

MINUTES

REGULAR MEETING

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

President: "Good morning. The July 11, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order in the efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated July 9, 2018, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

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

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MINUTES

Office of the Labor Commissioner - DGS Fleet Management Division
Gain Sharing Program

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** the Side Letter with the Department of General Services, Fleet Management Division's Gain Sharing Program and the Managerial and Professional Society of Baltimore, Inc. (MAPS), the City Union of Baltimore Local 800 (CUB), AFSCME COUNCIL 67 and Local 44 (Local 44), and the City.

AMOUNT OF MONEY AND SOURCE:

2030-000000-1890-189500-601058

BACKGROUND/EXPLANATION:

The parties have met to establish a Gain Sharing program for the Fleet Management Division. The Gain Sharing program will allow employees to share in operational savings created by improved efficiency using a shared savings model. The general gain sharing model, financial metrics, key performance indicators, and initial gain sharing payment process have been mutually agreed upon by the City and the Unions. The parties have also agreed to meet regularly to review the program's progress and to address issues as they arise.

UPON MOTION duly made and seconded, the Board **NOTED** the Side Letter between the Department of General Services, Fleet Management Division's Gain Sharing Program and the Managerial and Professional Society of Baltimore, Inc., the City Union of Baltimore Local 800, AFSCME COUNCIL 67 and Local 44, and the City.

MINUTES

Department of Planning - Maryland Environmental Service

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Maryland Environmental Service (MES). The period of the Agreement is effective upon Board approval until November 30, 2018 unless terminated earlier by either party.

AMOUNT OF MONEY AND SOURCE:

\$53,216.51 - 4000-420518-1875-187400-603026

BACKGROUND/EXPLANATION:

The purpose of the Intergovernmental Agreement for services is to provide the City with support services aimed at updating the City's Hazard Mitigation Plan. The MES will use their experience and expertise to direct the work of a team of engineers and planners for the compliance-related components of the plan update. Their duties will include contract management and high-level oversight. The Federal Emergency Management Agency requires that municipalities update their plans every five years. Baltimore's plan, which expires in November 2018, must be submitted by August 2018 in order to complete regulatory requirements.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Maryland Environmental Service.

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

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

Chasney and Company, Inc.	\$1,500,000.00
Ribeiro Construction Co., Inc.	\$8,000,000.00

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
Atkins North America, Inc.	Engineer
Faisant Associates, Inc.	Engineer
iDesign Engineering, Inc.	Engineer

There being no objections the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

MINUTES

Circuit Court for Baltimore City - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Consultant Agreement with Mr. Andre Cherry. Mr. Cherry will serve as the Fiscal Administrator for the Circuit Court for Baltimore City. The period of the Agreement will commence immediately upon the Board of approval and will terminate one year thereafter, with an option to renew this agreement for one additional year term.

AMOUNT OF MONEY AND SOURCE:

\$107,100.00 - 1001-000000-1100-109501-603026

BACKGROUND/EXPLANATION:

The Fiscal Administrator manages the Circuit Court's general fund appropriation and grants on a daily basis to ensure fiscal accuracy and proper reporting. Under the direction of the Administrative Judge, this position is the first point of contact on all fiscal matters related to the Circuit Court's general fund appropriations and grants received from external organizations.

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

UPON MOTION duly made and seconded, the Board approved the Consultant Agreement with Mr. Andre Cherry.

MINUTES

Enoch Pratt Free Library - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Janie Hewlett.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Winston Walters	5
Poonam Mukherjee	5
Kennard Hopkins	5
Philip Ervin	5
Lorraine Godfrey	5
Eva Slezak	5
Eric Thornton	5
Alprescia Rivers	5
Cynthia Jones	5
Marsha Butler	5
Norman Forrest	3
Henry Santiago	2
Total:	55

Ms. Hewlett is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Hewlett to remain in pay status and maintain her health coverage.

The Department is requesting a total of 55 days due to the aforementioned employee's extensive medical circumstances. Employees have generously donated an additional 25 days to keep the employee in pay status during her recovery. The additional donated days will assist in our retention efforts for this valued employee. The Labor Commissioner has approved this request for 55 days.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

MINUTES

Enoch Pratt Free Library - cont'd

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to Ms. Janie Hewlett.

MINUTESDepartment of Law - TRANSFER OF LIFE-TO-DATE
SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Brenda Braxton.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Jeffrie Thomas	5
Cassandra Oliver	1
Frances Spears	<u>4</u>
Total:	10

Ms. Braxton is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Braxton to remain in pay status and maintain her health coverage.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

UPON MOTION duly made and seconded, the Board approved the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Brenda Braxton.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. A.G. Investments, LLC	2516 E. Biddle Street	G/R \$72.00	\$ 660.00
2. Harlem Park Neigh- borhood Council, Inc.	600 N. Carey Street	F/S	\$108,900.00
3. Barbara Wallach	2037 Ellsworth Street	G/R \$30.00	\$ 250.00
4. Darlene Kindell Byrd aka Darlene Whitley	2041 Ellsworth Street	L/H	\$ 21,800.00
5. Reservoir Hill LTD Partnership IX	732 N. Gilmor Street	F/S	\$ 98,410.00
6. Reservoir Hill LTD Partnership IX	734 N. Gilmor Street	F/S	\$ 99,000.00
7. Happy Properties, LLC	1200 Mosher Street	G/R \$90.00	\$ 750.00
8. Reservoir Hill LTD Partnership IX	1214 Mosher Street	L/H	\$ 46,958.00
9. M&E Investments, LLC	1214 Mosher Street	G/R \$65.00	\$ 596.00
10. Martin Francois	1340 Mosher Street 1342 Mosher Street	F/S	\$ 30,000.00

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
11. Dana Green	1716 N. Port Street	L/H	\$ 21,000.00
12. Wallace Greene	1730 N. Port Street	F/S	\$ 21,000.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.			
13. Mark T. Willen, Personal Representa- tive of the Estate of Norman I. Mullins	1016 N. Carrollton Avenue	G/R \$70.00	\$ 583.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 16 Demo Project.			
14. Mark A. Reed, Trustee of the Mark A. Reed Second Amended and Restated Declaration of Trust dated Dec. 7, 2016	2531 Emerson Street 2533 Emerson Street	L/H	\$ 59,460.00
15. Ground Rents LLC	2203 Henneman Avenue	G/R \$30.00	\$ 275.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Project.			
16. Cynthia Jefferson and James Grant as Tenants in Common	2713 Fenwick Avenue	F/S	\$ 19,500.00

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
17. Antwon Lemon	2725 Hugo Avenue	F/S	\$ 21,450.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 th Street Project.			
18. Mercedes Kent	3100 Woodland Avenue	L/H	\$ 7,250.00
19. Everel Watson	3127 Woodland Avenue	F/S	\$ 9,000.00
20. Desiree Farrell	3023 Woodland Avenue	L/H	\$ 54,250.00
21. Tri-Way Management, Inc.	3025 Woodland Avenue	F/S	\$ 60,000.00
Funds are available in account no. 9910-903183-9588-900000-704040.			
22. Turf, LLC	305 N. Arlington Avenue	G/R \$60.00	\$ 550.00
23. Braverman Trustees	313 N. Arlington Avenue	G/R Avenue	\$ 171.00 \$18.75
24. Lightfoot Ground Rents, LLC	1052 W. Saratoga Street	G/R \$25.00	\$ 167.00
Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amounts.			
25. Demery J. Epps	2526 E. Biddle Street	L/H	\$19,480.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.			
26. Move Upton, LLC	832 Edmondson Avenue	L/H	\$ 2,040.00
Funds are available in account no. 9910-908044-9588-900000-704040, Upton West project			
27. Kevin Davenport	1600 W. Fayette Street	F/S	\$36,000.00
28. Ernestine Westbrook	726 N. Gilmor Street	F/S	\$22,500.00
29. S. Goldberg Properties, LLC	1208 Mosher Street	G/R \$65.00	\$ 596.00
30. Jamie Herrera Jimenez	1216 Mosher Street	L/H	\$ 9,600.00
31. Paradigm Group, LLC	1125-1127 Riggs Avenue	F/S	\$40,000.00

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
Department of Housing and Community Development (DHCD) - <u>Condemnations</u>			
32. Rent Man Limited	331 Stinson Street	L/H	\$10,666.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.			
33. T&T Investment Properties, LLC	3020 Woodland Avenue	L/H	\$25,000.00
34. Enid K. Lam	3037 Woodland Avenue	L/H	\$ 6,400.00
35. Kevin and Emma Warren	3123 Woodland Avenue	L/H	\$14,500.00
36. Trudo Thompson	3125 Woodland Avenue	L/H	\$34,425.00
37. Forrest L. Dotson and Mary M. Dotson	3129 Woodland Avenue	L/H	\$24,200.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
38. T&T Investment Properties, LLC	2700 Hugo Avenue	F/S	\$78,000.00
Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28 th Street Project.			

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnation or Redemption</u>			
39. Rose P. Silberman	549 Laurens Street	G/R \$65.00	\$ 1,083.33

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

40. Charles E. Goldberg, Nathan Sirkin, and Sidney H. Sirkin	1830 Division Street	Sub G/R \$90.00	\$ 1,500.00
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Funds are available in account no. 9910-908044-9588-900000-704040, General Acquisitions.

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

41. Turf, LLC	3113 Woodland Avenue	G/R \$84.00	\$ 770.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Acquisition/Project.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Options, Condemnations, and Condemnation or Redemption.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 1905 W. Fayette Street (Block 0192, Lot 036) by gift from Mr. Rodney Coleman, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agreed to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the properties located at 1905 W. Fayette Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through June 29, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd1905 W. Fayette Street

Tax Sale Cert #308561	05/16/2016	\$15,242.28
Real Property Taxes	2017-2018	163.76
Real Property Taxes	2016-2017	Inc. in TS
Real Property Taxes	2015-2016	Inc. in TS
Real Property Taxes	2014-2015	Inc. in TS
Real Property Taxes	2013-2014	Inc. in TS
Real Property Taxes	2012-2013	Inc. in TS
Real Property Taxes	2011-2012	Inc. in TS
Miscellaneous Bill	#6545297	Inc. in TS
Miscellaneous Bill	#6557904	Inc. in TS
Miscellaneous Bill	#6592620	Inc. in TS
Miscellaneous Bill	#6730238	Inc. in TS
Miscellaneous Bill	#6754568	Inc. in TS
Miscellaneous Bill	#6915656	Inc. in TS
Miscellaneous Bill	#6917546	Inc. in TS
Miscellaneous Bill	#6937650	Inc. in TS
Miscellaneous Bill	#6972822	Inc. in TS
Miscellaneous Bill	#7312101	Inc. in TS
Additional Miscellaneous Bill	#7352008	155.84
Additional Miscellaneous Bill	#7370609	232.63
Additional Miscellaneous Bill	#7635030	239.09
Additional Miscellaneous Bill	#7729460	223.70
Additional Miscellaneous Bill	#7956931	224.11
Additional Miscellaneous Bill	#7973902	209.40
Additional Miscellaneous Bill	#8097529	210.40
Additional Miscellaneous Bill	#8130494	158.48
Additional Miscellaneous Bill	#8297277	186.40
Additional Miscellaneous Bill	#8484560	233.51
Environmental Bill	#54779384	1,500.00
Property Registration	#513233	1,450.80
Total Taxes Owed:		\$20,430.40

