, Police Lieutenant Colonel, 18%, Police Colonel, 25%, and the Deputy Police Commissioner at 40%. The Fraternal Order of Police approved contract provided their members a 2% COLA effective July 1, 2020. Therefore, the salaries for the sworn referenced command staff require adjustment to maintain the fixed salary relationship.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Mayor's Office of Criminal Justice

	<u>Hourly Rate</u>	<u>Amount</u>
11. JASMYNE FORD	\$20.00	\$ 3,000.00

Account: 4000-401418-2254-785400-601009

Ms. Ford will work as a Contract Services Specialist II. She will observe visitation sessions between visiting parents and children for several families simultaneously, intervene as necessary during visits or exchanges to address any concerns that arise with parents and/or children, and keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. Ms. Ford will meet with parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers whether by phone, email or in person, and coordinate the safety of visits by being available to accompany individuals wherever needed in and around the building. In addition, she will maintain client files, maintain personal timesheets and invoices, discuss case progress and concerns with supervisors, as well as attend occasional meetings about case status and other center operational issues, comply with all Visitation Center policies and procedures, including confidentiality, safety, and mandate reporting procedures, administrative and operational duties, as needed. The period of the agreement is effective upon Board approval for five months.

Mayor's Office of Employment Development

12. Reclassify the following vacant position:

Position No. 16218

From: Operations Manager I
 Job Code: 00090
 Grade: 939 (\$89,741.00 - \$147,892.00)

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Mayor's Office of Employment Development - cont'd

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$95,206.00 - \$156,964.00)

Cost: There are no costs associated with this action.

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

Office of Equity and Civil Rights

13. Classify the following position:

From: New Position
Job Code: 90000
Grade: 900 (\$1.00 - \$204,000.00)
Position No.: To be determined by BBMR

To: Program Compliance Officer II
Job Code: 31502
Grade: 927 (\$66,118.00 - \$105,788.00)

Cost: There are no costs associated with this action.

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

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
14. TENA REID	\$18.00	\$34,308.00

Account: 1001-000000-1877-187400-601009

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Department of Planning - cont'd

Ms. Reid will continue to work as a Contract Services Specialist II. She will answer telephones, respond to emails from external clients and other City agencies, serve as a liaison for the staff and the public, greet visitors and assist with customer complaints, assign permits to planners, and assist with the Commission on Historical and Architectural Preservation tax credits. This is the same hourly rate as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

15. Reclassify the following filled position:

Position No. 47680

From: Design Planner II
Job Code: 74147
Grade: 927 (\$67,771.00 - \$108,433.00)

To: City Planner II
Job Code: 74137
Grade: 927 (\$67,771.00 - \$108,433.00)

Cost: There are no costs associated with this action.

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

	<u>Hourly Rate</u>	<u>Amount</u>
16. ANIKA RICHTER	\$25.50	\$46,741.50

Account: 1001-000000-1875-187400-601009

Ms. Richter will continue to work as a Contract Services Specialist II. She will work with the Office of Sustainability to implement the Cities Connecting Children to Nature Initiative and the Green & Healthy Smart Challenge with

PERSONNELDepartment of Planning - cont'd

Baltimore City Schools by engaging stakeholders, organizing trainings, peer learnings and cross-sector communications to increase trauma-informed care practices and nature-based experience. Ms. Richter will also work with teachers to adjust grant applications during COVID-19 and connect teachers and students to each other for networking, training, and resource sharing, align City's Connecting Nature Initiative with the City's priorities such as violence reduction, and mitigate trauma and stress resulting from COVID-19. In addition, she will create strategies with partners and students and implement them, engage children and youth with the Baltimore Outdoor Bill of Rights, and assist with the development of urban agriculture responses to food productivity needs during COVID-19 as it pertains to youth employment and potential use of school gardens. This is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Police Department17. Reclassify the following vacant position:Position No. 19601

From: Building Project Coordinator
 Job Code: 72492
 Grade: 093 (\$56,778.00 - \$69,231.00)

To: Operations Officer I
 Job Code: 31109
 Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$10,456.82 - 1001-000000-2041-776600-601001

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Police Department - cont'd

18. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$58,370.00 - \$100,344.00)
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

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

19. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$58,370.00 - \$100,344.00)
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

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

20. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$58,370.00 - \$100,344.00)
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

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

PERSONNEL

Police Department - cont'd

21. Create the following position:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$58,370.00 - \$100,344.00)
Position No.: To be determined by BBMR

Cost: \$81,558.67 - 4000-408418-8530-821200-601001

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

22. Create the following two positions:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 (\$58,370.00 - \$100,344.00)
Position Nos.: To be determined by BBMR

Cost: \$163,117.34 - 4000-408418-8530-821200-601001

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

23. Create the following four positions:

Classification: Grant Services Specialist II
Job Code: 10216
Grade: 919 (\$38,354.00 - \$60,682.00)
Position Nos.: To be determined by BBMR

Cost: \$58,326.45 - 4000-412720-2021-746300-601009

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Enoch Pratt Free Library

24. Create the following classification:

- a. Classification: Social Services Coordination
Supervisor
Job Code: 01984
Grade: 923 (\$63,725.00 - \$102,202.00)

Reclassify the following vacant position:

Position No.: 15865

- b. From: Secretary I
Job Code: 00705
Grade: 075 (\$30,527.00 - \$34,700.00)

To: Social Services Coordination Supervisor
Job Code: 01984
Grade: 923 (\$63,725.00 - \$102,202.00)

Cost: \$32,767.00 - 1001-000000-4501-592700-601001

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

Department of Public Works

25. Reclassify the following filled position:

Position No.: 51218

Classification: Administrative Coordinator
Job Code: 31100
Grade: 087 (\$44,263.00 - \$53,504.00)

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Department of Public Works - cont'd

To: Special Assistant
Job Code: 10063
Grade: (\$47,971.00 - \$58,241.00)

Cost: \$94,768.00 - 1001-000000-1901-190300-601001

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

26. Abolish the following three vacant positions:

Position No.: 34261

- a. Classification: Agency IT Specialist II
Job Code: 33148
Grade: 927 (\$67,771.00 - \$108,433.00)

Position No.: 33623

- b. Classification: Office Support Specialist III
Job Code: 33213
Grade: 07 8 (\$33,082.00 - \$38,149.00)

Position No.: 46871

- c. Classification: Office Supervisor
Job Code: 33215
Grade: 084 (\$39,061.00 - \$47,323.00)

Create the following position:

- d. Classification: Operations Manager II
Job Code: 00091
Grade: 942 (\$95,206.00 - \$156,964.00)
Position No.: To be assigned by BBMR

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Department of Public Works - cont'd

Cost: \$171,621.00 - 2070-000000-5531-398600-601001

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

27. a. Abolish the following vacant position:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$33,082.00 - \$38,149.00)
Position No.: 34279

b. Create the following position:

Classification: Building Project Coordinator
Job Code: 72492
Grade: 093 (\$56,778.00 - \$69,231.00)
Position No.: To be assigned by BBMR

Cost: \$96,150.00 - 2071-000000-5541-398600-601001

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

Department of Recreation and Parks

28. Create the following vacant position:

Position No.: 24104

From: Operations Officer III
Job Code: 00087
Grade: 929 (\$72,033.00 - \$115,100.00)

To: Operations Manager II
Job Code: 00091
Grade: 942 (\$95,206.00 - 156,964.00)