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1905 W. Fayette Street (Block 0192, Lot 036) by gift from Mr. Rodney Coleman, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1835 Wilhelm Street (Block 0275, Lot 119) by gift from Mr. Keith Erickson, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agreed to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 1835 Wilhelm Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 11, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd1835 Wilhelm Street

Tax Sale Cert# 314472	05/16/2016	\$4,401.99
Real Property Tax	2017/2018	136.48
Miscellaneous	8086183	210.40
Miscellaneous	8211443	244.90
Miscellaneous	8480287	227.64
Registration	831412	<u>405.60</u>
Total Taxes Owed:		\$5,627.01

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1835 Wilhelm Street (Block 0275, Lot 119) by gift from Mr. Keith Erickson, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1604 N. Washington Street (Block 1468, Lot 053) by gift from Mr. Jamal Morant, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agreed to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 1604 N. Washington Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through April 17, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd

1604 N. Washington Street

Real Property Tax	2017-2018	\$ 86.00
Tax Sale 314256	2015-2016	8,602.57
Real Property Tax	2016-2017	Included In Tax Sale
Real Property Tax	2015-2016	Included In Tax Sale
Real Property Tax	2014-2015	Included In Tax Sale
Real Property Tax	2013-2014	Included In Tax Sale
Real Property Tax	2012-2013	Included In Tax Sale
Real Property Tax	2011-2012	Included In Tax Sale
Real Property Tax	2010-2011	Included In Tax Sale
Real Property Tax	2009-2010	Included In Tax Sale
Miscellaneous	#6012074	Included In Tax Sale
Miscellaneous	#6023600	Included In Tax Sale
Miscellaneous	#6049183	Included In Tax Sale
Miscellaneous	#6069272	Included In Tax Sale
Miscellaneous	#6326748	Included In Tax Sale
Miscellaneous	#6568935	Included In Tax Sale
Miscellaneous	#6686950	Included In Tax Sale
Miscellaneous	#6761415	Included In Tax Sale
Miscellaneous	#6927818	Included In Tax Sale
Miscellaneous	#7813785	Included In Tax Sale
Miscellaneous	ENV CIT #50709880	<u>300.00</u>
Total Taxes Owed:		\$8,988.57

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1604 N. Washington Street (Block 1468, Lot 053) by gift from Mr. Jamal Morant, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1825 Rayner Avenue (Block 0096, Lot 084) by gift from Mr. Charles Campbell, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agreed to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 1825 Rayner Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 30, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd

1825 Rayner Avenue

Tax Sale Cert.	313041	\$9,661.58
Real Property Tax	2017-2018	81.84
Real Property Tax	2016-2017	Included in Tax Sale
Real Property Tax	2015-2016	Included in Tax Sale
Real Property Tax	2014-2015	Included in Tax Sale
Real Property Tax	2013-2014	Included in Tax Sale
Miscellaneous	6090575	Included in Tax Sale
Miscellaneous	6393631	Included in Tax Sale
Miscellaneous	6764260	Included in Tax Sale
Miscellaneous	6895882	Included in Tax Sale
Miscellaneous	7109812	Included in Tax Sale
Miscellaneous	7328495	Included in Tax Sale
Miscellaneous	7430564	Included in Tax Sale
Miscellaneous	7626039	Included in Tax Sale
Miscellaneous	7637176	Included in Tax Sale
Miscellaneous	7676299	Included in Tax Sale
Miscellaneous	7899503	Included in Tax Sale
Miscellaneous	8202707	247.23
Miscellaneous	8296246	253.67
Miscellaneous	8464158	132.65
Environmental	52753324	1500.00
Registration	814425	2054.70
Total Taxes Owed:		\$13,931.67

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1825 Rayner Avenue (Block 0096, Lot 084) by gift from Mr. Charles Campbell, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 322 S. Woodyear Street (Block 0005, Lot 019) by gift from Ms. Karen S. Weaver, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agreed to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property located at 322 S. Woodyear Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through June 17, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd322 S. Woodyear Street

Tax sale Cert #314750	05/16/2017	\$7,865.45
Real Property Taxes	2017-2018	136.48
Real Property Taxes	2016-2017	Inc. in TS
Real Property Taxes	2015-2016	Inc. in TS
Real Property Taxes	2014-2015	Inc. in TS
Real Property Taxes	2013-2014	Inc. in TS
Miscellaneous Bill	#8069684	Inc. in TS
Miscellaneous Bill	#8343105	Inc. in TS
Miscellaneous Bill	#8374720	Inc. in TS
Miscellaneous Bill	#8527343	Inc. in TS
Environmental Bill	#55014955	1,500.00
Property Registration	#434540	362.00
Total Taxes Owed:		\$9,863.93

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 322 S. Woodyear Street (Block 0005, Lot 019) by gift from Ms. Karen S. Weaver, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Revenue Acceptance
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the revenue from the Department of Energy's Solar in Your Community Challenge from The SunShot Office at the Department of Energy (DOE) Office of Energy Efficiency and Renewable Energy (EERE) and SUNY Polytechnic Institute. The period for the Challenge ends October 18, 2018.

AMOUNT OF MONEY AND SOURCE:

\$60,000.00 - 5000-594118-5971-439500-603051

BACKGROUND/EXPLANATION:

The SunShot Office at the Department of Energy (DOE), Office of Energy Efficiency and Renewable Energy (EERE) and SUNY Polytechnic Institute are providing up to \$60,000.00 to the City of Baltimore, as a team chosen to participate in their "Solar In Your Community Challenge". The "Baltimore Shines" team was admitted to the Challenge with seed funds of \$15,000.00. The "Baltimore Shines" team is eligible to receive up to a total of \$60,000.00 of funds over the course of the Challenge, if and when certain milestones are met by the team and the project.

Baltimore Shines will help low-income residents of Baltimore access solar energy through either rooftop installations, or community solar projects. Baltimore Shines builds off of the Baltimore Energy Initiative and Baltimore Energy Challenge (Civic Works), which has been assisting low-income residents through low tier energy saving product installations, weatherization, and education since 2009. Since 2009, over 9,800 units in the City of Baltimore, with incomes of less than 200% of Federal Poverty level, have been weatherized. In 2015, the City of Baltimore launched a small pilot to provide solar installations on ten low-income households in a neighborhood east of Johns Hopkins Hospital. In 2016, the City, in partnership with several non-profit organizations and local universities, launched a larger solar

MINUTES

Department of Housing and - cont'd
Community Development

pilot targeting 33 homes that had previously been weatherized and had received in-home education services through the Baltimore Energy Initiative and Baltimore Energy Challenge. Both of these low-income solar pilot programs provided insights into the barriers preventing low-income solar access, and identified logistical components for creating a long-term sustainable financing model that provides low-income residents equitable access to solar energy.

The new program, Baltimore Shines, will help low-income residents of Baltimore access solar energy through either rooftop installations, or community solar projects. Baltimore Shines utilizes the City of Baltimore and Maryland Clean Energy Center's expertise and successes, which has been assisting low-income residents through low tier energy saving product installations, weatherization, and education since 2009, to create a new market and attract new capital. The Department believed it is poised to succeed, and to scale the project due to market demand, and the creation of a new financing option to meet the demand. Baltimore Shines has five main goals:

1. create and demonstrate a low-income financing structure that is replicable,
2. provide solar energy to 1,000 homes – all of which are 100% low-income,
3. replicate and expand throughout Baltimore and the State of Maryland,
4. reduce energy costs for low-income residents, and
5. develop new solar job training and placement opportunities.

Baltimore Shines will reach these goals through a program outline that uses the City of Baltimore and its Baltimore Energy Challenge program to focus on education and outreach, targeting the 9,800 households that have received weatherization since 2009.

MINUTES

Department of Housing and - cont'd
Community Development

The performance period for the Challenge started May 1, 2017. The Baltimore Shines team has been actively participating in the Challenge and working toward milestones of the Challenge since April 2017.

The delay in submitting to the Board is because of misinformation regarding appropriations, the acceptance of these funds and it was unclear if the Challenge would continue under the new Federal administration.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the revenue from the Department of Energy's Solar in Your Community Challenge from The SunShot Office at the Department of Energy Office of Energy Efficiency and Renewable Energy and SUNY Polytechnic Institute.

MINUTES

Department of Housing and - Intergovernmental Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Intergovernmental Agreement with the Housing Authority of Baltimore City (HABC) for 645 Aisquith Street under the Monument East Project.

AMOUNT OF MONEY AND SOURCE:

\$1.00

BACKGROUND/EXPLANATION:

Monument East is an existing 170-unit public housing 19-story high-rise building that serves elderly and non-elderly disabled families (the "Project"). The Project is located in the Empowerment Zone neighborhood of East Baltimore.

The Project will convert its federal subsidy from public housing to long-term Section 8 project-based rental assistance under the Rental Assistance Demonstration ("RAD") by the U.S. Department of Housing and Urban Development.

In connection with the RAD conversion, HABC will transfer the Project and the Property to its instrumentality, Baltimore Affordable Housing Development, Inc. ("BAHD"). The Project will then be acquired by a newly-formed special purpose entity (the "Owner"). HABC, acting through BAHD, will hold an ownership interest, either direct or indirect, in the Owner.

The Community Builders, Inc. will serve as the developer for the Project's rehabilitation following the RAD conversion. The initial financing closing is expected to occur on or before July 15, 2018.

645 Aisquith Street serves as the welcome plaza for the front of the Monument East building. As such, it will be included in the Project.

MINUTES

Department of Housing and - cont'd
Community Development

The City is authorized to dispose of the Property by virtue of Article II, Section 15 of the Baltimore City Charter; Article 13, §2-7 (f) of the Baltimore City Code; and the Oldtown Urban Renewal Plan, original approved by Ordinance No. 760 on April 7, 1970, and subsequent amendments thereto.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER DETERMINED VALUE:

The Waiver Valuation Process determined the value of the Property to be \$9,013.00. The DHCD is selling the property to HABC for less than the price determined by the Waiver Valuation Process because of the following reasons:

- the sale will be to the specific benefit of the immediate Community, and
- the property's condition with regard to infrastructure, utilities, and physical location in relation to the remainder of the Project affect its constructability.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental Agreement with the Housing Authority of Baltimore City for 645 Aisquith Street under the Monument East Project.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ms. Brenda N. Carney, for the sale of the City-owned property located at 1515 E. Lafayette Avenue.

AMOUNT OF MONEY AND SOURCE:

\$6,400.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 1515 E. Lafayette Avenue. The purchase price will be paid to the City at the time of settlement.

Ms. Carney plans to rehabilitate the vacant building for use as a single family rental. The purchase and improvements to the site will be financed through private sources.

The City may dispose of the Property by virtue of the provisions of Article II, Section 15 of the Baltimore City Charter (as amended); and by the Urban Renewal Plan for the Oliver Community, approved by the Mayor and City Council by Ordinance No. 71-1037 dated May 17, 1971 (as amended).

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

Pursuant to the Appraisal Policy of Baltimore City, the Waiver Valuation Process determined that the property located at 1515 E. Lafayette Avenue was valued at \$12,733.00. The property is being sold for \$6,400.00.

MINUTES

DHCD - cont'd

The property will be sold below the Waiver Valuation price for the following reasons:

- the sale will be a specific benefit to the community,
- the sale will aid in the elimination of blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Ms. Brenda N. Carney, for the sale of the City-owned property located at 1515 E. Lafayette Avenue.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Homefree USA, Inc., for the sale of the City-owned properties located at 1050, 1052, 1054, 1058, and 1068 W. Fayette Street.

AMOUNT OF MONEY AND SOURCE:

\$ 3,000.00 - 1050 W. Fayette Street
 3,000.00 - 1052 W. Fayette Street
 3,000.00 - 1054 W. Fayette Street
 3,000.00 - 1058 W. Fayette Street
3,000.00 - 1068 W. Fayette Street
\$15,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 1050, 1052, 1054, 1058, and 1068 W. Fayette Street. The purchase price will be paid to the City at the time of settlement.

The project will involve the complete rehabilitation of five vacant buildings into five single-family homes, which will be sold to homeowners at market-rate. The properties are located in the Poppleton neighborhood. The developer will be using private funds.

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

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

In accordance with the Waiver Valuation Policy, the Department has determined the properties located at 1050, 1052, 1054, 1058, and 1068 W. Fayette Street to be valued at \$4,000.00 each and will be sold for \$3,000.00 each for a total purchase price of \$15,000.00.

MINUTES

DHCD - cont'd

The properties will be sold below the Waiver Valuation price for the following reasons:

- the sale will be a specific benefit to the immediate community,
- the sale will eliminate blight,
- the sale will facilitate owner-occupied home ownership,
- the sale will create jobs during construction, and
- the properties will be returned to the City's tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, approved and authorized execution of the Land Disposition Agreement with Homefree USA, Inc., for the sale of the City-owned properties located at 1050, 1052, 1054, 1058, and 1068 W. Fayette Street.

MINUTES

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with UJIMA Community Transformation Partners, LLC, for the sale of the City-owned properties located at 2202 and 2234 E. Chase Street.

AMOUNT OF MONEY AND SOURCE:

\$1,500.00 - 2202 E. Chase Street
1,500.00 - 2234 E. Chase Street
\$3,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 2202 and 2234 E. Chase Street. The purchase price will be paid to the City of Baltimore at the time of settlement.

The project will involve the complete rehabilitation of the two vacant buildings for use as single-family homes to be sold to homeowners at market rate. The properties are located in the Middle East neighborhood.

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

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

In accordance with the Waiver Valuation Policy, the Department has determined that 2202 and 2234 E. Chase Street to be valued at \$4,500.00 each and will be sold for \$1,500.00 each.

MINUTES

DHCD - cont'd

The properties will be sold below the Waiver Valuation price for the following reasons:

- the sale will be a specific benefit to the immediate community,
- the sale will eliminate blight,
- the properties will be returned to the City's tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with UJIMA Community Transformation Partners, LLC, for the sale of the City-owned properties located at 2202 and 2234 E. Chase Street.

MINUTES

Mayor's Office of Criminal Justice - First Amendment to Agreements

The Board is requested to approve and authorize execution of the First Amendment to Agreements (Amendment) for the Safe Streets Program implementation. The First Amendment to Agreements will extend the period of the Agreements through June 30, 2019.

1. **FAMILY HEALTH CENTERS OF BALTIMORE, INC.** **\$413,917.01**

On September 13, 2017, the Board approved the original agreement with the Family Health Centers of Baltimore, Inc. in the amount of \$284,906.00 to implement the Safe Streets Program and provide services at the Cherry Hill site. The Amendment in the amount of \$413,917.01 increases the total amount to \$698,823.01.

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$825,084.00**

On September 13, 2017, the Board approved the original agreement with the Associated Catholic Charities, Inc. in the amount of \$650,000.00 to implement the Safe Streets Program and provide services at the Sandtown-Winchester site. The Amendment in the amount of \$825,084.00 increases the total amount to \$1,475,084.00.

3. **PARK HEIGHTS RENAISSANCE, INC.** **\$432,646.00**

On November 1, 2017, the Board approved the original agreement with the Park Heights Renaissance, Inc. in the amount of \$201,514.00 to implement the Safe Streets Program and provide services at the Park Heights site. The Amendment in the amount of \$432,646.00 increases the total amount to \$634,160.00.

4. **LIVING CLASSROOMS, INC.** **\$470,849.56**

On October 18, 2017, the Board approved the original agreement with Living Classrooms, Inc. in the amount of \$350,000.00 to

MINUTES

Mayor's Office of Criminal Justice - cont'd

implement the Safe Streets Program and provide services at the McElderry Park site. The Amendment in the amount of \$750,849.56 increases the total amount to \$820,849.56.

Account: 1001-000000-2255-702300-603026

The organizations will continue to focus on what has been shown to be most effective in reducing shootings and homicides in Baltimore, through mediations. The sites will continue to utilize a team of Violence Interrupters to sustain previous efforts to eradicate violence by focusing on the following approach: identifying and detecting potential shooting events, identifying and detecting individuals and groups at highest risk of involvement of shootings or killing, interrupting potential violence by mediating conflicts and preventing retaliation, changing behaviors and norms of those at highest risk of involvement of shooting or killing, using data to inform daily efforts and making necessary changes to interruption strategies.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing First Amendment to Agreements for the Safe Streets Program implementation. The President **ABSTAINED** on item no. 4.

MINUTESSpace Utilization Committee - Communications License Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Communications License Agreement (License Agreement) with New Cingular Wireless PCS LLC, Licensee, for the use of a portion of the tower and storage space located at 501 North Athol Avenue. The period of the License Agreement is effective September 1, 2018 for five years with three renewal terms of five years each.

AMOUNT OF MONEY AND SOURCE:

The annual rent during the initial five-year term will be:

\$38,000.00 - 2018

\$39,520.00 - 2019

\$41,100.00 - 2020

\$44,744.83 - 2021

\$46,232.81 - 2022

BACKGROUND/EXPLANATION:

The Licensor and Licensee entered into a Lease Agreement, which commenced on September 1, 1998 whereby Licensor granted to Licensee the right to use a portion of the tower and property located at 501 North Athol Avenue. The premises are used for cellular telephone communication. The lease was for an initial term of five years with three renewal term of five years each. Therefore, the lease term could either expire on August 31, 2018 or be continued on a year-to-year basis. The rent under the previous Lease Agreement only escalated every five years. New Cingular Wireless PCS expressed preference of a new Agreement. Through the new License Agreement, the City of Baltimore has been able to include our up-to-date terms for these types of uses. The new Agreement will commence on September 1, 2018.

MINUTESSpace Utilization Committee - cont'd

The License Agreement will allow the licensee to modify its equipment at the existing site in accordance with the plans that are attached to the License Agreement as Exhibit C. The Licensor will be responsible for the maintenance of the tower. Licensee will be responsible for liability insurance, utilities, maintenance and repair to their equipment, and compliance with all FCC and FAA rules and regulations.

The Space Utilization Committee approved the Communications License Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Communications License Agreement with New Cingular Wireless PCS LLC, Licensee, for the use of a portion of the tower and storage space located at 501 North Athol Avenue.

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

The Board is requested to approve and authorize execution of the Lease Agreement with The Baltimore Rowing Club, Inc., Tenant, for the rental of a portion of property known as 3301 Waterview Avenue (Block 7610, Lot 15) for the use of 47% of space, being on the lower level, consisting of 3,050± sq. ft. The period of the Lease Agreement is November 16, 2017 through November 15, 2018, with the option for two one-year installments.

AMOUNT OF MONEY AND SOURCE:Annual Rent

\$5,170.00 \$2,585.00 (two installments)

BACKGROUND/EXPLANATION:

The Tenant will have the right to use on a daily basis the locker rooms, toilets, shower rooms and ergometer room on the upper level. The Tenant at its own cost may perform some modifications to the leased premises to make it suitable for the purpose of storing boats, which must be approved by the City. The Tenant must move or use a boat at least 2 times during the year, the boat will be put out of the building into the Pen area if not moved. The Tenant must also notify the Facility Manager of practices and special events at least six months in advance. The Tenant is also responsible for Liability Insurance.

The Landlord is responsible for fire insurance. The Landlord will provide two portable toilets from April 1st through November 1st.

This Lease Agreement is late because the Department of Recreation and Parks was determining the best use of space for the storage of the boats.

The Space Utilization Committee approved the Lease Agreement on May 29, 2018.

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with The Baltimore Rowing Club, Inc., Tenant, for the rental of a portion of property known as 3301 Waterview Avenue (Block 7610, Lot 15) for the use of 47% of space, being on the lower level, consisting of 3,050± sq. ft.

MINUTES

Department of Real Estate - Side Yard Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Side Yard Agreement with Mr. Christopher Alan Schulze and Ms. Andrea Jo Peters (Purchasers), for the property located at 3063 Stafford Street (Block 2123B, Lot 059) located in Baltimore City.

AMOUNT OF MONEY AND SOURCE:

\$731.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City has the legal authority to dispose of the property pursuant to Article 11, Section 15 of the Baltimore City Charter, and Article 28, Section 8 of the Baltimore City Code. The property was journalized and approved for sale on February 5, 2018.

The City has agreed to convey the property to the adjacent property owner. The Purchasers have agreed to the terms of the Side Yard Agreement, which prohibits development of the parcel for a minimum of ten years.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Agreement with Mr. Christopher Alan Schulze and Ms. Andrea Jo Peters, for the property located at 3063 Stafford Street (Block 2123B, Lot 059) located in Baltimore City.

MINUTES

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve an Agreement of Sale with Mr. Daniel W. Price and Ms. Maribel S. Price, Purchasers, for the sale of Block 6046, Lot 024, WS Todd Avenue, 130 ft. South of Omaha Avenue, in Baltimore City.

AMOUNT OF MONEY AND SOURCE:

\$1,250.00 - Purchase Price

BACKGROUND/EXPLANATION:

The authority to sell these properties is included in Baltimore City Code Article 28 Section 8-3, which provides the City Comptroller authority to sell properties acquired by tax sale. Pursuant to Baltimore City Code Article 28 Section 8-3, the properties were duly published in the City Council Journal on September 11, 2017.

The City has agreed to convey the property to the adjacent property owner. The parcel will be sold at its appraised value. The fair market appraised value for this vacant unimproved lot is \$1,250.00. The Purchasers intend to use the parcel for extended yard space.

UPON MOTION duly made and seconded, the Board approved the Agreement of Sale with Mr. Daniel W. Price and Ms. Maribel S. Price, Purchasers, for the sale of Block 6046, Lot 024, WS Todd Avenue, 130 ft. South of Omaha Avenue, in Baltimore City.

MINUTES

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Dahlak Partners, LLC. for an amount that is less than the lien amount for the property located at 2127 McCulloh Street (Block 0310, Lot 013).