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

Department of Recreation and Parks - cont'd

Cost: \$33,783.00 - 1001-000000-4711-361900-601001

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

29. Reclassify the following filled position:

Position No.: 24066

From: HR Business Partner
Job Code: 07371
Grade: 931 (\$77,608.00 - \$124,063.00)

To: Operations Officer V
Job Code: 00088
Grade: 936 (\$84,822.00 - \$135,651.00)

Cost: \$12,260.00 - 1001-000000-4711-361700-601001

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

State's Attorney's Office

	<u>Rate of Pay</u>	<u>Amount</u>
30. MARIA KEITH	\$28.29	\$53,940.00

Account: 1001-000000-1150-118000-601009

Ms. Keith, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for investigating felonies, homicide, and violent crime cases; locating and interviewing witnesses, and acting as a liaison with police agencies. The period of the agreement is August 13, 2020 through August 12, 2021.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PERSONNEL

State's Attorney's Office - cont'd

	<u>Rate of Pay</u>	<u>Amount</u>
31. ELAINE JENKINS	\$20.41	\$38,915.00

Account: 5000-513420-1145-117900-601009

Ms. Jenkins will continue to work as a Contract Services Specialist II. She will be responsible for preparing outreach, trial and disposition letters in homicide cases; answering telephones and completing intakes for counseling in the absence of the bereavement advocate; organizing the quarterly newsletter for the Family Bereavement Center; ordering supplies and court materials for the center; assisting the homicide advocates in developing the family meeting spreadsheet and maintaining the calendar for scheduled family meetings; assisting with fundraising efforts. The period of the agreement is July 29, 2020 through July 28, 2021.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Health Department - Agreements and Ratifications

The Board is requested to approve and authorize execution of the Agreements and ratify an agreement.

AGREEMENTS

1. **UNIVERSITY OF MARYLAND, BALTIMORE COUNTY** **\$84,357.00**

Accounts: 5000-515120-3150-811500-603051

The Baltimore City Health Department (BCHD) Office of Public Health Preparedness and Response (OPHPR) has worked with the University of Maryland Baltimore County (UMBC) Emergency Health Services Program (EHS) through graduate student internships and advising on health hazard vulnerability assessments. The UMBC's EHS Program focuses on emergency medical services, and disaster health services match with the mission of OPHPR to prepare for and respond to public health emergencies. The UMBC EHS will utilize the funds to provide the services of a UMBC EHS Professional, with the involvement of the UMBC Project Advisor, to support BCHD's COVID-19 response by serving as the Deputy Logistics Section Chief. Responsibilities will include facilitating Personal Protection Equipment distribution, tracking inventory of OPHR critical supplies, coordinating with partners regarding distribution of emergency medical material from the Local Bulk Shipment Site, and supporting other logistical needs for the BCHD's response to COVID-19. In addition, the UMBC EHS Professional will assist in advancing BCHD's public health emergency response capability as it relates to COVID-19 related public health emergency response plans, conduct weather, and biosurveillance activities to support COVID-19 response, and assist with redundant communication drills, and other preparedness and response initiatives under the direction of BCHD's OPHPR Director.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Health Department - cont'd

2. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$180,198.00**

Account: 4000-499020-3023-718000-603051

University of Maryland, Baltimore's Institute of Human Virology, JACQUES initiative will engage persons at high risk for HIV prevention services and provide counseling, support and, wraparound services to this population. The period of this agreement is January 1, 2020, through December 31, 2020.

MWBOO GRANTED A WAIVER ON JULY 23, 2020.

These agreements are late because of administrative delays.

RATIFICATION

3. **JOHNS HOPKINS UNIVERSITY,** **\$ 10,000.00**
SCHOOL OF MEDICINE

Accounts: 5000-569720-3023-273331-603051

Johns Hopkins University will provide medical transportation services that enable an eligible client to access or to be retained in core medical or support services. Medical transportation may be provided through: the use of a company vehicle to provide transportation services; the contracts with providers of transportation services, and purchase and distribute MTA tokens or monthly bus passes to clients as needed. The period of the agreement was July 1, 2019, through June 30, 2020.

The agreement is 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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Health Department - cont'd

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure to pay Sinai Hospital of Baltimore, Inc. for additional services.

AMOUNT OF MONEY AND SOURCE:

\$2,597.00 - 5000-569719-3023-273362-603051

BACKGROUND/EXPLANATION:

On February 6, 2019, the Board approved the original agreement in the amount of \$10,000.00 for the period July 1, 2018, through June 30, 2019.

On April 24, 2019, the Department notified Sinai Hospital of the amended award for additional medical transportation services. However, because of oversight, the agreement expired without being amended.

The Expenditure of Funds is late because the Department was awaiting the final report.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve, with respect to Holly Lane Apartments (the Project), located at 4900 Crenshaw Avenue, the following: (i) the sale of the Project by Holly Lane Apartments, LP to TSG Holly Lane LLC, or an affiliate thereof (the New Borrower); (ii) provided the City receives a payment of outstanding interest in an amount not less than \$200,000.00, the assumption by the New Borrower of the outstanding HOME loan, and a modification of loan terms, and, (iii) the re-subordination of the assumed HOME Loan to new loans made by Key Bank and the Neighborhood Impact Investment Fund and one or more agreements evidencing such re-subordination.

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 after review and approval by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

No additional City funds are required at this time.

BACKGROUND/EXPLANATION:

On May 9, 2007, (the 2007 Board Memo, copy submitted), the Board approved the expenditure of the HOME Investment Partnerships Program loan funds in the principal amount of \$2,720,000.00 (the Outstanding HOME Loan) to Holly Lane Apartments, LP (the Original Borrower), a Maryland limited partnership, with respect to which Mr. Wally Scruggs is a principal. The proceeds of the Outstanding HOME Loan were used to assist with the hard costs associated with the rehabilitation of a multifamily apartment building complex containing 170 units (68 one-bedroom units and 102 two-bedroom units) in 17 garden-style buildings, which is known as Holly Lane

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

Apartments (the Project). The Outstanding HOME Loan is currently subordinate to a first mortgage lien that secures financing from Wells Fargo Bank, National Association (Wells Fargo) in the original principal amount of \$10,648,600.00 (the Existing First Loan), which was insured by the FHA under Section 221(d)(4) program. The initial rehabilitation of the Project was also financed by proceeds generated from the sale of low-income housing tax credits, deferred developer's fee, and interim income.

According to the 2007 Board Memo, the Project was contemplated to be primarily workforce housing. Of the 170 units within the Project, 153 units were to be affordably-priced (with 140 units to be affordable to households earning 60% or less of the average median income (AMI) adjusted for family size), and the remaining 17 units were to be market-rate.

The Outstanding HOME Loan is currently secured by a second lien Deed of Trust on the property, currently bears interest at 1% per annum, has a permanent loan term of 40 years, and is payable only to the extent of available surplus cash flow. No payments have been made of the Outstanding HOME Loan, so that the outstanding balance is the principal sum of \$2,720,000.00 plus accrued interest accumulated to the date of conveyance (the Accrued Interest). As of July 31, 2020, the Accrued Interest will be approximately \$357,100.00.

TriStar Group, LLC, or an affiliate thereof (the New Borrower), whose principal or managing member is Mr. Stephen Briggs, has entered into a contract of sale to acquire the Project and the associated real estate for \$400,000.00 plus an amount equal to the outstanding balance of the Existing First Loan.