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2127 McCulloh Street	\$3,000.00	\$10,220.22	\$70,686.23	\$10,220.22

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 2127 McCulloh Street on May 15, 2017 in the amount of \$70,686.23.

Dahlak Partners, LLC. has offered to purchase the Tax Sale Certificate, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of a Tax Sale Certificate to Dahlak Partners, LLC. for an amount that is less than the lien amount for the property located at 2127 McCulloh Street (Block 0310, Lot 013).

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

The Board is requested to approve and authorize execution of the Lease Agreement with the Parking Authority of Baltimore City, Tenant, for the rental of approximately 3,722 square feet of space located at 510 Fallsway. The period of the Lease Agreement is July 1, 2018 through June 30, 2021, with the option to renew for one additional two-year period.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$22,323.00	\$1,860.25

BACKGROUND/EXPLANATION:

The leased premises will be used for office and parking meter workshop space. The City responsibilities include maintaining the interior common areas and exterior of the building. Tenant responsibilities include maintaining liability insurance, and keeping the leased premises in good care and condition.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with the Parking Authority of Baltimore City, Tenant, for the rental of approximately 3,722 square feet of space located at 510 Fallsway.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Award Agreement from the Maryland State Police - Vehicle Theft Prevention Council. The period of the Grant Award is July 01, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$51,000.00 - 5000-501619-1150-118300-600000

BACKGROUND/EXPLANATION:

The Maryland State Police has awarded these funds to assist the Office of the State's Attorney for Baltimore City with the screening, case preparation and enhanced prosecution of juvenile vehicle theft cases.

Funding pays for a one-time full-time law clerk that will maintain a vehicle theft database and assist prosecutors with case preparation.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Award Agreement from the Maryland State Police - Vehicle Theft Prevention Council.

MINUTES

Department of Finance/Office - Renewal of Insurance Policies
Risk Management (ORM)

The Board is requested to approve the renewal of Insurance Policies with the incumbent carriers.

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
1. GLOBAL AEROSPACE	AVIS AIRCRAFT HULL AND LIABILITY INSURANCE	\$126,612.00

Account: 1001-000000-6400-634100-603014

The Aircraft Hull and Liability Insurance provides both liability and hull coverage for the Police Department's fleet of helicopters. The coverage is being renewed with the incumbent carrier Global Aerospace. The policy renewed on July 1, 2018.

2. PHILADELPHIA	LIABILITY INSURANCE INSURANCE COMPANY	\$ 83,807.00
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Account: 2043-000000-1450-162900-603014

This policy provides liability coverage for the Convention Center Complex and the Royal Farms Arena. The renewal is being provided by the incumbent carrier, Philadelphia Insurance Company. The policy renewed on July 1, 2018.

3. AIG INSURANCE COMPANY	MARINE HULL INSURANCE	\$98,886.00
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Account: 2043-000000-1450-162900-603014

The insurance policy covers various watercraft owned and/or operated by City agencies, including the Constellation. Markets for this exposure are limited. The policy will be renewed with

MINUTES

Department of Finance/Office - cont'd
Risk Management (ORM)

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
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the incumbent carrier, AIG, at the same terms and conditions as the expiring policy including terrorism coverage on the entire fleet. The policy renewed on July 1, 2018.

4. AIG INSURANCE COMPANY	EMPLOYEE CRIME INSURANCE COVERAGE	\$ 17,360.00
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Account: 2043-000000-1450-162900-603014

This insurance policy provides coverage for the loss of money, securities or other financial instruments for which the Mayor and City Council of Baltimore and the Baltimore City Public School System are legally liable. The marketplace is limited. AIG Insurance Company will continue to provide this coverage for the coming year at no increasing rate. The policy has a \$1,000,000.00 per occurrence limit, with a per occurrence deductible of \$10,000.00. The policy renewed on July 1, 2018.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the renewal of the foregoing Insurance Policies with the incumbent carriers.

MINUTES

Health Department - Revised Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Revised Notice of Award (NOA) from the United States Department of Health and Human Services, Health Resources and Services Administration.

AMOUNT OF MONEY AND SOURCE:

\$3,639,655.00	-	4000-427718-3023-606100-404001
391,464.00	-	4000-498718-3023-606100-404001
<u>\$4,031,119.00</u>		

BACKGROUND/EXPLANATION:

On March 7, 2018, the Board approved the original NOA in the amount of \$3,434,632.00 for period of the NOA is March 1, 2018 through February 28, 2019.

This revised NOA provides additional funding in the amount of \$4,031,119.00, making the total award amount of \$7,465,751.00.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Revised Notice of Award from the United States Department of Health and Human Services, Health Resources and Services Administration.

MINUTES

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Ms. Tarkesha Slappy for expenses incurred during the month of February 2018.

AMOUNT OF MONEY AND SOURCE:

\$189.52 - 1001-000000-3100-295900-604003

BACKGROUND/EXPLANATION:

Ms. Slappy submitted her employee expense statement and appropriate back up documents on time, but due to the administrative process, the expense statement was unable to be processed in time.

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

The Department apologizes for the late submission.

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Ms. Tarkesha Slappy for expenses incurred during the month of February 2018.

MINUTES

Health Department - Ratification of Services
and Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to ratify services provided and approve and authorize payment to Progressus Therapy, LLC by Expenditure Authorization.

AMOUNT OF MONEY AND SOURCE:

\$ 840.00	- Invoice #052012
14,040.00	- Invoice #052013
13,920.00	- Invoice #052014
<u>6,600.00</u>	- Invoice #052015
\$35,400.00	- 6000-626317-3080-513200-603051

BACKGROUND/EXPLANATION:

On June 28, 2017, the Board approved the original agreement in the amount of \$278,720.00 for the period of July 1, 2016 through September 30, 2017.

Due to an increase in clients, additional therapy services were provided for the Baltimore Infants & Toddlers Program.

The request to ratify services and the Expenditure of Funds are late because of administrative delays in receiving and processing the invoices.

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

UPON MOTION duly made and seconded, the Board ratified the services provided and approved and authorize payment to Progressus Therapy, LLC by Expenditure Authorization.

MINUTES

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements and a Consultant Agreement. The period of the Agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. **CHASE BREXTON HEALTH SERVICES** **\$148,628.00**
INC.

Account: 5000-569718-3023-273310-603051

Chase Brexton Health Services Inc., will conduct Early Intervention Services (EIS) including the provision of targeted HIV testing and linkage to care services both onsite and off-site within communities and populations at-risk of HIV infection.

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

MWBOO GRANTED A WAIVER.

2. **THE JOHNS HOPKINS UNIVERSITY** **\$339,316.00**

Account: 4000-427718-3023-599609-603051

The JHU will provide the services of a CAREWare Administrator to implement and maintain the centralized CAREWare system for the Ryan White Part A program. The JHU will also provide the services of a Senior Program Coordinator and two Administrative Coordinators for the Baltimore Eligible Metropolitan Area (EMA) Planning Council (PC) and two Administrative Coordinators. The Senior Program Coordinator will oversee the day-to-day planning council activities. The Administrative Coordinators will provide technical and clerical support for PC members. The period of the agreement is March 1, 2018 through February 28, 2019.

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

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

3. **FAMILY HEALTH CENTER OF** \$ 5,000.00
BALTIMORE, INC.

Account: 5000-569718-3023-273323-603051

The Family Health Center of Baltimore, Inc. will provide medical non-emergency transportation services that enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of company vehicle to provide transportation services, contracts with providers of transportation services and purchase and distribution of MTA tokens or monthly bus passes to clients as needed.

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

4. **HEALTH CARE FOR THE HOMELESS,** \$680,192.00
INC.

Account: 5000-569718-3023-273325-603051

The Health Care for the Homeless, Inc. will provide limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain or maintain outpatient/ambulatory health services. Housing - related referral services include assessment, search, placement, advocacy, and the fees associated with these services.

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

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

5. **SISTERS TOGETHER AND REACHING INC.** **\$153,637.00**

Account: 5000-569718-3023-273344-603051

Sisters Together and Reaching Inc. will provide limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain and maintain outpatient/ambulatory health services. Housing related referral services include assessment, search placement advocacy, and the fees associated with these services.

MWBOO GRANTED A WAIVER.

6. **SISTERS TOGETHER AND REACHING INC.** **\$112,147.00**

Account: 5000-569718-3023-273346-603051

Sisters Together and Reaching Inc. will provide HIV support services for infected/affected individuals in the Baltimore City and the surrounding Eligible Metropolitan Area (EMA). The organization will conduct traditional outreach services that will include the following: identification of undiagnosed individuals, information, and education on health care access, linkage to care for persons who know their HIV positive status but were "Never in Care" or it has been longer than six months since their last kept HIV medical appointment.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

7. **SISTERS TOGETHER AND REACHING INC.** **\$ 75,000.00**

Account: 5000-569718-3023-273343-603051

Sisters Together and Reaching Inc. will provide Health Education/Risk Reduction (HERR) services for clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status.

MWBOO GRANTED A WAIVER

The agreements (item nos. 5, 6, and 7) are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The Providers are asked to submit a budget, budget narrative and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements.

8. **JAMES MORLICK, CONSULTANT** **\$ 30,624.00**

Account: 1001-000000-3252-273300-603018

Mr. James Morlick, will assist the Departments' CARE Services management and staff in all aspects of the Agency Information Manager (AIM) web-based client services database, the collection of data and report preparation of the federal fiscal year-end National Aging Program Information System report.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and the Consultant Agreement. The President **ABSTAINED** on item no. 2.

MINUTES

Health Department - Expenditure of Funds and
Approval of Form Grant Agreement

ACTION REQUESTED OF B/E:

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

The Board is further requested to approve the form of the Grant Agreement to be used for the grants and to authorize execution of the Grant Agreements, by the Commissioner of Health, subject to approval for form and legal sufficiency by the Law Department.

AMOUNT OF MONEY AND SOURCE:

\$ 18,150.00 - Tubman House Inc.
 20,000.00 - HeartSmiles, LLC
 20,000.00 - Urban Youth Initiative Project, Inc.
 20,000.00 - Fight Blight Bmore
 20,000.00 - Strong City Baltimore, Inc.
 20,000.00 - Beta Alpha Lambda, Inc.
 20,000.00 - Bmore Empowered, Inc.
 20,000.00 - Chesapeake Arts Center, Inc.
 19,694.00 - So What Else, Inc.
\$177,844.00

BACKGROUND/EXPLANATION:

On September 2016, the Baltimore City Health Department (BCHD) was awarded a five-year, \$5,000,000.00, grant by the Substance Abuse and Mental Health Services Administration (SAMHSA) for the ReCAST Program. The goal of ReCAST Program is to reduce the impact of trauma and build resilience in Central West Baltimore communities adversely impacted by the April 2015 unrest.

The program empowers organizations from West Baltimore to implement high-quality, trauma-informed services to promote connectedness and resilience in youth.

MINUTESHealth Department - cont'd

On March 7, 2018, the Department advertised a Request for Proposal for community organizations to create and build sustainable, trauma informed, behavioral health solutions for young people in Central West Baltimore. The grant recipients will organize and provide activities for youth (e.g., mentoring, tutoring, out-of-school time programming). On June 21, 2018, grants were awarded to selected grantees. The City will pay the grant recipients 50% of the grant amount upon Board of Estimates approval and final payments within 30 days of submission of approved invoices setting forth the services provided.

This request is late because of delays in the Department's review process.

MBE/WBE PARTICIPATION:

N/A

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

UPON MOTION duly made and seconded, the Board approved the expenditure of funds, by Expenditure Authorization, to pay Resiliency in Communities After Stress and Trauma Program grant recipients listed below. The Board further approved the form of the Grant Agreement to be used for the grants and authorized execution of the Grant Agreements, by the Commissioner of Health, subject to approval for form and legal sufficiency by the Law Department.

MINUTES

Health Department - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) with Best Care Assisted Living, LLC.

AMOUNT OF MONEY AND SOURCE:

\$1,950.00 - 5000-534018-3254-767800-607001

BACKGROUND/EXPLANATION:

On November 15, 2017, the Board approved the original agreement in the amount of \$7,800.00 for the period of July 1, 2017 through June 30, 2018.

This Amendment No. 1 will increase the funding by \$1,950.00, making the total award \$9,750.00.

The organization is enrolled in the Senior Assisted Living Group Home Subsidy Program and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Best Care Assisted Living, LLC.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|--------------|---------|
| 1. COLUMBIA FLEET SERVICE,
INC. | \$ 30,000.00 | Renewal |
| Contract No. B50003573 - Mack Trucks - O.E.M. Parts and Service
- Department of General Services - Fleet Management - P.O. No.
P527839 | | |

On July 16, 2014, the Board approved the initial award in the amount of \$166,375.00. The award contained two renewal options. On July 19, 2017, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$30,000.00 is for the period August 1, 2018 through July 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 15, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|---------|
| 2. HARBOR TRUCK SALES &
SERVICE, INC. t/a BALTIMORE
FREIGHTLINER
JOHNSON & TOWERS, INC. | \$ 0.00 | Renewal |
| Contract No. B50003547 - O.E.M. Parts and Service for Allison
Transmissions - Department of General Services - Fleet
Management - P.O. Nos. P528190 and P528191 | | |

On July 30, 2014, the Board approved the initial award in the amount of \$500,000.00. The award contained two renewal options.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

On July 26, 2017, the Board approved the first renewal in the amount of \$250,000.00. This final renewal in the amount of \$0.00 is for the period August 1, 2018 through July 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 8, 2014, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|--------------------|
| 3. INTERGRAPH CORPORATION | | Amendment No. 5 |
| d/b/a HEXAGON SAFETY & | | to Master Services |
| INFRASTRUCTURE | \$135,556.68 | Agreement |
| Contract No. 08000 - RMS Premium Annual Support - Police Department - Req. No. R800197 | | |

The Board is requested to approve and authorize execution of the Amendment No. 5 to Master Services Agreement (Amendment No. 5). This Amendment No. 5 extends the period of the award through December 21, 2022. The above amount is the City's estimated requirement.

On August 30, 2017, the Board approved the initial award in the amount of \$129,101.64. The period of the award was July 1, 2017 through June 30, 2018, with no renewal options. This Amendment No. 5 is necessary to continue services for the software, which will require Board approval annually.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|---|---------------------|----------------|
| 5. <u>BHAYANA BROTHERS, LLC</u> | <u>\$ 44,701.25</u> | <u>Low Bid</u> |
| Solicitation No. B50005447 - 32' Tapered Steel Square Pole -
Department of Transportation - Req. No. R792671 | | |

Vendors were solicited by posting on CitiBuy and eMaryland Marketplace. On May 29, 2018, three bids were opened. Award is recommended to be made to the lowest responsive and responsible bidder. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

Department of General Services

- | | | |
|---|--------------------|----------------|
| 6. <u>TRIONFO BUILDERS, INC.</u> | <u>\$48,000.00</u> | <u>Low Bid</u> |
| GS 17810 - 1401 Hollins Street Entrance Repairs - Department
of General Services | | |

On June 21, 2018, two informal bids for the subject project were received and opened. Bids ranged from a low of \$48,000.00 to a high of \$56,240.00.

MBE/WBE PARTICIPATION:

Not applicable. Bid is below the threshold of \$50,000.00 for MBE/WBE participation.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

<u>Bureau of Procurement</u>		
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UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Increases to Contracts and Extensions. The Board also approved and authorized execution of Amendment No. 5 to Master Services Agreement with Intergraph Corporation d/b/a Hexagon Safety and Infrastructure (item no. 3). The President voted **NO** on item no. 4.

MINUTES

Mayor's Office of Human Services - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with Govans Ecumenical Development Corporation. The period of the Agreement is June 1, 2018 through May 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$100,604.00 - 4000-407017-3573-757800-603051

BACKGROUND/EXPLANATION:

Govans Ecumenical Development Corporation will provide supportive services to 59 homeless households. Clients served under this program will be low-income formerly homeless individuals with disabilities including addiction and mental health issues.

The Agreement is late because of budget negotiations.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Govans Ecumenical Development Corporation.

MINUTES

Bureau of Water and Wastewater - Amendment of Non-Standard
Joint Funding Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment of Non-Standard Joint Funding Agreement (Amendment) with the United States Department of the Interior Geological Survey (USGS).

AMOUNT OF MONEY AND SOURCE:

\$45,000.00 - 4000-419518-5181-389700-404001

BACKGROUND/EXPLANATION:

On November 1, 2017, the Board approved an agreement with the United States Department of the Interior's USGS, for a period ending September 30, 2018. The USGS has operated the continuous record gauging Network that has existed since 1982.

This Amendment will add additional funding in the amount of \$45,000.00 to support operation at the USGS Jones Falls at the mouth of Baltimore, MD (next to Mr. Trash Wheel at Pier-6, Inner Harbor) monitoring location.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment of Non-Standard Joint Funding Agreement with the United States Department of the Interior Geological Survey.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

On the recommendations of the City agencies
hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

2796 - 2798

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfers of Funds were approved

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Off. of Eng. and Constr.

- | | | | | |
|----|--|--|------------------------------|----------------------|
| 1. | SC 926, Electrical
Distribution System
Reliability Improve-
ments, Physical
Security Upgrades @
PWWTP | REJECTION - On Wednesday, March 7,
2018, the Board opened two bids
for the subject project. The
design consultant, Sidhu Associa-
tes, Inc., has analyzed the bids
and has determined that Bid Items
305-357, which represent a signi-
ficant portion of the project
construction, are significantly
higher than the Engineer's
estimate. Therefore, it is in the
best interest of the City to re-
advertise this project at a later
time. | | |
| 2. | SC 962R, Improve-
ments to the Sanitary
Sewers in the South
East Area of Baltimore
City | AM-Liner East,
Inc. | \$9,195,584.00 | |
| | MBE/DBE: | Daco Construction Corporation | \$367,823.36 | 4.00% |
| | | P&P Contract Utilities, Inc. | <u>183,911.68</u> | <u>2.00%</u> |
| | | Total | <u>\$551,735.04</u> | <u>6.00%</u> |
| | WBE/DBE: | TFE Resources, Ltd | \$ 91,955.84 | 1.00% |
| | | R & R Contract Utilities, Inc. | 1,379,337.00 | 15.00% |
| | | M. Luis Construction Co., Inc. | 551,735.04 | 6.00% |
| | | Royale Construction, Inc. | <u>551,735.04</u> | <u>6.00%</u> |
| | | Total | <u>\$2,574,762.92</u> | <u>28.00%</u> |

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Off. of Eng. and Constr.

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$9,931,230.72	9956-903569-9549	9956-907575-9551-6
Wastewater	Sanitary Sewer	Construction
Revenue Bond	Replace/Rehab	

This transfer will cover the costs of SC 962R, Improvements to the Sanitary Sewers in the South East Area of Baltimore City.

4. WC 1375, Water Appurtenances Installations and Small Main Repairs & Installations at Various Locations
- Metra Industries, Inc. \$4,396,175.00

MBE: Fallsway Construction Co., LLC	\$ 95,000.00	2.16%
Economic International Const. Co., Ins.	62,000.00	1.41%
GBC Management Group	82,000.00	1.86%
JJ Adams Fuel Oil Company, LLC	82,000.00	1.86%
Manuel Luis Construction Co., Inc.	<u>75,000.00</u>	1.70%
Total	\$396,000.00	

WBE: R & R Contracting Utilities, Inc. \$ 88,000.00 2.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works/Off. of Eng. and Constr. - cont'd

5. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$3,898,001.00	9960-904689-9558	
Water Revenue	Urgent Needs Water	
Bonds	Engineering	
849,869.00	" "	
County Revenue		
Bonds		
<u>\$4,747,870.00</u>	-----	9960-902751-9557-6
		Construction

This transfer will cover the costs of WC 1375, Water Appurtenances Installations and Small Main Repairs & Installation at Various Locations.

MINUTES

Department of Public Works/Office - Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution an agreement with Johnson, Mirmiran & Thompson, Consultant, under Project 1802 On-Call Project and Construction Management Assistance. The period of the agreement is effective upon Board approval for four years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$5,000,000.00 - Upset limit

The amount will be determined with each individual task, no funds are required at this time.

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of On-Call Project and Construction Management Assistance for the purpose of supporting various Office of Engineering & Construction projects.

The services to be provided may include but are not limited to assisting the City Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review and processing of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request for Information reviews and responses, and construction contract administrative support on an as needed basis.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the agreement which are MBE: 29% and WBE: 10%.

MINUTES

DPW/Office of Engineering and Construction - cont'd

MBE: Delon Hampton & Associates, Chartered	\$ 500,000.00	10%
Kumi Construction Management Corporation	550,000.00	11%
Savin Engineers, P.C.	300,000.00	6%
Somat Engineering, Inc.	100,000.00	2%
	<u>\$1,450,000.00</u>	<u>29%</u>

WBE: Albrecht Engineering, Inc.	\$ 500,000.00	10%
--	---------------	-----

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

UPON MOTION duly made and seconded, the Board approved and authorized execution an agreement with Johnson, Mirmiran & Thompson, Consultant, under Project 1802 On-Call Project and Construction Management Assistance.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

2802 - 2803

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services (DGS)</u>		
1. \$ 250,000.00	9916-911042-9194	9916-909720-9197
1 st Parks & Public	City Hall Elevator	City Hall Elevator
Facilities Loan	Upgrade - Reserve	Upgrade - Active
3,050,000.00	" "	" "
2 nd Parks & Public		
Facilities Loan		
500,000.00	9916-905001-9194	" "
<u>Other Funds</u>	Constr. Reserve -	
\$3,800,000.00	Unallotted	

This transfer will provide funds to the DGS for the replacement of the elevators at City Hall and all associated in-house costs, including new elevator drives and controls, in addition to electrical, interface, and fire alarm upgrades.

2. \$ 43,175.00	9956-906626-9549	
Wastewater	Rehab. Pro-Jones	
Revenue Bond	Falls	
6,825.00	" "	
<u>County Revenue</u>		
\$ 50,000.00	-----	9956-905648-9551-3
		Engineering

This transfer will cover the costs of SC 941 Jones Falls Phase I Sewershed Improvements for five year LOP.