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

TriStar has secured commitments for interim financing from KeyBank National Association (KeyBank) in the approximate amount of \$9,900,000.00 (the KeyBank Loan) and the Neighborhood Impact Investment Fund, Inc. (NIIF) in the approximate amount of \$1,791,238.00 (the NIIF Loan). The NIIF is an independent 501(c)(3) organization working in alignment with the City of Baltimore to promote community development and enhance inclusive economic growth in the City's neighborhoods.

The KeyBank Loan will be in first mortgage position, in the principal amount of approximately \$9,900,000.00, and will have a 24-month term with a one six-month extension option, and will accrue interest at an interest rate of the One-Month Libor plus 200 bonus points. Interest only payments will be due monthly during the loan term with principal due in full at maturity.

The NIIF Loan will be secured by a second lien position, will have a 24-month term with a one-month extension option, and will have a fixed interest rate of 5.5%. The NIIF Loan will also be secured by a 50% guarantee from members of the TriStar Group. Interest only payments will be due monthly during the loan term with principal due in full at maturity, with NIIF receiving a portion of the surplus cash as further described below.

Proceeds of both the KeyBank and the NIIF loans will be used for the acquisition and stabilization of the property and are as follows:

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

ACQUISITION/STABILIZATION - SOURCES AND USES

	<u>Sources</u>		<u>Uses</u>
KeyBank Loan (1 st lien)	\$ 9,900,000.00	Acquisition Costs	\$13,081,643.00
NIIIF Loan (2 nd Lien)	1,791,238.00	Operating Reserves	275,000.00
HOME Loan	3,077,100.00	Debt Service Reserve - 1 st Loan	123,750.00
Developer Equity	128,985.00	Capitalized Interest	185,625.00
		LIHTC Recapture	35,000.00
		HOME Accrued	200,000.00
		Interest Payment	
		Fees and Expenses	931,305.00
		Contingency	65,000.00
TOTAL	\$14,897,323.00	TOTAL	\$14,897,323.00

The Department has been told that other than \$400,000.00 of the purchase price, the proceeds of the sale of the Project will be used by the Original Borrower exclusively to repay existing debt. According to the Original Borrower, the \$400,000.00 in sale proceeds will be used to pay outstanding costs or fees, such as transfer taxes, fees incurred with respect to the conveyance, accrued interest on the outstanding loan, and various accounts payable, so that no cash will accrue to the Original Borrower from the proceeds of the sale.

In order for the transaction to work for all interested parties, the New Borrower has proposed the following terms and modifications to the terms of the loan:

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

Simultaneously with the conveyance of the Project to the New Borrower, the New Borrower will (i) assume the Outstanding HOME Loan and (ii) pay an amount not less than \$200,000.00 towards the Accrued Interest. Following the assumption by the New Borrower of the Outstanding HOME Loan, the remaining Accrued Interest (which would be, as of July 31, 2020, \$157,100.00) will be added to the principal amount of the Outstanding HOME Loan.

KeyBank will not allow the City to retain its current Deed of Trust position as the present appraised value of the Project does not indicate sufficient value to support the City debt. Thus, in order for the transaction to go forward, the Outstanding HOME Loan will be subordinated to the new first and second deeds of trust and will be secured by a third lien on the property.

The City will reduce the interest rate on the Outstanding HOME Loan from 1% per annum to 0% per annum. The Outstanding HOME Loan will continue to be payable from available cash flow. In addition, any required principal payments will be made on a 40-year amortization period.

The Borrower, the City, and NIIF have agreed that the City and NIIF will split all "Surplus Cash" that is generated by the amount in an amount up to and including \$140,000.00. "Surplus Cash" will generally mean amounts remaining after payment of customary expenses, payment of all amounts owed on the KeyBank Loan, and payment of interest on the NIIF Loan.

Upon any future refinancing, the City will receive the greater of (i) \$140,000.00 or (ii) 50% of the "Net Refinancing Proceeds" of refinancing for application to the unpaid principal and interest. "Net Refinancing Proceeds" means the

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

amount of the new refinancing loan less (i) the discharge of the KeyBank Loan and the NIIF Loan, (ii) reasonable and customary costs of refinancing, and (iii) the funding of all reserves required by any new lender that will be senior to the HOME Loan (i.e. reserves for taxes, insurance, or initially funded operating reserves or replacement reserves).

Allowing the New Borrower to enter the New HOME Loan allows the continuation of the affordability requirements for the Project for the term of the New HOME Loan.

MBE/WBE PARTICIPATION

N/A

THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

7/29/2020

<u>Department of Housing and Community Development</u>	- Community Development Block Grant (CDBG) - 45 Ratification <u>Agreements</u>
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The Board is requested to ratify the CDBG - 45 Agreements with the following organizations. The period of the agreement was July 1, 2019, through June 30, 2020.

1. INTERSECTION OF CHANGE, INC. (IOC)	\$111,000.00
--	---------------------

Accounts: 2089-208920-5930-429823-603051	\$ 46,000.00
2089-208920-5930-429826-603051	\$ 40,000.00
2089-208920-5930-429834-603051	\$ 25,000.00

Under the terms of this agreement, CDBG funds will be used to subsidize a portion of IOC's operating costs. IOC's community-based programs include Martha's Place, Jubilee Arts, and Strength of Love II. Martha's Place is a recovery program for women overcoming substance abuse and homelessness. The program offers housing with recovery and support services. Jubilee Arts is a comprehensive art program that offers art classes and cultural opportunities for adults and children. Strength to Love II operates an urban farm that addresses community food desert issues and provides employment and training to ex-offenders returning to the community.

MWBOO GRANTED A WAIVER ON JULY 22, 2020.

2. LIVING CLASSROOMS FOUNDATION, INC.	\$100,000.00
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Account: 2089-208920-5930-424934-603051

The Living Classrooms Foundation Workforce Development Center will provide career readiness training, life skills workshops, digital and financial education, and industry recognized credentials. Services will be provided primarily to residents of certain public housing developments.

MWBOO GRANTED A WAIVER ON JUNE 12, 2020.

AGENDA

BOARD OF ESTIMATES

7/29/2020

DHCD - cont'd

3. THE INNOVATIVE HOUSING INSTITUTE, INC. (IHI) \$ 75,000.00

Accounts: 2089-208920-5930-427526-603051 \$ 30,000.00
 2089-208920-5930-427543-603051 \$ 45,000.00

The purpose of this agreement is to provide CDBG funds to assist 90 non-elderly, disabled low-and moderate-income families with one-time subsistence assistance grants through the Enhanced Leasing Assistance Program (ELAP), established in accordance with a Consent Decree entered in Bailey v. The Housing Authority of Baltimore City (HABC) and the U.S Dept. of Justice v. HABC. In addition, IHI will provide public assistance to help non-elderly disabled persons with relocation assistance. IHI is responsible for obtaining funds to cover a portion of the expenses and has requested that DHCD provide CDBG funds to provide one-time subsistence assistance grants to ELAP participants. The expenses include leasing application fees, security deposits, and utility (electricity and telephone) installation fees.

MWBOO GRANTED A WAIVER ON JULY 22, 2020.

4. THE DEVELOPMENT CORPORATION OF NORTHWEST BALTIMORE \$40,000.00

Account: 2089-208920-5930-429591-603051

The purpose of this agreement is to provide CDBG funding to subsidize the operating cost of the Subgrantee for one year. The Subgrantee will provide housing counseling services, housing workshops, and other aspects of homeownership education to CDBG eligible low-and moderate-income persons.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Community Development Block Grant - 45 Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Recreation and Parks - Deed of Preservation Easement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed of Preservation Easement between the Chesapeake Bay Outward Bound School, Inc. (formerly known as Baltimore Chesapeake Bay Outward Bound Center Inc.) (Grantor) and the Maryland Historical Trust (the Trust) Grantee.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 22, 2006, the Board approved an amended and restated License Agreement with The Baltimore Chesapeake Bay Outward Bound Center, Inc. for the management and operation of City-owned properties in Leakin Park for a period of 25 years through November 18, 2028.

The improvements on the property known as 1901 Eagle Drive, which is a portion of Gwynns Falls/Leakin Park, which has an address of 4921 Windsor Mill Road are of historic significance and are known as the Orianda House (aka Orianda Mansion and Crimea Mansion). The Trust, pursuant to the terms of a Grant Agreement dated June 20, 2014, made available to Chesapeake Bay Outward Bound School, Inc. \$150,000.00 to be used for the purpose of financing, in part the acquisition, planning, design, construction, repair, renovation, reconstruction and capital equipping of the Orianda Mansion. On July 10, 2015, a second and third grant for \$160,000.00 and \$40,000.00 was made for the purpose of financing the project. A condition of such grant agreements is that the property be subject to a Deed of Preservation Easement in favor of the Trust. As the property is subject to the License Agreement, the City as title owner and the above parties must join as grantors in the Deed of Preservation Easement in order to grant the Trust the title interest it requires.

(The Deed of Preservation Easement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Recreation and Parks - On-Call Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 1 to Rummel, Klepper & Kahl, LLP, under Project No. 1315, On-Call Civil Engineering Design Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$25,593.66 - 9938-911093-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include engineering design services for Clifton Park/Rita Church Athletic Field Restroom and Storage Prep.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 28% MBE and 14% WBE goals assigned to the original agreement.

The Consultant has achieved 0.0% of the WBE goals. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 42.16% of the MBE goals at this time.

THE EAR WAS APPROVED BY MWBOO ON JUNE 25, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works</u>			
1.	\$ 26,000.00	9938-910093-9475	9938-911093-9474
	State	FY18 Clifton Park	FY18 Clifton Park
	Program Open	Improvements	Improvements
	Space	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1315, Task No. 1 to Rummel, Klepper & Kahl, LLP.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Unknown Studio Landscape Architecture & Urban Design, LLC, under Project 1317, On-Call Landscape Architectural Design Services. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,500,000.00 - Upset limit

BACKGROUND/EXPLANATION:

The Consultant will provide Landscape Architectural Design Services for renovation and improvement of various parks and recreation facilities.

MBE/WBE PARTICIPATION:

MBE: Living Design Lab	\$ 0-285,000.00	0-19%
Assedo Consulting, LLC	0-285,000.00	0-19%
TOTAL:	\$ 0-285,000.00	0-19%
WBE: Toole Design Group, LLC	\$0-210,000.00	0-14%
Cityscape Engineering, LLC	0-210,000.00	0-14%
MK Consulting Engineering, LLC	0-210,000.00	0-14%
TOTAL:	\$0-210,000.00	0-14%

MWBO FOUND VENDOR IN COMPLIANCE ON APRIL 4, 2020.

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

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance - First Amendment to Payment
in Lieu of Taxes Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Payment in Lieu of Taxes (PILOT) Agreement with Paca House Partners, LP.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On July 25, 2018, the Board approved the "Original PILOT Agreement" with Paca House Apartments, LP (Paca), pursuant to which Paca would rehabilitate 82 units of deeply subsidized affordable rental housing units (the Affordable Units) and 10 market rate units (the MR Units) located at 116-120 North Paca Street (the Project).

The Original PILOT Agreement provided that the Affordable Units would pay 10% of the tenant paid portion of the rent and that the 10 MR Units would be separately assessed and pay taxes based on the assessment. After completion of the Project, it was determined that the 10 MR Units are not separately identified and in fact rotate from time to time within the building.

Therefore, it is not possible to separately assess the units and it has been decided to have the MR Units pay 10% of the gross rent paid by the tenant. This approach has been used in other projects such as Perkins Project where there is also a mix of units.

The First Amendment to the PILOT Agreement makes that modification so at the same time that Paca submits the rent roll each year for the Affordable Units, it will provide the rent schedule for the MR Units. All other terms of the Original PILOT Agreement remain unchanged.

(The Payment in Lieu of Taxes Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance/ - Property Disposal Program
Bureau of Procurement

ACTION REQUESTED OF B/E:

The Board is requested to approve a donation of excess property to Maryland Food Bank, a non-profit organization.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Baltimore City Convention Center has six 5 loaf bread proofing pans and six 4 loaf pans that have been deemed as excess in accordance with the City's Property Disposal Program policy (AM-306-1). These items are in fair condition and the Baltimore Convention Center would like to donate them to the Maryland Food Bank, a non-profit organization located in Baltimore City.

Maryland Food Bank is in good standing with the State Department of Assessments and Taxation and Secretary of State.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Baltimore City Aircraft Hull and Liability Insurance Policy with Global Aerospace. The policy renewed on July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$184,520.00 - 1001-000000-8160-820700-603014

BACKGROUND/EXPLANATION:

This insurance policy will provide both liability and hull coverage for the Police Department's fleet of helicopters. Coverage is being renewed with the incumbent carrier at a 6% rate increase.

The submission is late because final terms and conditions were received by the Department the afternoon of June 22, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the City and Baltimore City Public School System Employee Crime Insurance Policy with incumbent carrier, AIG Insurance Company. The policy renewed on July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$18,297.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This insurance policy will provide coverage for the loss of money, securities or other financial instruments for which the City and Baltimore City Public School System are legally liable. The marketplace is limited. The incumbent carrier will continue to provide this coverage for the coming year at no increase in rate. The policy has a \$1,000,000.00 per occurrence limit, with a per occurrence deductible of \$10,000.00.

The submission is late because final terms and conditions were received by the Department on the morning of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Fine Arts Insurance Policy with Aon Hunting T. Block Fine Arts Insurance. The policy renewed on July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$261,092.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This policy is unique and superior to the standard Fine Arts Insurance Policy. It provides Fine Arts replacement cost and transit coverage to the Baltimore Museum of Art, The Walters Art Museum and any location owned, occupied or controlled by the City.

Coverage is being renewed with the incumbent carrier with no increase in premium, however a \$25,000.00 deductible is applicable due to previous losses and due to the increase of vandalism claims against monuments nationwide.

The submission is late because final terms and conditions were received by the Department on the afternoon of June 29, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of the Baltimore City Marine Hull and Insurance Policy with American International Group, Inc. The policy renewed on July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$84,877.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

This policy covers various watercraft owned and/or operated by City agencies, including the USS Constellation. Markets for this exposure are limited. The policy renewed with the incumbent carrier at the same terms and conditions as the expiring policy, including terrorism coverage on the entire fleet.

The submission is late because final terms and conditions were received by the Department on the morning of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Finance, Office - Renewal of Insurance Policy
of Risk Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the renewal of the Master Property Insurance Policy with incumbent carriers, Lexington Insurance Company, Zurich Insurance and Terrorism Coverage with Lloyd's of London. The policy renewed on July 1, 2020.