MINUTES**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
3. \$ 10,000.00	9938-906075-9475	9938-908075-9474
1 st Parks & Public	Park Building	Park Building
Facilities	Renovation FY 17	Renovation FY 17
	(Reserve)	(Active)

This transfer will provide funds to cover the advertising costs associated with the Druid Hill Comfort Station in Grove #3, Contract No. RP 17821.

MINUTES

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve a Subscription Agreement with Grain Communications Opportunity Fund II, L.P., managed by Grain Management, LLC.

AMOUNT OF MONEY AND SOURCE:

\$8,000,000.00 (approximately) - of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the F&P. The F&P Board of Trustees conducted a search for a private equity investment manager and, as a result selected Grain Management, LLC to accept an initial investment of \$8,000,000.00 to be placed with Grain Communications Opportunity Funds II, L.P., a communications infrastructure private equity fund.

The search and selection process was conducted with the assistance and advice of the F&P's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the Subscription Agreement with Grain Communications Opportunity Fund II, L.P., managed by Grain Management, LLC. The Comptroller

ABSTAINED.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 025 to Hazen & Sawyer, PC, Consultant, under Project 1406, On-Call Project and Construction Management Assistance Services. The duration of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$238,634.00 - 9960-909634-9557-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is in need of Inspection services for the ongoing work on WC 1272 - Pennington Avenue and Vicinity - Water Main Replacements. The work requested is within the original scope of the agreement.

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

The scope of the construction project includes water main repair and replacement.

MINUTES

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

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement MBE: 27% and WBE: 10%.

Currently, this on-call agreement is in compliance with the goals set by MWBOO.

Current goals are MBE: 30% and WBE: 13%.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 025 to Hazen & Sawyer, PC, Consultant, under Project 1406, On-Call Project and Construction Management Assistance Services.

MINUTESDepartment of Audits - Audit Reports

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

1. Mayor's Office of Employment Development YouthWorks 2017 Summer Program Audit for the period June 26, 2017 through August 11, 2017.

President: "The first item on the non-routine agenda can be found on Page 88, i -- item no. 1, Department of Audits. Audit Reports, Mayor's Office of Employment Development, YouthWorks 2017 Summer Program Audit. Will the parties please come forward?"

City Auditor: "Good morning members of the Board. President Jack Young, Madam Mayor, Madam Comptroller. Audrey Askew, City -- City Auditor. 2017 YouthWorks Summer Program Audit. The original purpose of this Audit was to identify erroneous payments to participants. The Department of Audits performed tests on the YouthWorks program using the Risk Based Audit Approach. The Risk Based Audit Approach please emphasis on areas where mistakes are relatively likely. That is not to say that an area we believe is of lower risk does not warrant concern. The criteria and this

MINUTES

cri-- the criteria for each of the three findings. The Committee of Sponsoring Organizations (COSO) and standard business practice requires entities to maintain a system of internal control that provides reasonable assurance that transactions are properly recorded and accounted for to permit the preparation of reliable statements. Finding number one, Improper Payments. The Department of Audits obtained an ADP generated report dated 8/18/2017 from YouthWorks that identified 162 participants with a total payroll value of \$42,533.00 with an indication of never activated card. Since the cards were not activated within 30 days of issuance, the cards were cancelled and the 162 YouthWorks participants were sent checks. YouthWorks confirmed with the guardians of 11 participants the receipt of improper payments and received funds back from one of the 11 participants in the amount of \$384.00. The Department of Audits also received \$214.00 from the parent of an additional participant not included in the 11 participants identified above. Of the ten remaining participants tested for one pay period, \$3,756.00 was not recovered by the YouthWorks Office. The cause,

MINUTES

lack of oversight allowed improper payments to be undetected in cases where the participant did not actually work. Of 11,000 registered participants, 8,000 of those participants received job placement. However, the remaining 3,000 did not receive job placement. ADP is a third-party vendor responsible for processing participant's payroll payments, upon submission of payroll information by YouthWorks to ADP. After a 30-day period of card issuance, the un-activated cards were voided and ADP processed and mailed payroll checks directly to participants, of which some did not work during the stated period related to voided cards. YouthWorks Services discovered this error after the five-day window allowed by ADP ALINE to discover errors made in payroll in order to reverse the funds. YouthWorks attempted to contact the guardians of 162 participants to request repayment of these improper payments, in a form order other than the improper check not um -- issued to the participants. The effect, improper payments result in the City's loss of revenues, decreased integrity and unreliability of information provided by the YouthWorks

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program. This could lead to decreased State funding for the programs. We recommend YouthWorks establish procedures to ensure that ALINE cards are only issued to participants that will receive job placement and maintain records to support performance of a review to ensure participants are paid only for hours worked. Um -- even though it says Auditee's response, I want to go on and continue because when they responded we have a counter response which the auditors are allowed to do. Our response to MOED's Risk Tolerance of 2%, which they stated does not appear to be material. First of all, risk tolerance: the willingness of a person or organization to accept or tolerate risk. In addition, Risk Tolerance is an investment term and does not relate to audits. Is MOED willing to tolerate erroneous payments identified during audit testing for one period to participants in the amount of \$4,354.00? Possibly four jobs. What about \$42,533.00, that's possibly 42 jobs. MOED's calculation for Risk Tolerance of 2%, 162, which was the never activated cards population, divided by 7,504 which is the total population. Overall, the response identified above is incorrect and inaccurate. It is in error to a subset of

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a population, divide by a total population. The 2% calculation is an improper way of identifying risk. In addition, it is inappropriate to use 7,504 because the Department of Audits tested never activated cards, not overall payroll. The correct calculation: take a sample and divide it by its population not population divided by population. The correct calculation would be 12, which was our sample size divided by 162 the population of never activated cards to come up with a sample size -- size of 7% tested. The Department of Audits tested a sample of 12 participants from one pay period and noted the 100% of that sample was erroneously paid for that pay period in the amount of \$4,354.00. That's 12 more Youth workers that could have been hired to receive benefits from the program. Auditor's response to MOED's comment on the 7,504 YouthWork participants. The Department of Audits payroll testing on YouthWork participants during the 2018 CAFR audit. Testing of YouthWork payroll was specifically tested in the 2017 CAFR payroll testing and the City of Baltimore received a material weakness as a result of that test. Therefore, there wasn't a need to re-perform and sample the payroll test for 7,504

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participants in this audit. To retest a sample from the 7,504 population would be duplicating efforts already opined on in the CAFR audit. The YouthWork participant's selection and payment review process needs to be accurate. Although baseless, even if the total MOED calculation was one-half of one percent, what may not be material to MOED is dismissive. To use materiality as a cal -- factor relating to a small dollar value is not taking into consideration the overall effect of the YouthWorks program. Materiality should not be highlight -- highlighted when participants receive erroneous payments. Tell a Youth worker not hired, who could have received those payments, 'it's not material.' For some of these participants, it's their only source of income. If the participants meet the eligibility requirements to be youth workers, this income could financially assist their families. In addition, these earnings could be used to contribute to food, back to school, clothes, supplies or any other need."

Mr. Jason Perkins-Cohen: "Uh -- should I -- I was going to respond at the end of all them. But do you want me to respond one by one?"

President: "You can respond."

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Mr. Perkins-Cohen: "First of all, thank you for the opportunity. I want to thank the auditor for conducting the Audit. It's always good to have ah -- fresh eyes as she mentioned ah -- her review is from last summer, the summer of 2017. Obviously, we're in this summer now. We've taken some of her recommendations and already applied them. I do want to give some context ah -- to what we're talking about here. YouthWorks is a really unusual program, ah -- in which ah -- ah -- obviously it's about young people, but it's also a very external program as much as we're working internally, we have ah -- many external partners. Last summer as the Auditor mentioned, we had 8,000 teenagers ah -- going to work. Forty percent of them were 14 and 15 year-old teenagers that we're asking to follow certain procedures; and, they're at 900 worksites across the City. The great majority of those are non-profits and community based organizations. Very few of them are City government. To so -- so to put that in perspective, for a five week summer jobs program, we're talking three pay periods, which means we're collecting 24,000 time sheets, which represents 200,000 days of work, 400,000 times of signing in and out, and a million hours

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of work that young people produce for, our City, which is terrific. It requires us just on the pay periods alone to visit the work sites 2,700 times. So, to call this labor intensive ah -- would be an understatement ah -- but it's significant. With respect to the Auditor's um -- particular finding ah -- the first thing that's really important to understand ah -- is that she frequently uses the number 162 as never activating the card, implying that that is um -- something negative. The reality is that uh -- the cards come in a sealed envelope. They come to us. We deliver them to the worksite. It's up the young person to activate those cards. They are free to do so. Not activating the card is not necessarily a bad thing. They might choose to have a check. So using the denominator of 162 implying that all 162 ah -- something inappropriate happened is not correct. Similarly she then took the total sum of those dollars \$42,000.00 as if that was all negative, and that is also not correct either."

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City Auditor: "Okay. The 162 the entire pop -- population was 7,504. As I stated in the beginning the purpose of this audit was to look at erroneous payments. We asked for an area or we look in an area that could be highly misstated. The 162 was the um -- was the never activated cards. We looked at that as being a highly um -- material area that could have misstatements. Therefore, that's why we tested that area. Um -- and then your second part was the -- what was the other part?"

Mr. Perkins-Cohen: "I don't have any problem with testing the area. I just want to make it clear that 162 is not necessarily representing 162 errors. It's just the population of young people --"

City Auditor: "Population."

Mr. Perkins-Cohen: "That did not activate their card and still in many cases worked."

City Auditor: "Correct. So --"

Mr. Perkins-Cohen: "Using, if I may point out, one more thing about the recommendations that's really important. So last year was the first year that we had the pay cards, and it was absolutely the right thing to do. Previous to that ah -- like many cities we

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were asking young people we were paying them in checks, they don't have bank accounts at age 14 and 15, they were having to go to check cashiers which is expensive and dangerous. Right. So, we introduced the pay cards, which was the right thing to do. Our decision was to have the pay cards delivered to us, all of them. The auditor points that out and she's correct. Um -- we had those pay cards under lock and key. We had those pay cards in the envelopes and addressed to the young people not opened. Ah -- even if I -- if a person got -- so the 3,000 cards that were not delivered, allowed us to deliver them if they started to work. So even if a person got into the lock and key room, opened the sealed envelope that they shouldn't do. They still wouldn't be able to activate a card. In order to activate a card, you need the young person's social security number, and you need their birthdate, which is not kept with the cards. Even if a person gets into the room with a lock and key, opens the envelope and has the social security number and the birthdate and they activate the card, there's nothing they can do with that card. There's no hours on

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that card. So having those cards on site was critical for us to officially deliver the cards to the young people and pay them on time. Now, as I mentioned, we took the auditor's draft report seriously and we've already implemented this year, and I want to explain to you what happens when we do that to explain how it's not so cut and dry and it seems as though we should definitely follow that recommendation. Because now this year, following the auditor's recommendation, ah -- we only order the cards for the young people that are willing to work on their first day. That seems like a good thing to do. But what happens in YouthWorks and happens all over the country is ah -- sometimes young people aren't able to work. They have another job, they have summer school, they have a health issue, they have a family matter and they can't go to work. And what we do, starting on the second day of YouthWorks and to the Auditor's point of how important how these jobs are, we begin calling young people from the waiting list, cause we want to make sure that every young person has an opportunity. The problem

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that we're having this year, because we only ordered the 8,000 cards, is now that those young people have gone to work, we don't have a card for them. So, because we don't make the cards in our basement, we use a third party vendor. We've asked them to provide the cards so that we can pay them on time and the third vendor says, we're not going to have them on time. So, we're going to take of it. It's nothing for the Board to --to worry about, we're going to work the extra hours and make sure young people get paid. But I don't think actually only ordering the cards for the young people that are supposed to start work is the right thing to do. Because what it would mean to us is, so that we don't have a finding next year, it means that we can't replace kids, and there are hundreds of kids that we were able to offer a job on the second day of work. So what I would like to do Madam Comptroller, with your expertise as once we get through this summer is to sit down with you and talk about how do we balance the need for um -- making sure that we adhere to the ah -- making sure that cards are not ah -- misused which they were not um -- but also making sure that we get young people to work."