AMOUNT OF MONEY AND SOURCE:

\$5,333,362.00 - 2043-000000-1450-162900-603014

BACKGROUND/EXPLANATION:

The renewal premium reflects an overall rate of slightly under 25% due to the continuing hardening property marketplace and current COVID-19 environment. The overall rate still remains very competitive at \$0.05 per \$100.00 of property value.

The submission is late because final terms and conditions were received by the Department on the afternoon of June 30, 2020, which was too late for the prior Board meeting and coverage had to be bound prior to the expiration date of July 1, 2020.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Parking Authority of - Third Amendment to Memorandum of
Baltimore City (PABC) Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to the Memorandum of Understanding (MOU) with LH Water Tower LLC (LH) and the Council of Unit Owners of 414 Water Street Residential Condominiums (Association) and the Maryland Economic Development Corporation (MEDCO).

AMOUNT OF MONEY AND SOURCE:

The City is not spending or receiving funds - MEDCO will receive reservation fees for two years from the LH.

BACKGROUND/EXPLANATION:

The City's Water Street Garage (Garage) was constructed in 1991 and is one of five condominium units within the 414 Water Street Condominium regime (414 Condo). The 312 residential condominiums on top of the Garage, known as 414 Water Street Residential Condominium, are also a single condominium unit within 414 Condo. Beginning in 2004, the City, through multiple agencies, worked to make the 414 Water Street Residential Condominium (Residential Condo) development a reality. Construction of the Residential Condo was completed in 2008.

The original MOU between the City and LH (the Residential Condo developer) was approved by the Board on November 16, 2005, along with numerous other documents that authorized and facilitated the development of the Residential Condo. The MOU originally governed the relationship between the City (acting through the Parking Authority), LH, and the Association with regard to parking for the Residential Condo in the Garage. On June 27, 2018, the Board approved the City's lease of the Garage to MEDCO for 50 years

AGENDA

BOARD OF ESTIMATES

7/29/2020

PABC - cont'd

(plus renewals), along with two other parking facilities. As the landlord under the MEDCO lease, the City maintains an interest, and approval rights on certain documents. When the MEDCO lease terminates the City will oversee the terms of the MOU.

At the time of execution of the MOU, the Residential Condo was not yet constructed but residential real estate was booming. The City and LH believed that, once constructed, the residential condominium units would sell within a year. When construction was completed in 2008, the economic downturn had arrived and the market for residential real estate had evaporated. As a result, one provision of the MOU that the City/PABC could have enforced 12 months after completion of construction of the Residential Condo was not enforced and has not been enforced since.

Pursuant to the MOU, Residential Condo parking spaces are located on the uppermost levels of the Garage, to be secured from the lower public portion of the Garage by a gated entry/exit. LH was to provide the final number of parking spaces that Residential Condo will need for the term of the MOU (50 years plus renewals) within six months of the sale of the last residential unit, or 12 months of construction completion, whichever is earlier, so that the City may install the gate and offer all remaining parking spaces to the public. To date, LH has sold 95% of the 312 units and still cannot provide an accurate final number of parking spaces that the Residential Condo will need for the remaining term of the MOU.

The First Amendment to the MOU, approved by the Board on December 12, 2007, clarified the pricing for parking spaces provided to the Residential Condo. The Second Amendment to the MOU approved by the Board on April 5, 2017, allowed for an extension of the time that LH would have to provide a final number of spaces and charged a fee for the extension.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PABC - cont'd

The PABC, MEDCO, LH, and the Association have agreed to a further mutually beneficial extension. This Third Amendment will establish a two-year continued payment schedule for LH to reserve parking spaces for future Residential Condo owners, establish a minimum and maximum number of parking spaces provided by the MOU throughout its term, and eliminate the need for gates that would separate Residential Condo parkers from the public parkers.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

(The Third Amendment to Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Mayor's Office of Criminal Justice (MOCJ) - Agreements

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

1. **MEDSTAR HARBOR HOSPITAL** **\$144,563.00**

Account: 2026-000000-2255-802400-603051

MedStar Harbor Hospital was awarded an agreement on February 6, 2019, to provide services for two Hospital Responders to implement the Safe Streets Hospital Responder Program to reduce readmission of patients with a violence-related injury; especially gun and knife related injuries. The Responders implement strategies to reduce violence related to injury readmission, intervene in scenarios of retaliation and support the wraparound services offered by MedStar Harbor Hospital. The period of the agreement is January 1, 2020 through June 30, 2021.

The agreement is late because of administrative delays.

2. **MERCY MEDICAL CENTER** **\$ 50,000.00**

Account: 1001-000000-2254-786000-603050

The Baltimore Human Trafficking Grant Program was created to provide funding to victim service organizations for victims of human trafficking in Baltimore City. Funding under this program will support trauma informed comprehensive services for all victims of human trafficking, sex trafficking and labor trafficking, foreign national/U.S. citizen/legal permanent resident, adult/minor, male/female, and LGBTQ victims of trafficking. Funding will also support efforts to increase the capacity of local communities to respond to human

AGENDA

BOARD OF ESTIMATES

7/29/2020

MOCJ - cont'd

trafficking victims through the development of interagency partnerships, professional training, and public awareness activities. The period of the agreement is effective on the date of the fully executed agreement and will expire upon the first anniversary of the effective date.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVEIWed AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Individual Training Account Agreement with Baltimore City Community College (BCCC) for professional services. The period of the agreement is July 1, 2020 through June 30, 2021 unless terminated earlier in accordance with this agreement.

AMOUNT OF MONEY AND SOURCE:

\$115,000.00 - 4000-807519-6312-467253-603051
4000-806719-6312-467253-603051
2026-000000-6311-734100-603051

BACKGROUND/EXPLANATION:

This agreement authorizes Baltimore City Community College to provide training in those areas specified on the Maryland Higher Education Commission (MHEC) list of approved Training Providers accessed through the Maryland Department of Labor, Licensing and Regulation (DLLR).

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

The money will be drawn from three different accounts (FY 19 WIOA Adult, FY 19 WIOA Dislocated Worker and Casino Support Funds). The accounts and the amounts drawn from those accounts cannot be determined until the participants are registered.

AGENDA

BOARD OF ESTIMATES

7/29/2020

MOED - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Mayor's Office of Employment Development - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award (P06-BCI-FY20-NDWG) from the Maryland Department of Labor to develop 50 Community Health Workers from amongst eligible participants who were impacted by COVID-19. The period of this agreement is June 1, 2020 through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$175,000.00 - 4000-439020-6312-817005-404001

BACKGROUND/EXPLANATION:

As a part of the Baltimore City's response to COVID-19, the City has formed the Baltimore Health Corps. Its mission is to efficiently connect people impacted by COVID-19 to the resources and social support they need while expanding the City's capacity to track the spread of the disease and keep residents employed. The Mayor's Office of Employment Development's (MOED) role, in partnership with Baltimore City Health Department, is to train 50 eligible participants as Community Health Workers (CHW) in subsidized work in high demand tracks or disaster relief employment that will lead to meaningful immediate employment, connect impacted workers to Contact Tracker training provided by Baltimore Alliance for Careers in Health (BACH) to build skills. The project will provide a MOED Career Navigator who will guide and support the CHW as they transition to unsubsidized employment.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARDS.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

Office of the Mayor - Addendum to Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Addendum to Memorandum of Understanding between the Office of Performance and Innovation (OPI) and The Family League of Baltimore City, Inc. (Family League). The period of the Addendum is July 1, 2020 through June 30, 2021, with an option to renew annually for successive one year periods.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The purpose of the Addendum is to codify a collaboration between the OPI and Family League in which Family League supports a CitiStat Analyst whose primary role will be to develop, provide analysis for and coordinate YouthStat, a City initiative to use data to support improved outcomes for young people in Baltimore.

OPI's roles and responsibilities include coordinating with Family League and the CitiStat Analyst so that the CitiStat Analyst can carry out the roles and responsibilities outlined in the Addendum. OPI will convene a recurring "YouthStat" meeting focused on using data to advance opportunities and improved outcomes for young people in Baltimore.

Family League's roles and responsibilities include maintaining all financial and program records pertaining to this CitiStat Analyst collaboration, funding and supporting the salary, benefits and all other costs associated with the employment of the CitiStat Analyst during the period of this Addendum.

(The Addendum to Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

7/29/2020

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore Civic Fund, Inc. (BCF) for the City's General Fund in support of the Baltimore Main Streets Coordinating Program.

AMOUNT OF MONEY AND SOURCE:

FROM: 1001-000000-1250-775600-603051 - \$225,000.00
1001-000000-1250-775600-603022 - \$ 7,700.00

TO: 221-00 MOWBD -Baltimore Main Street **\$232,700.00**

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the City's General Fund to the BCF on behalf of the program. This funding is to support transactions related to the operations of the program. The Baltimore Development Corporation previously administered the program, but as of July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the program. As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, BCF was selected to serve as the fiscal agent for the program.

The funds will be dispersed by BCF to provide:

- i. Each designated 501(c)3 organization on a quarterly basis, following the receipt and review of a quarterly report which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2020 and ends on June 30, 2021.
- ii. Payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program.
- iii. Staffing, web-hosting, Main Street district training and technical assistance services.

AGENDA

BOARD OF ESTIMATES

7/29/2020

Mayor's Office of Minority and - cont'd
Women-Owned Business Development

The funding was previously transferred to BCF, as fiscal agent for the program, for fiscal years 2018, 2019 and 2020. The Mayor's Office of Women-Owned Business Development now wishes to transfer funds to the BCF to serve as fiscal agent for the Program for fiscal year 2021.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

7/29/2020

Department of Public Works - Emergency Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Emergency Professional Services Agreement with Hazen and Sawyer under Emergency Professional Services. The period of the agreement is effective upon Board approval through December 31, 2020 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$ 70,000.00	-	2070-000000-5501-393189-603026
70,000.00	-	2070-000000-5501-396889-603026
<u>60,000.00</u>	-	2071-000000-5521-608689-603026
\$200,000.00		

BACKGROUND/EXPLANATION:

The Office of Pollution, Department of Public Works has requested the Board to approve the Emergency Agreement with Hazen and Sawyer to operate the water and wastewater plants in response to any emergency related to COVID-19 pandemic. The Department operates and maintains Baltimore's water filtration plants, wastewater treatment plants and respective pumping stations and it is essential to continue the operations amidst the ongoing and rapidly evolving COVID-19 pandemic. If staffing is reduced to levels that threaten ongoing operations, support from the Consultant will be utilized to run the facilities by their staff with requisite operational or maintenance knowledge.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON APRIL 7, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

CITY COUNCIL BILL:

20-0529 - An Ordinance concerning Property Tax - In Rem Foreclosure and Sale - Vacant and Abandoned Property for the purpose of requiring the Director of Finance to withhold from tax sale certain real property designated by the Board of Estimates for foreclosure and sale under a certain process; authorizing the Mayor and City Council acting by and through the Department of Housing and Community Development to initiate an in rem foreclosure and sale of certain real property for delinquent taxes; authorizing the Mayor and City Council to enact certain laws authorizing in rem foreclosure and sale of certain real property; authorizing the Mayor and City Council acting by and through the Department of Housing and Community Development to commence an in rem foreclosure action; prohibiting commencing an in rem foreclosure action until tax on real property has been delinquent for a certain period and the right to appeal a certain notice has tolled; requiring certain taxes to be included in the foreclosure action; requiring any foreclosure action under this subtitle be filed in the Circuit Court for Baltimore City and that notice and a copy of the complaint be sent to each interested party within a certain period of time and in a certain manner; requiring the complaint for an in rem foreclosure to include certain information; allowing the complaint for an in rem foreclosure to be amended for certain purposes; providing that an interested party has a certain right to cure certain delinquent taxes and liens on the real property under certain circumstances; requiring a hearing on the in rem foreclosure complaint to be conducted at a certain time; providing that an interested party has the right to be heard at the hearing; requiring the court to enter a certain judgment on a certain finding; requiring the judgment to be recorded in certain land records; providing that title acquired in a certain foreclosure proceeding shall be a certain absolute or fee simple title except under

AGENDA

BOARD OF ESTIMATES

7/29/2020

CITY COUNCIL BILL 20-0529 - cont'd

certain circumstances; providing that a judgment in an action under this subtitle is binding and conclusive, regardless of legal disability, on certain persons; defining certain terms; providing for a special effective date; and generally relating to in rem foreclosure and sale of tax delinquent vacant and abandoned property.

THE DEPARTMENT OF PLANNING HAS NO OBJECTION AND DEFERS TO THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AND THE DEPARTMENT OF FINANCE.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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

- | | | |
|--|----------------|---------|
| 1. DHILLON ENGINEERING,
INC. | \$1,000,000.00 | Renewal |
| Contract No. B50004532 - Unidirectional Flushing and Leak Detection Services - Department of Public Works - Water and Wastewater - P.O. No.: P536241 | | |

On July 13, 2016, the Board approved the initial award in the amount of \$1,132,000.00. The award contained three renewal options. Two renewals have been exercised. This final renewal in the amount of \$1,000,000.00 will provide continuation of unidirectional flushing of water mains 16 inches or less in diameter and leak detection to ensure quality water in various residential areas. The period of the renewal is July 13, 2020 through July 12, 2021.

MBE/WBE PARTICIPATION:

On February 9, 2016, MWBOO set goals of 2% MBE and 0% WBE. On July 14, 2020, Dhillon Engineering, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Min Engineering	2%	\$62,409.40	2.13%

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 14, 2020.

- | | | |
|---|----------------|---------|
| 2. ABACUS CORPORATION | \$4,825,000.00 | Renewal |
| Contract No. B50004963 - Unarmed Uniformed Security Guard Services - Citywide - P.O. No.: P539839 | | |

On June 21, 2017, the Board approved the initial award in the amount of \$4,000,000.00. The award contained five renewal options. Subsequent actions have been approved. This third renewal in the amount of \$4,825,000.00 is for the period July

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

1, 2020 through June 30, 2021, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 20, 2017, MWBOO set goals of 11% MBE and 2% WBE. On December 8, 2017, MWBOO approved a waiver of the WBE goals. On July 10, 2020, Abacus Corporation was found in compliance.

	<u>Commitment</u>	<u>Paid to Date</u>	
MBE: Aasim Security Agency	11%	\$440,000.00	\$2,426,306.80 17.30%

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 10, 2020.