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President: "But I think the point that um -- Ms. Askew was trying to point out was the um -- youth who received checks who did not work and are we able to recoup that money? Now that -- that I think that's what her main point was."

Mr. Perkins-Cohen: "So there were 11 youth ah -- that ah -- for that -- that pertained to, and that is a really small number one in 8,000 and we would like to get that number to zero, and we'll do our very best. Again, last year, was the first year that we had the pay cards, and the thing that made it difficult for us was this five-day window that ah -- Ms. Askew mentioned and that was an ADP decision. There are other vendors that the City could use that would give us more flexibility that on the sixth day we would still have time to let them know hey we made an error on those 24,000 ah -- timesheets that we got to record the million hours in our City, in our site by hand. We're recording those million hours. We would have more time to recoup it. But with five days we weren't able to do it for those 11 cases."

President: "Okay, we're um -- going to um -- move on to ah -- to Finding No. 2. But um -- those youth who did not return that money back um -- should not be allowed to work."

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Mr. Perkins-Cohen: "Okay. Go ahead."

City Solicitor: "Mr. Director, the Law Department will be available to assist you in that regard."

Mr. Perkins-Cohen: "Good. We did contact all 11 by the way."

City Auditor: "Okay."

President: "Or they come back and work a summer and don't get paid."

City Auditor: "And just remember that's one pay period. Missing and Incomplete Payroll Records, Finding No. 2. During our audit we initially selected 11 discrepancy transact -- transactions that YouthWorks discovered from a population of 162 participants with an indication of never activated card. The Department of Audits added one participant that was not noted by MOED. Due to significant findings noted during that -- this testing, we expanded our testing by selecting an additional 32 transactions out of the 162 participants included on the never activated card listing. Based on our testing, we noted missing and incomplete records to support participants hours worked as follows: for the initial testing, we were unable to locate participant attendance for three

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out of the 14 transactions 21%. Participant atten -- attendance in file had no attendance entry, blank or marked zero for five out of 14 transactions 36%. And participant attendance in file was missing participant and/or supervisory signature for two of 14 transactions 14%. Payroll hours were not paid in accordance with actual hours worked. Specifically two particip -- participants did not work during the period tested. For our additional testing: we were unable to located participant attendance for three out of 32 transactions 9%. Participant attendance in file was incomplete, had discrepancy in the participant's signature for five out of 32 transactions 16%, and unable to locate worksite attendance sheet. Condition subsequent to the Department of Audit's recommendation, a YouthWorks management letter was provided to the Department of Audit's confirming missing documentation for six out of 32 transactions 19%. Hours reported on timesheet did not agree to HRIS for three out of the 32 transactions 9%, and were unable to locate participant attendance on file. Therefore, the Department of Audit's was unable to determine if supporting documentation was

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reviewed for three out 32 transactions: 9%. Cause: lack of oversight to ensure records are maintained, complete and support participant hours worked. The YouthWorks office does not have proper controls in place to maintain accurate payroll information for the YouthWorks program. The Effect: the inability to provide support for participant hours worked, wages paid for the YouthWorks program and grant -- grant compliance may result in inaccurate reporting, return of State funding and unreliability of information provided by the YouthWorks program. Our recommendation: we recommend that YouthWorks establish process - processes to ensure adequate collection, comparison in review of payroll records to support actual participant hours worked. For supporting documentation of the review performed, we recommend Youthworks create a Discrepancy Form that identifies the reviewer's name, review date, participant's name, pay period and any discrepancies noted. For noted timesheet discrepancies, we recommend Youthworks ensure timesheets be returned into the field for resolution and completed and returned back to Youthworks office for further review."

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Mr. Perkins-Cohen: "Ah -- well again I would point out that the time intensive nature of this and the 24,000 timesheets, the four hundred thous -- the 400,000 signatures that we're looking at, the 2,700 visits that we have to do to each site. Again at every corner of the City that we have to pull back and then enter into the system. Ah -- you know I think um -- we as a City have to make a decision ah -- about um -- you know it - it you know when we have a timesheet where a 14 year old has signed in ah -- ten times and signed out nine times, um -- do we want to put another process in place, because that involves us taking -- you know stopping our work, calling the work site, getting the supervisor on the phone, the supervisor going to the young person. We can do that, if we want to address the \$4,000.00 dollars that are ah -- overspent. But the -- but that would involve a cost to the City. So, these trade-offs have to be made. We have a staff of 8. If we want to get to zero um -- I'm all for it, it means though that we would have to spend significant resources to have um -- a lot more field monitors to handle 2,700 visits, etcetera."

Comptroller: "Let me ask you a question. Are the -- are the timesheets reviewed prior to you submitting them for payment?"

Mr. Perkins-Cohen: "So, we pick up the timesheets."

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Comptroller: "So why can't you review them then, to make sure that they are accurate before you bring them back to -- to have them processed?"

Mr. Perkins-Cohen: "Well we do our best review as much as we can --."

Comptroller: "Okay."

Mr. Perkins-Cohen: "But we do have to visit 900 work sites you know on a Friday and get them back and then get them entered so we can pay young people on time. It's really just a matter of staffing. If we want to have more staff people and that would involve more cost that reduces the number of young people we put to work. We can do that and we would have more time to deal with these ah -- fairly minor discrepancies."

Comptroller: "So, they can't fax or scan them in to you --."

Mr. Perkins-Cohen: "Ah --."

Comptroller: "without you having to visit 900 work --."

Mr. Perkins-Cohen: "The problem is that they would -- they would still have to print them and sign them and then either fax or scan them and again, we're dealing with some grass roots organizations

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so some of them certainly could, but some of them would not. And then we would have problems with the fax machine not being legible. You know we're again, we're very happy to consider what options we have, but we do have to recognize there's a trade off in terms of additional staff costs."

City Auditor: "Okay, Finding number 3, Falsification in use of participant name for job placement. Condition: During a discussion with ADP and central payroll, the Department of Audits was informed of possible fraudulent activity related to falsification in use of a participant's name. The Department of Audits contacted the Youthwork -- Youthworks Office to gain info -- additional information to determine the validity of the suspicion of fraud. One participant registered in the Youthwork program, did not work during the period because the participant left the country. The worksite replaced the participant with another participant but used the original participant's name for the duration of the working in the program. Cause: The Youthworks worksite supervisor on-site supervisor authorized the above action, without the knowledge of the Youthworks office. This could lead to questionable operations, including concerns of possible fraudulent

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activities. In addition, this could result in the request of funds to be returned. We rec -- we recommend Youthworks strictly enforce the policy related to participant attendance and payroll procedures, without exception. And before we get to your response, um -- one of the responses that you stated was that you had already noted this and um -- I guess you didn't want the Department of Audits to release this. So, I'm going to give you our updated response. The Department of Audits is required to report fraudulent activity to the Board activity to the Board of Estimates, even if it was initially obtained during communication with personnel. Our required communication to the Board is as follows: AUC 260 provides authoritative guidance for communicating with those charged with gov -- governance. Identified fraud or suspected fraud, involving management employees who have a significant role in internal control, or others when with fraud results in a material misstatement in the financial statements that's AU-C240.40. Any other matters related to fraud that the auditor believes are

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relevant to the responsibilities of those charged with governance AU-C240.41. Matters involving noncompliance with laws and regulations that come to the auditor's attention other than those that are clearly inconsequential AU-C 250.21. And in conclusion for me, as Auditor's our responsibility is to discuss and report results of tests performed during the course of an audit. These results should be used by the client to mitigate the risk of the same type of exception or finding in the future. Our audit findings and recommendations are provided to the client to alert them that there is an issue with controls as well as a diminished perception of the City with enforcing controls over a Youth program. Instead of debating the results of actual tests, which were provided to the client as evidence, we ask for efforts, such as controls be put be set in place to avoid these deviations in future years."

Mr. Perkins-Cohen: "Well first of all ah -- I want to be clear that we were forthcoming with the information and I am glad it's in the report. The only question I have is whether it should be called a finding, and if you think it's a finding I have no problem with that. I just want to be clear that this was an issue that the Youthworks Office identified during the Youthworks season.

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The Youthworks starts the last week of June it runs into August. Ah -- we all wish that ah -- no one had bad intentions ah -- anywhere in our communities, but unfortunately, in every City, in every corner of the globe, there are a relative few number of people who do have bad intentions, and in this case, our controls actually detected ah -- the inaccuracy or the irregularity, and we did the right thing. We took it to the appropriate authorities, the IG's Office who pursued it. They contacted the worksite just to be clear, the worksite is not a City Government site it's a community based site. There is no on-site City Government personnel like most work sites. Ah -- they then pursued it, the worksite paid the money back, which is something less than \$900.00, in the month of September. So again, I have no trouble ah -- you know I'm actually happy that I get to talk about it, because to me it's an indication that we are good stewards of the government's money and that if something like this is to happen, we will detect it and I -- and I hope that you know, that anyone who might have bad intentions is aware of that. So, ah -- that -- that's all I have to say on this."

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President: "Okay. Um -- I just want to thank Audrey for the Audit um -- and to make sure that we um -- monitor it a little better um -- and I recognize you're working with youth, you know 14 to what 18 or something like that?"

City Auditor: "21."

Mr. Perkins-Cohen: "21."

President: "And we know that youth do make mistakes. I don't think they ah -- make the mistakes to um -- you know create fraud or anything of that nature, but I do know that we're dealing with children, and when we're dealing with outside organizations, that the City had no control over, that are our partners ah -- these things happen. So, I just want to thank Audrey for pointing that out and we have to do a better job of monitoring or making sure that we have Supervisors in place that's going to do the correct monitoring. Because we want every kid to get a job, and we want um -- don't want the views to be that Youthworks is mismanaging funds. Because that is not what happened. Um -- because we want people to continue to contribute because we want to get as many youth working as possible. Because the more we get off the street and into employment, the safer for them."