- 3. PATUXENT MATERIALS, INC. \$ 400,000.00 Renewal
Contract No. B50004682 - Furnish and Deliver Various Soil and Sand Products - Department of Public Works - P.O. No. P536976

On September 21, 2016, the Board approved the initial award in the amount of \$206,679.00. The award contained four renewal options. Subsequent actions have been approved and three renewal options have been exercised. This final renewal in the amount of \$400,000.00 is for the period September 21, 2020 through September 20, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 6, 2016.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

4. KLEIN'S TOWER PLAZA INC.	\$ 10,000.00	Renewal
Contract No. B50004724 - STD Medications - Health Department - P.O. No.: P537170		

On October 5, 2016, the Board approved the initial award in the amount of \$52,320.00. The award contained two renewal options. On July 17, 2019, the Board approved the first renewal in the amount of \$62,000.00. This final renewal in the amount of \$10,000.00 is for the period October 1, 2020 through September 30, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial request was below the MWBOO threshold of \$50,000.00. This is an informal bid.

5. DUII HOLDINGS, LLC	\$571,184.98	Non-competitive/ Procurement/Renewal
Contract No. 08000 - LIMS Laboratory Information Management System - Baltimore Police Department - P.O. No.: P546477		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On October 18, 2017, the Board approved the initial award in the amount of \$559,985.27. The award contained two 2-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$571,184.98 is for the period August 17, 2020 through August 16, 2022, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

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

MBE/WBE PARTICIPATION:

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

6. REGIONAL PEST MANAGEMENT

J.C. EHRLICH

\$ 0.00	Renewal
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Contract No. B50005113 - Integrated Pest Control and Management - Department of General Services and others - P.O. Nos.: P541952 and P541953

On December 13, 2017, the Board approved the initial award in the amount of \$1,000,000.00. The award contained three 1-year renewal options. This first renewal in the amount of \$0.00 is for the period December 15, 2019 through December 14, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On July 13, 2020 MWBOO found both vendors in compliance.

Regional Pest Management

	<u>Commitment</u>	<u>Performed</u>	
MBE: Mohegan Pest Control	27%	\$23,758.20	2.37%

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 14, 2020.

J.C. Ehrlich t/a Target Specialty Products

	<u>Commitment</u>	<u>Performed</u>	
MBE: Solomon's Termite Pest Control	27%	\$17,302.50	6.40%

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 13, 2020.

The Vendors made a good faith effort to meet the goal. However, it has been determined that the method by which the City issues work prevents the Vendors from planning and maximizing the use of the MBE. The prime complied with ensuring inclusion of its subcontractor when distribution of work from the City was issued. However, there was still a limited amount of work performed, which led to shortage of goals. MWBOO met with the agency and discussed the disparity and provided a Post-Review Recommendation.

- 7. ABBOTT INFORMATICS Non-competitive
CORPORATION d/b/a Procurement/Ratification
STARLIMS CORPORATION \$ 0.00 and Renewal
Contract No. 08000 - STAR Laboratory Information Management
System - Health Department - P.O. No.: P535998

This request meets the condition that there is no advantage in seeking competitive responses.

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On June 29, 2016, the Board approved the initial award in the amount of \$210,207.52. The award contained four renewal options. Subsequent actions have been approved and three renewal options have been exercised. This fourth renewal in the amount of \$0.00 will allow for the continuation of the STAR Laboratory Information Management System software subscription.

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

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. This proprietary software is only available from the Vendor and is not available from subcontractors.

8.	S&M PROFESSIONAL	\$ 3,960.00	Ratification
	CLEANING SERVICES,	<u>3,960.00</u>	and Renewal
	LLC	\$ 7,920.00	

Contract No. B50004940 - Janitorial Services for the Dawson Safe Haven Center - Department of Housing and Community Development - Ombudsman - P.O. No.: P538929

On March 24, 2017, the Board approved the initial award in the amount of \$7,920.00 to provide janitorial services to the Dawson Safe Haven Center. Subsequent actions have been approved. The Board is requested to ratify spending resulting

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

from the agency's continuous use of the Vendor. The period of the ratification is April 1, 2020 through July 31, 2020. The Board is also requested to approve the third and final renewal option for the period August 1, 2020 through March 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

It was determined that no goals would be set because of no opportunity to segment the contract.

9. S&M PROFESSIONAL	\$ 3,960.00	Ratification
CLEANING SERVICES,	3,960.00	and Renewal
LLC	<u>\$ 7,920.00</u>	

Contract No. B50004945 - Janitorial Services for 1135 N. Gilmore Street - Department of Housing and Community Development3 - Ombudsman - P.O. No.: P538930

On March 24, 2017, the Board approved the initial award in the amount of \$7,920.00 to provide janitorial services to the Dawson Safe Haven Center. Subsequent actions have been approved. The Board is requested to ratify spending resulting from the agency's continuous use of the Vendor. The period of the ratification is April 1, 2020 through July 31, 2020. The Board is also requested to approve the third and final renewal option for the period August 1, 2020 through March 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

It was determined that no goals would be set because of no opportunity to segment the contract.

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement - cont'd

10. MJ MANAGEMENT	\$141,087.00	Ratification
SERVICES,	<u>423,261.00</u>	and Renewal
LLC	<u>\$564,348.00</u>	

Contract No. B50004360 - Management Services for the Eating Together in Baltimore Program - P.O. No.: P534410

On January 27, 2016, the Board approved the initial award in the amount of \$1,977,144.00. Subsequent actions have been approved. The Board is requested to ratify spending resulting from the agency's continuous use of the Vendor. The period of the ratification is April 1, 2020 through July 31, 2020. The Board is also requested to approve the final renewal option for the period August 1, 2020 through February 28, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

	<u>Commitment</u>	<u>Performed/Paid to Date</u>
MBE: King, King & Associates, PA	3.00%	\$67,315.00 (3.15%)
WBE: Curry Printing and Copy Center	0.55%	\$11,762.83 (0.55%)
Sue-Ann's Office Supply, Inc.	0.45%	\$10,449.47 (0.48%)
Jodi M. Stappler, CPA		
Britts Industries, Inc.		

On March 5, 2019, MWBOO approved the substitution of Jodi M. Stappler, CPA and Britt's Industries, Inc., with Sue-Ann's Office Supply and Curry Printing and Copy Center.

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 2, 2020.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

11. KERSHNER ENVIRONMENTAL TECHNOLOGIES, LLC	\$100,000.00	Renewal
Contract No. 08000 - Furnish and Deliver Chlorination and De-Chlorination Parts - Department of Public Works, Bureau of Water & Wastewater - PO No. P536975		

On September 14, 2016, the Board approved the initial award for the amount of \$400,000.00 on a sole source basis. On October 3, 2018, the Board approved the first renewal for the amount of \$200,000.00. On September 25, 2019, the Board approved the second renewal at no cost. The Board is requested to approve the third and final renewal option for the amount of \$100,000.00. This renewal will make the total contract amount \$700,000.00.

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

MBE/WBE PARTICIPATION:

Not applicable. This contract meets the requirement for certification as a sole source procurement as these proprietary parts and services are only available from the vendor and are not available from subcontractors.

12. SECURITY EQUIPMENT CO.	\$ 40,000.00	Selected Source
Contract No. 06000 - OEM Stihl Parts, Service and Equipment - Department of Transportation - Req. No. R851428		

This request meets the condition that there is no advantage in seeking competitive responses.