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Mayor: "Let me just uh -- say thank you for the Audit as well, and I think all audits are important, because it gives us a chance to be more introspective and prospective, but let me just say this. Um -- we want to make sure that the program continues at the high level that's it's been working, and more importantly, whatever oversight needs to be put in place then we have a responsibility to do that. And I think with technology today, Frank, that we can look at this as well, um -- because we want to ah -- this program to continue to grow. And I think when you look back at the years when we averaged something like four or five thousand students a year, and now we're up to eight and nine thousand ah -- it's almost doubled in just in the last -- just the last year actually."

Mr. Perkins-Cohen: "Yep."

Mayor: "So I know this a massive undertaking and ah -- perhaps we need to look at staffing needs as well. Um -- but I know ah -- the sincerity and the hard work that goes into making this happen, and I know that ah -- not only are you working with grass roots organizations, you're working with non-profits and everybody wants to help. But sometimes we might need to -- all the training that

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you give to young people to get to work, we might need to give some training to the grass roots and -- and some of the non-profits who don't aren't used to hiring people, we might to need to provide that assistance as well, so that they know what is required of them. Ah -- because you know I don't want you to think for one minute that the work that you do is absolutely appreciated and that those 14 year olds -- I was there. I saw 14 year olds with their parents getting their first job for the first time, and um -- that comes with a degree of responsibility. I think its' difficult for people to return money, but I'm with Jack, if somebody got money that they weren't supposed to get, they better get in here and get to work. Okay."

Mr. Perkins-Cohen: "If I could just say, ah -- you all will remember that the Federal Government used to participate in ah -- - summer jobs programs, when I say that, I mean they made a significant investment. And when they did, which was unfortunately more than a decade ago, we were actually able to compensate the work sites and pay for their supervisors, and in that day, it was

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a lot, we have a lot more ah -- ability to work with them. They weren't so shoe-stringed. But we are where we are right now."

President: "Okay. Thank you. The Audit --."

City Solicitor: "Mr. President, if I may just for a moment, Mr. Director. I appreciate the Auditor's use of the term fraud, but I was pleased to see you use the term irregularity, because not every false record or misjudgment constitutes fraud. This is a very expansive sense of fraud that's being used here. So, ah -- I echo the Mayor's congratulations on your work."

Mr. Perkins-Cohen: "Thank you."

President: "Okay. The Audit has been NOTED."

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Department of Audits - Audit Reports

2. Performance Audit Report Baltimore City Office of Information & Technology (formerly known as Mayor's Office of Information Technology) Fiscal Years Ended June 30, 2016 and 2015.

President: "The second item on the non-routine agenda can be found on Page 88, item number 2. Um -- that's the Performance Audit Report Baltimore City Office of Information and Technology for fiscal year ending June 30, 2015 and 2016; parties please come forward?"

City Auditor: "This is the Biennial Audit. Enterprise Innovation and Application Services number of applicant -- applications moved off the mainframe for fiscal year 16 and the percent of applications moved off the mainframe for fiscal year 2015. Finding number one: BCIT did not have written policies and procedures to document the methodology for developing the 2016, 2015 performance measure targets, and reporting actual results for the number of per -- percent of applications removed from the mainframe. Our recommendation, we recommend that BCIT establish written policies and procedures to document the methodology for developing performance measure targets and reporting actual results including

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procedures for recording, reviewing, maintaining and reporting actual results of the performance measures."

Mr. Mark Cherry: "We concur with the Finding, and we are working to develop a performance measured dictionary as well, so that we can um -- can develop methodologies and as we move forward."

City Solicitor: "Identify yourself please."

Mr. Cherry: "I'm sorry. I am Mark Cherry CFO for BCIT."

Mr. Frank Johnson: "Um -- I am Frank Johnson um -- BCIT also this was from 2016."

City Auditor: "Yes."

Mr. Johnson: "The -- the recommendations were actually put into the latest mainframe migration program which we executed with Blue Hill on this and it's just wrapping up. So a lot of those things were taken care of and the latest project that we did with our mainframe outsourcer."

City Auditor: "Finding number two. Fiscal year 2015 performance measure for the percentage of applications moved off the mainframe; 25%, was changed in the fiscal year 2016 bud -- Budget Book to the number of applications moved off the mainframe; one. In addition,

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those performance measures target, measured targets and the actual amounts were no longer included in the 2017 and 2018 Budget Books. Note actual amount related to performance measured targets are normally reported in the budget books two years after the related targets years. Although the actual amounts for fiscal year 2016 and 2015 were not reported in subsequent year -- years budget books, according to BCIT, no applications were removed from the mainframe in fiscal years 2016 and 2015. Therefore, BCIT did not meet its performance target -- its performance measure targets for those years. Our recommendation; prior year performance measure target should not be changed in subsequent year budget books without adequate disclosure by the Bureau of Budget and Management Research, BBMR, in order to avoid misleading performance results. Also, changes to performance measure targets and or actual amounts should be approved by the Department of Finance and adequately disclosed by BBMR in the budget books. We also recommend that when performance measures are not met or become obsolete or inadequate, the agency document the reason the performance measure was not met

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and why the performance measure is no longer useful. Now Mr. Mr. Raymond is standing, but I was going to read that you all concurred."

Director of Finance: "Good morning -- uh Mayor Pugh, President Young, Comptroller Pratt, members of the Board. I am Henry Raymond Director of Finance. Um -- the Department of Finance concurs with uh -- Finding two and the recommendation. Uh -- we implemented it so this will be resolved moving forward. Thank you."

City Auditor: "And the last one is not really a Finding, just um-- I will just read it though. Enterprise IT Delivery Services number of cyber security awareness trainings. Audit results; the performance measure for the number of cyber security awareness training was a new performance measure established in fiscal year 2016, with a target of 32. According to a note in the Fiscal 2016 Budget Book, BCIT's Information Security Office plan to offer 32 email broadcasts and awareness training sessions in fiscal year 2016. According to BCIT, however, because expected funding to conduct the -- those training sessions was not received, BCIT generated 44 cyber security email broadcasts, and also disseminated cyber security calendars, posters and flyers to keep City employees well informed about cyber security awareness

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information. Therefore, BCIT met its performance measure target for fiscal year 2016. This performance measure target was no longer included in the Budget Books for fiscal year -- years 2017 and 2018. And I would like conclude that um -- BCIT -- um -- were -- they were very helpful in um -- assisting the Department of Audits um -- with understanding certain um -- items that we needed to gain understanding -- um for their area, and um -- and I believe that they work very diligently in trying to remedy or resolve every area or every item that we had listed on the report."

Mr. Cherry: "We thank the Auditor um -- and the Office of the Auditor as well, and we definitely appreciate the work that they do and how they help us to ah -- find different things that we can um -- improve on. And so we will continue to move forward when we have funding constraints as we did in this last with the cyber security, we'll continue to find other measures that we can work and approve on."

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

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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice</u>			
1. Thomas Stack	Crimes Against Children Conference Dallas, TX Aug. 12 - 16, 2018 (Reg. Fee \$530.00)	Grant Governor's Office of Crime Control & Prevention	\$ 1,956.83

The hotel cost is \$152.00 per night, plus hotel taxes of \$23.19 per night, the airfare in the amount of \$450.07, and the registration fee of \$530.00 were prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Mr. Stack is \$276.00.

Baltimore City Fire Department

2. James Wallace Richard Parker Thomas Bower Paul Anthony	TEEX Advanced Bulk Storage Responder Training July 15 - 20, 2018 College Station, TX (Reg. Fee. \$1,700.00 each)	2017 HMEP Grant and General Funds	\$12,545.29
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The subsistence rate for this location is \$166.00 per day. The hotel cost is \$93.59 per night, plus hotel taxes in the amount of \$14.74 per night.

The airfare in the amount of \$436.96 for each attendee and the registration fee in the amount of \$1,700.00, for each attendee were prepaid on a City-issued credit card assigned to Mr. James M. Fischer.

MINUTES**TRAVEL REQUESTS**Baltimore City Fire Department - cont'd

Pursuant to AM 240-8, the Fire Department is requesting approval for the use of a rental vehicle by Mr. Wallace in the amount of \$437.45, during the TEEEX Advanced Bulk Storage Responder Training. The attendees will be sending heavy equipment to the conference and will need a car to get to and from the hotel to the training venue. Therefore, Mr. Wallace will be disbursed \$1,371.15. Messrs. Parker, Bower, and Anthony will be disbursed \$933.70 each.

The Board, UPON MOTION duly made and seconded, approved the foregoing Travel Requests.

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Office of the Mayor - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the following transfers of funds from the General Fund to the Baltimore City Foundation.

1. **AFRICAN AMERICAN HERITAGE FESTIVAL** **\$300,000.00**
(AFRAM)

Account: 1001-000000-1220-709700-603050

The 2018 African American Heritage Festival celebrates African American culture with art, musical performances, vendors and more. This community event is sponsored by the Office of the Mayor as well as private sponsors. To ensure that private sponsors can support this event, the Mayor's Office will be using the Baltimore City Foundation as custodian of the funds. The requested transfer of \$300,000.00 is the City's portion of the estimated cost of AFRAM.

2. **2018 BACK TO SCHOOL RALLY** **\$ 40,000.00**

Account: 1001-000000-1250-779600-603050

Each August, the Mayor hosts a Back to School Rally. During the Rally, the City distributes free backpacks and school supplies and the Health Department provides childhood immunizations. There are various other family friendly activities offered during the Rally. To ensure that private sponsors can support this event, the Mayor's Office will be using the Baltimore City Foundation as custodian of the funds. The requested transfer of \$40,000.00 will provide initial funding for the event. The funds will be repaid from donations for the event.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Office of the Mayor - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing transfers of funds from the General Fund to the Baltimore City Foundation.

MINUTES

President: "There being no business -- no more business before this Board we'll recess until bid opening at 12 noon."

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MINUTES

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

Department of Public Works

- SDC 7777, Drainage Repairs and Improvements at Various Locations

BIDS TO BE RECV'D: 07/25/2018

BIDS TO BE OPENED: 07/25/2018

Bureau of Purchases

- B50005472, Janitorial Services
- Group 1-6

BIDS TO BE RECV'D: 07/25/2018

BIDS TO BE OPENED: 07/25/2018

MINUTES

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

Department of General Services - GS 16810, Mitchell Courthouse
Roof Replacement

SGK Contracting, Inc.
Simpson of Maryland, Inc.

Department of Transportation - TR 17023, ADA JOC Contract
Citywide

Santos Construction Co, Inc.
J. Villa Construction, Inc.
ECM Corporation

Department of Public Works - SC 921, Improvements to the
Gwynns Falls Sewershed
Collection System - Area B

Metra Industries
Midas Utilities, LLC
IPR Northeast LLC
Spiniello
Anchor Construction Corp.
Civil Construction, LLC

MINUTES

Department of Public Works

- SC 950R, Caroline Street
Stormwater Pumping Station
Upgrades

Metra Industries

Department of Public Works

- ER 4125, Impervious Area
Removal at Various Locations

P. Flanigan & Sons, Inc.
Monumental Paving & Excavating, Inc.
Anchor Construction Corporation
Civil Construction, LLC


Bureau of Purchases

- B50005463, OEM Parts &
Services 2018 Dodge Ram 5500
4x4

NO BIDS WERE RECEIVED.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, July 18, 2018.


JOAN M. PRATT
Secretary