AGENDA

BOARD OF ESTIMATES

7/29/2020

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 - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

Vendors were solicited by posting on CitiBuy and B50006080 was opened on June 11, 2020. No bids were received. The award is recommended to the Vendor that submitted a quote after bid closing, which was found to be fair and reasonable. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This award is below MWBOO subcontracting threshold of \$50,000.00.

13. <u>DAS SOLUTIONS, LLC</u>	<u>\$ 55,609.42</u>	<u>Increase</u>
Contract No. 08000 - OEM Parts & Service-Shimpo - Department of Public Works - P.O. No. P551536		

On June 10, 2020, the Board approved the initial award for the amount of \$45,000.00 on a sole source basis. The Board is requested to approve the first increase for the amount of \$455,609.42 so additional components can be repaired/replaced. This increase will make the total contract amount \$100,609.42. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a sole source contract.

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

14. HERTRICH FLEET SERVICES INC.	\$ 39,017.00	Sole Bid
Contract No. B50006026 - Full Size Hybrid SUV with Lift Gate - Department of General Services, Fleet Management - Req. No. R841228		

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on April 3, 2020, and was found to be fair and reasonable. This award is recommended to be made to the responsible bidder for the purchase of one full size SUV with lift gate. 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.

15. ANNE ARUNDEL VETERINARY HOSPITAL, INC.	\$ 37,174.00	Sole Bid
Contract No. B50006088 - K9 Vet and Hospital Care - Baltimore Police Department - P.O. No. R855880		

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on July 6, 2020, and was found to be fair and reasonable. This award is recommended to be made to the responsible bidder. The above requirement is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The award is below the MWBOO subcontracting threshold of \$50,000.00.

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

16. KEYSTONE PRECISION INSTRUMENTS Item #5

EVIDENT, INC.	Items #1, 2, 3, 6, 9, 10, 11, 12, 15, 18 &19	
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LYNN PEAVEY COMPANY	Items #4, 7, 8, 13, 14, 16 & 17	
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	\$ 45,506.82	Low Bids
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Contract No. B50006077 - Crime Scene Supplies - Baltimore Police Department - Req. No. R853018

Vendors were solicited by posting on CitiBuy. The five bids received were opened on June 2, 2020. This award is recommended to be made to the responsible bidder. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The award is under the MWBOO threshold of \$50,000.00.

17. ACCENTURE, LLP	\$ 0.00	Correction and Assignment Agreement
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City and County of Denver Contract No. TECHS-201523139 - Enterprise Resource Planning Project - Finance, Department of Human Resources, Baltimore City Information and Technology - P.O. No.: P548265

The Board is requested to approve and authorize a correction and an Assignment Agreement with Accenture, LLP. The contract expires on December 31, 2021.

On June 12, 2019. The Board approved an award and executed a Master Service Agreement for Enterprise Resource Planning to Sierra-Cedar, Inc. in the amount of \$7,293,160.00. Subsequent

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

actions have been approved. On March 4, 2020, the Board approved an Assignment from Sierra-Cedar, Inc. to WDSFMS Services, LLC. Now WDSFMS Services, LLC is requesting Assignment of the above contract. The previously approved action dated March 18, 2020 stated an increase in the amount of \$1,415,164.00. The correction is for the actual amount of the increase, which was \$2,206,840.00.

MBE/WBE PARTICIPATION:

N/A

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

- | | | |
|---|-----------------------|-----------------|
| 18. <u>FASTENAL COMPANY</u> | <u>\$1,000,000.00</u> | <u>Increase</u> |
| National Intergovernmental Purchasing Alliance (National IPA) Contract No. 141003 - Maintenance, Repair and Operations (MRO) Supplies, Parts, Equipment, Materials and Related Services - Citywide - PO No. P540371 | | |

On July 19, 2017, the Board approved the initial award for the amount of \$1,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of \$1,000,000.00 is necessary to continue to supply MRO supplies to agencies citywide. This increase will make the award amount \$3,875,000.00. The contract expires on December 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

This contract is a cooperative inter-local contract agreement between the City of Tucson and NIPA. The goals established for the contract are voluntary as there is no binding language in the agreement with specific Baltimore City MBE/WBE goals. The

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

City has not established guidelines for enforcing MBE/WBE goals when joining a cooperative agreement from another jurisdiction. The Vendor agreed to the goals, however, it is the opinion of this office that a "good faith effort" is all the City can expect when the contract was not bid and priced to meet the specific MBE/WBE goals. For the aforementioned reasons, MWBOO cannot determine compliance.

- | | | |
|--|---------------------|---------------------|
| 19. <u>BIBLIOTHECA ITG, LLC</u> | <u>\$ 51,640.00</u> | <u>Ratification</u> |
| <u>Contract No. 06000 - Bibliotheca Service and Maintenance - Enoch Pratt Free Library - P.O. No.: R850860</u> | | |

This requested action for a ratification of funds is required to make payment for Bibliotheca software maintenance, which provides tagging and inventory control. Bibliotheca service and maintenance continued beyond the expiration of the previous contract. This approval will allow for the continued service and maintenance of equipment through the remainder of the year and until a new contract is created. The ratification is for the period January 1, 2020 through July 28, 2020. The period of the renewal is July 29, 2020 through December 31, 2020.

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

MBE/WBE PARTICIPATION:

Not applicable.

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

20. TIMECLOCKS PLUS, LLC	\$644,000.00	Non-competitive/ Procurement/Cooperative Agreement
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National Cooperative Purchasing Alliance Contract 11-27 - Integrated Cloud Payroll, Human Resources, Time & Labor Management and Employee Scheduling Technology Solutions and Services - Bureau of Procurement - Req. No.: R859109

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Board is requested to approve and authorize execution of a Cooperative Agreement with Timeclocks Plus, LL. The period of the agreement is August 1, 2020 through April 30, 2021, with renewal options.

The City of Baltimore recently approved the Timeclock Plus v7 Workday Integration Project in support of its strategic plan to improve the timeliness and accuracy of the City of Baltimore timekeeping operations. The Vendor will provide the license of the System for TCP to implement the System in order to provide the City with automated collection, and for interfacing with designated third-party payroll packages.

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

AGENDA

BOARD OF ESTIMATES

7/29/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the Vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

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

21. BANC OF AMERICA PUBLIC CAPITAL CORP.	\$ 0.00	Master Equipment Lease/Purchase Agreement
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Contract No. 06000 - Master Lease Agreement Program - Department of Finance - Req. No.: To be determined

The Board is requested to approve and authorize execution of a Master Equipment Lease/Purchase Agreement with Banc of America Public Capital Corp. The period of the agreement is July 15, 2020 through July 14, 2021, with extensions at the discretion of the City.

This award establishes a Master Lease Agreement with Banc of America Public Capital Corp. for financing of capital procurements whereby funds are authorized by the Board of Estimates at the time an agency requests to utilize the program. Interest rates are based on the Rate Index Formula on the Term Sheet of the submitted agreement, unless otherwise agreed to between the parties and authorized by the Board of Estimates.

AGENDA

BOARD OF ESTIMATES

7/29/2020

PROPOSAL AND SPECIFICATIONS

1. Department of Recreation & Parks - RP 17820, Gwynn's Falls
Division Maintenance Yard
Renovation and Addition
BIDS TO BE RECV'D: 09/16/2020
BIDS TO BE OPENED: 09/16/2020

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED