

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
S. Dale Thompson, Deputy Director of Public Works
Dana P. Moore, Deputy City Solicitor
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The September 26, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disrupt -- 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 September 24, 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 would entertain a Motion to approve all the items contained on the routine agenda."

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

Comptroller: "Second."

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

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

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

CJ Miller, LLC	\$92,660,000.00
Istormwater, LLC	\$ 110,000.00
L.E Blue & Associates, Inc.	\$ 1,500,000.00
Morgan Construction Services, Inc.	\$ 1,500,000.00

2. Prequalification of Architects and Engineers

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

Froehling & Robertson, Inc.	Engineer
McKissack & McKissack	Engineer Architect
MD 2 Technical Services, Inc.	Engineer

There being no objection, the Board, UPON MOTION duly made and seconded, approved the prequalification of Architects and Engineers for the listed firms. The Comptroller **ABSTAINED** on item no. 1, L.E. Blue only.

MINUTES

Department of Real Estate - Renewal of License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the Renewal of the License Agreement with The Towers of Harbor Court Condominium, Licensor, for the rental of a portion of 10 E. Lee Street, being the roof of the East Tower Building consisting of approximate 841 square feet. The period of the renewal is October 01, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$85,131.00 - 2042-000000-1474-165700-603013

BACKGROUND/EXPLANATION:

The monthly rent in the amount of \$7,094.25 during the one-year renewal term will be \$85,131.00 annually.

The Board of Estimates originally approved and executed the License Agreement with the Licensor for an initial term of one year on September 30, 1997 with nine options to renew for terms of one year. The Board approved a new license agreement on October 25, 2017 for an initial term of one year beginning on October 01, 2017 with nine options to renew for a term of one year. The renewal is the first of nine terms.

The demised premises are used for the operation and maintenance of antennas, in conjunction with the 800-Megahertz system for the Fire and Police Departments of Baltimore City.

The rental is for a portion of the premises located at 10 East Lee Street, being the roof of the East Tower building consisting of approximately 841 square feet.

MINUTES

Department of Real Estate - cont'd

The Licensor will be responsible for maintenance and repairs, roof and all common areas of the building and utilities. The Licensee will be responsible for liability insurance, maintenance, and repairs to equipment.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Renewal of the License Agreement with The Towers of Harbor Court Condominium, Licensor, for the rental of a portion of 10 E. Lee Street, being the roof of the East Tower Building consisting of approximate 841 square feet.

MINUTES

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the property located at 104 E. 20th Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes & Water Charges</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
104 E. 20 th Street	\$32,000.00	\$38,833.78	\$46,732.27	\$38,833.78

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 104 E. 20th St. on May 15, 2017 in the total amount of \$46,732.27.

104 E. 20th Street, 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 appraised value for the property is \$32,000.00. The purchase price of \$38,833.78, is based upon the higher of the flat taxes and water charges or the appraised value.

Mr. Brian J. Frank owns 104 East 20th Street, LLC. Mr. Frank owns properties at 315 South Fremont Avenue and 714 East Lake Avenue. All property taxes are paid and current and there are no violations.

MINUTES

Department of Real Estate - cont'd

Mr. Frank, under the name of 104 East 20th Street, LLC, wishes to acquire the property located at 104 East 20th Street; a vacant, dilapidated and boarded building. Upon obtaining title to the property, Mr. Frank plans to invest approximately \$124,000.00 to rehab the building and either rent or sell the building.

Mr. Frank has a successful 10-year history of purchasing and rehabbing City properties. Under the name S&F Select Properties, LLC Mr. Frank purchased 18 City properties and rehabbed, and sold all of them.

The cost for the project, including purchase of and foreclosure on is estimated at \$171,000.00.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate for an amount that is less than the lien amount for the property located at 104 E. 20th Street.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed with Dietz and Watson, Inc. to convey two parcels of land known as the former beds of Towanda Avenue from Druid Park Drive to Suffolk Avenue and Suffolk Avenue from Towanda Avenue to a 10 foot Alley and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$40,000.00

BACKGROUND/EXPLANATION:

On January 12, 2017, the City entered into a Closing Agreement with Dietz and Watson, Inc. to close two streets. Dietz and Watson, Inc. would like to acquire two parcels of land known as the former beds of Towanda Avenue and Suffolk Avenue. Dietz and Watson, Inc. owns all of the properties abutting the two streets and needs the two parcels of land in order to facilitate the extension of utilities from one building to another and to extend security fencing for its complex.

The sale was authorized by means of Sales Ordinance No. 17-099 approved on December 21, 2017. The street and alley closing process is intricate and involves public notice and other procedures before the Deed can be prepared for submission to the Board for approval.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed with Dietz and Watson, Inc. to convey two parcels of land known as the former beds of Towanda Avenue from Druid Park Drive to Suffolk Avenue and Suffolk Avenue from Towanda Avenue to a 10 foot Alley and no longer needed for public use.

MINUTES

Department of Real Estate - Agreement of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement of Sale with Mr. Allen P. Burrus, Purchaser, for the purchase of 3306 North Hilton Street, Unit 203, Hanlon Park Condominium (Block 2913, Lot 028).

AMOUNT OF MONEY AND SOURCE:

\$11,500.00 - Purchase Price

BACKGROUND/EXPLANATION:

The property was donated to Baltimore City in June 2014 as part of a final estate disbursement. The authority to sell this property was granted by Ordinance 15-409, approved on September 21, 2015.

Pursuant to the Appraisal Policy an appraisal was completed August 30, 2018, which determined the property value to be \$16,000.00.

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED PRICE

The property will be sold below the appraised value for the following reasons:

- Subsequent to the appraisal the property suffered structural deterioration due to extensive water damage,
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City tax rolls, and

MINUTES

Department of Real Estate - cont'd

- the sale will be a specific benefit to the immediate community, as the Purchaser intends to create an affordable rental unit upon completion of repairs.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement of Sale with Mr. Allen P. Burrus, Purchaser, for the purchase of 3306 North Hilton Street, Unit 203, Hanlon Park Condominium (Block 2913, Lot 028). The Comptroller **ABSTAINED**.

MINUTES

Department of General Services - Report and Emergency
Procurement Agreement

ACTION REQUESTED OF B/E:

The Board is requested to receive the report on the emergency and approve and authorize execution of the Emergency Procurement Agreement with Ruff Roofers, Inc., Contractor. The Emergency Procurement Agreement is effective upon Board approval and will terminate upon the work completion date of November 12, 2018 as determined by the City Engineer, and upon payment of the total amount of the contract to the Contractor.

AMOUNT OF MONEY AND SOURCE:

\$250,000.00 - 9916-903154-9197-900000-706063

\$ 46,125.00 - 1001-000000-2142-229555-603016

BACKGROUND/EXPLANATION:

At Engine 46/Truck 27/EMS 4 fire station, a "cave in" of the interior ceiling of the station and suspected mold growth were discovered as a result of a severely leaking exterior roof, giving rise to the need to obtain supplies, materials, equipment, services, or public works to address the emergency.

The Department of Finance, upon application by the Director of the Department of General Services, proceeded to obtain the supplies, materials, equipment, services, or public works required without the formal advertisement required under of Article VI, § 11(c) of the Charter.

The emergency is of such a nature that the Department has been coordinating roof repair and replacement work continuously since the date the emergency occurred.

MINUTES

Department of General Services - cont'd

PURSUANT TO ARTICLE VI, §11 (e) (ii) OF THE CITY CHARTER, THE DIRECTOR OF FINANCE APPROVED THE PROCUREMENT OF THIS EMERGENCY SERVICE.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board received the report on the emergency procurement, and approved and authorized execution of the Emergency Procurement Agreement with Ruff Roofers, Inc.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Century Engineering, Inc. under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The amendment will extend the period of the agreement through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - increase in the upset limit

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original agreement in the amount of \$3,000,000.00, which provided for engineering design services that would include reconstruction, resurfacing, streetscapes, developing roadway alignment, Americans with Disabilities Act (ADA) pedestrian facilities, drainage improvements, street lighting, electric duct banks, traffic signal design, water and wastewater, signing and pavement markings, traffic control, erosion and sediment control, surveys, landscaping, planning, project scope development, environmental site assessments, National Environmental Policy Act clearance and other engineering related tasks with the project.

On January 10, 2018, the Board approved Amendment No. 1 for a one-year time extension to continue design services for various projects. Amendment No. 2 will increase the upset limit by \$1,000,000.00 to continue Central Avenue design build construction management and other various construction projects and extend the agreement through March 31, 2020.

MINUTES

Department of Transportation - cont'd

This amendment will extend the period of the agreement through March 31, 2020 and will increase the upset limit by \$1,000,000.00.

DBE Participation:

Century Engineering, Inc. will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

DBE: 25.00%

AUDITS NOTED THE INCREASE IN THE UPSET LIMIT AND THE TIME EXTENSION. AUDITS WILL REVIEW TASK ASSIGNMENTS.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Century Engineering, Inc. under Project 1191, On-Call Design Consultant Services for Federal Aid Resurfacing and Reconstruction Projects.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 13 W. 25 th Street	Matz Enterprises, Inc.	A-Frame sign 40" x 22"
\$52.80 - Flat Charge		
2. 224 S. Broadway	Amber Reality (MD), LLC	Awning w/signage 25' x 4'
\$630.00 - Flat Charge		
3. 21 S. Calvert Street	21 South Calvert LLC	Bracket Signs 3.89 sf., flat sign 5.33 sf.
\$264.20 - Flat Charge		

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

There being no objection, the Board, UPON MOTION duly made and seconded, approved the Minor Privilege Applications.

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. N.M.R. Associates a Maryland General Partnership	2228 Druid Hill Avenue	G/R \$120.00	\$ 800.00
2. M & E Investments, LLC.	2230 Druid Hill Avenue	G/R \$100.00	\$ 916.00

Funds are available in account no. 9910-908636-9588-90000-704040,
FY 17 CORE Demo Project.

3. M & E Investments, LLC.	832 Edmondson Avenue	G/R \$69.00	\$ 632.00
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Funds are available in account no. 9910-908044-9588-900000-
704040, Upton West Project.

4. James LeFaivre	14 N. Stockton Street	F/S	\$16,500.00
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Funds are available in account no. 9910-908044-9588-900000-
704040, Poppleton Project, Phase 2.

In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

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 - Condemnations</u>			
5. Jong Nam Kim	900/902 E. Eager Street	F/S	\$70,000.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 Core/Ambrose Kennedy Park Expansion Project.			
6. Deborah Rock	505 Baker Street	F/S	\$14,000.00
7. CO 351, LLC	1238 Mosher Street	F/S	\$22,150.00
8. Arnett Smith and Lorraine Wilson	815 N. Gilmor Street	F/S	\$20,000.00

Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

DHCD - Condemnations or Redemption

9. Unknown	1002 Sarah Ann Street	Sub/G/R \$24.00	\$ 190.00
10. Unknown	1002 Sarah Ann Street	G/R \$52.50	\$ 350.00

Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

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 - Condemnations</u>			
11. Opportunity Company Incorporate	840 Edmondson Avenue	G/R \$75.00	\$ 500.00

Funds are available in account no. 9910-908044-9588-900000-704040, Upton West Project.

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

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 1. A.S.B. | \$ 14,700.00 | Renewal |
|-----------|--------------|---------|
- Contract No. B50004778 - Perform Janitorial Service at Enoch Pratt Branches #10 and 22 - Enoch Pratt Free Library - P.O. No. P537268

On October 16, 2016, the City Purchasing Agent approved the initial award in the amount of \$14,700.00. The award contained three 1-year renewal options. On September 27, 2017, the Board approved the first renewal in the amount of \$14,700.00. This second renewal in the amount of \$14,700.00 is for the period November 1, 2018 through October 31, 2019, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

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

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| 2. NULINX INTERNATIONAL,
INC. | \$ 44,000.00 | Renewal |
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- Contract No. 08000 - Copa Software Subscription - Mayor's Office of Human Services - Head Start - Req. No. R802157

On June 1, 2016, the Board approved the initial award in the amount of \$44,000.00. The award contained four 1-year renewal options. On August 16, 2017, the Board approved the first renewal in the amount of \$44,000.00. This second renewal in the amount of \$44,000.00 is for the period July 1, 2018 through June 30, 2019 with two 1-year renewal options remaining.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

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| 3. EASTERN CONTROLS, INC.,
OF PA | \$ 50,000.00 | Renewal |
| Contract No. 08000 - Endress+ Hauser Parts and Equipment -
Department of Public Works - Wastewater Facilities - P.O. No.
P536566 | | |

On August 17, 2016, the Board approved the initial award in the amount of \$ 50,000.00. The award contained four 1-year renewal options. On July 26, 2017, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$50,000.00 is for the period August 17, 2018 through August 16, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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| 5. BELTWAY INTERNATIONAL, LLC. | \$651,920.00 | Increase |
| Contract No. B50005294 - Crew Cab Five-Ton Dump Trucks -
Department of General Services, Fleet Management - P.O. No.
P543791 | | |

On May 9, 2018, the Board approved the initial award in the amount of \$2,444,700.00. This increase in the amount of \$651,920.00 is necessary to purchase four additional crew cab five-ton dump trucks, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$3,096,620.00. The contract expires on May 8, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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| 6. PETERBILT OF BALTIMORE,
LLC | \$998,940.00 | Increase |
| Contract No. B50005368 - Sixteen Cubic Yard Load Packers -
Department of General Services, Fleet Management - Req. No.
P544052 | | |

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

On May 30, 2018, the Board approved the initial award in the amount of \$4,162,490.00. This increase in the amount of \$998,940.00 is necessary to purchase six additional cubic yard load packers, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$5,161,430.00. The contract expires on May 29, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchased from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

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| 7. BELTWAY INTERNATIONAL, LLC | \$880,761.00 | Increase |
| Contract No. B50005184 - Trucks with a Conventional Cab & Chassis, Steel Dump Body, Hoist, & Lift Gate - Department of General Services, Fleet Management - P.O. P542458 | | |

On January 24, 2018, the Board approved the initial award in the amount of \$377,469.00. This increase in the amount of \$880,761.00 is necessary to purchase eight additional trucks, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

increase will make the award amount \$1,258,230.00. The contract expires on January 23, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchased from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

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| 8. BELTWAY INTERNATIONAL, LLC | \$109,458.00 | Increase |
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- Contract No. B50005293 - Tandem Axle Tractors - Department of General Services, Fleet Management - P.O. No. P543789

On May 9, 2018, the Board approved the initial award in the amount of \$656,748.00. This increase in the amount of \$109,458.00 is necessary to purchase one additional tandem axle tractor, which will replace older equipment in the City's fleet, as part of Fleet Management's planned replacement program. This increase will make the award amount \$766,206.00. The contract expires on May 8, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On May 15, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

9. STANLEY G. ALEXANDER,
INC. d/b/a ALEXANDER

MOBILITY SERVICES	\$ 24,990.00	Increase
Contract No. 06000 - Deliver and Assemble Donated Furniture to Baltimore City - Department of General Services - P.O. No. P543554		

On April 30, 2018, the City Purchasing Agent approved the initial award in the amount of \$24,990.00. Office Relocation Group is donating office furniture to the City of Baltimore. This increase in the amount of \$24,990.00 is necessary as the Department of General Services is currently using the above vendor to provide services to disassemble, transport and reassemble donated furniture. This increase will make the award amount \$49,980.00. The contract expires on May 1, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

*The WBE subcontractor is not in good standing with the Department of Assessment and Taxation. The bidder will be allowed to substitute an approved WBE if Upper Management, LLC is not in good standing at time of award.

MWBOO FOUND VENDOR IN COMPLIANCE.

P2 Cleaning Services, LLC

MBE: Sparks Quality Fence Company	\$51,460.65	13.5%
P2 Cleaning Services	\$51,460.65	13.5%
WBE: Tote-It Incorporated	\$34,307.10	9%

MWBOO FOUND VENDOR IN COMPLIANCE.

11. NEOPOST USA, INC.	\$ 36,799.80	Cooperative Contract
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State of Maryland NASPO Valuepoint Contract Number ADSP016-169901-Mailroom Equipment, Supplies and Maintenance - Sheriff's Office - Req. No. R794294

Mailroom equipment will be a 60-month lease from a competitively bid, cooperative contract agreement #001B8400193 between the State of Maryland and Neopost USA, Inc. This will replace older equipment in the City Sheriff's office, a mail metering system and tabletop document folder/insertter. The period of the award is September 26, 2018 through May 14, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

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

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| 12. WEST PUBLISHING CORPORATION | \$ 74,328.00 | Sole Source |
| Contract No. 08000 - Investigative Resource Software for Law Enforcement - Baltimore City Police Department - Req. No. R800702 | | |

This is to continue services until a new agreement is approved by the Law Department bringing this under the scope of another contract. West Publishing Corporation is the sole provider of this software. The period of the award is April 1, 2018 through November 30, 2018. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

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| 13. LAAKE ENTERPRISES, INC. d/b/a | | Selected Source |
| FESCO EMERGENCY SALES | \$1,500,000.00 | Agreement |
| Contract No. 06000 - OEM Parts, Aftermarket Parts, and Repair Services for Horton Medics - Department of General Services - Fleet Management - Req. No. R798764 | | |

The Board is requested to approve and authorize execution of an agreement with Laake Enterprises, Inc. d/b/a Fesco Emergency Sales. The period of the agreement is September 3, 2018 through September 2, 2021.

Fesco Emergency Sales is the only authorized dealer/manufacturer that provides repair service, warranty and parts distribution for Horton Medic Units in the State of Maryland. The above amount is the City's estimated requirement.

IT IS HEREBY CERTIFIED THAT THE ABOVE PROCUREMENT IS OF SUCH A NATURE THAT NO ADVANTAGE WILL RESULT IN SEEKING NOR WOULD IT BE PRACTICABLE TO OBTAIN COMPETITIVE BIDS. THEREFORE, PURSUANT TO ARTICLE VI, SECTION 11(e)(i) OF THE CITY CHARTER, THE PROCUREMENT OF THE EQUIPMENT AND/OR SERVICE IS RECOMMENDED.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On April 12, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. Laake Enterprises, Inc. is the only authorized dealer in the State of Maryland to provide warrant, repairs and parts distribution.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------------|------------------------------|
| 14. COPART,
INC. | Revenue Generating | Vehicle Auction
Agreement |
| Contract No. 06000 - Online Auction Services - Procurement,
Departments of General Services and Transportation - Req. No.
To be determined. | | |

The Board is requested to approve and authorize execution of a Vehicle Auction Agreement with Copart, Inc. The period of the agreement is August 15, 2018 through August 14, 2021.

The City of Baltimore is looking to transition its vehicle auction services from an in-person platform to an online platform by doing a pilot with Copart, Inc. Moving to an online platform will increase the volume of prospective buyers and potentially increase revenue. The online service also allows the City to see the auctions in real time and provides real time reporting. The current service provides paper-based

MINUTES**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

reports weeks after the auction concludes and has to depend on audio recordings of the live auction to dispute discrepancies in the paperwork submitted by the vendor. Utilizing an online service allows for transparency in the auction service.

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

MBE/WBE PARTICIPATION:

On August 28, 2018, MWBOO set goals of 2% MBE and 2% WBE. On September 4, 2018, Copart, Inc. was found in compliance.

MBE: C&S Towing and Transport, LLC 2%

WBE: McDel Enterprises, Inc. 2%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

15. E.J. WARD, INC.	\$ 0.00	Extension
Contract No. 08000 - O.E.M. Parts for E.J. Ward Canceivers - Department of General Services - Fleet Management - P.O. No. P526537		

On March 12, 2014, the Board approved the initial award in the amount of \$100,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. An extension is necessary to continue O.E.M. Parts for E.J. Ward Canceivers to Fleet Management while a new agreement is being negotiated. The contract expires on September 30, 2018. The period of the extension is October 1, 2018 through January 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This contract is for Original Equipment Manufacturer Parts, which can only be provided by the manufacturer E. J. Ward, Inc.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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<u>Bureau of Procurement</u>		
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UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Informal Awards, Renewals, Increases to Contracts, and Extensions. In addition, the Board approved and authorized execution of the Selected Source Agreement with Laake Enterprises, Inc. d/b/a Fesco Emergency Sales (item no. 13) and the Vehicle Auction Agreement with Copart, Inc. (item no. 14.).

MINUTES

Department of Housing and - Amendment to Community Development
Community Development Block Grant Loan

ACTION REQUESTED OF B/E:

The Board is requested to approve a unit Amendment to Community Development Block Grant Loan for the Habitat of Humanity of the Chesapeake homeownership project that is located (or to be located) within the Sandtown Winchester and Woodbourne-McCabe neighborhoods of Baltimore City.

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

AMOUNT OF MONEY AND SOURCE:

No additional funds are required.

BACKGROUND/EXPLANATION:

On December 13, 2017, the Board approved a \$300,000.00 Community Development Block Grant Loan (the "CDBG Loan") to Habitat for Humanity of the Chesapeake (the "Borrower"). The proceeds of the CDBG Loan (the "City Proceeds") are being used to support a portion of the costs of the development of approximately ten vacant units located at 722, 747, McCabe Avenue, 5223 Ready Avenue, 709 Baker Street, 1324, 1333, 1524, 1551, 1553 Fulton Avenue and 1322 North Mount Street. Upon completion, the project was intended to provide ten homeownership units to first time homebuyers.

Houses are sold at an affordable rate with no-interest mortgages to qualified buyers who earn 20% to 80% of the Area Median Income adjusted for family size (the "AMI"). As a nonprofit developer, the Borrower divides its efforts into renovating and reselling deteriorating single-family homes to first-time homebuyers at affordable prices.

MINUTES

Department of Housing and - cont'd
Community Development

Since loan closing, several external factors have impacted the project: continued deterioration of long-term abandoned buildings, industrywide construction escalation in construction materials, and, the additional expense for compliance required by regulations as it relates to Maryland Historical Trust Review process.

Because of these factors, the Borrower has requested the deletion of the following three properties originally listed in the 2017 Board memo (due to structural conditions): 709 Baker Street, 1551 Fulton Avenue & 1322 North Mount Street. In addition, one property will be added to the project scope - 1562 Carey Street.

The amended total number of units contained in the project scope will now be eight units located at the following addresses: 722 and 747 McCabe Avenue, 5223 Ready Avenue, 1324, 1333, 1524 and 1553 Fulton Avenue, and 1562 Carey Street.

The amount of the CDBG Loan will remain unchanged and dispersed over eight units rather than the original ten units. Hence, the per unit subsidy will now increase from \$30,000.00 per unit to \$37,500.00 per unit. The Department is comfortable recommending this amendment and the increase to the per unit subsidy under these circumstances.

All other terms and conditions of the 2017 Board Memo remain in effect.

THE DEPARTMENT OF FINANCE REVIEWED AND RECOMMENDED APPROVAL BY THE BOARD OF ESTIMATES.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved the unit Amendment to Community Development Block Grant Loan for the Habitat of Humanity of the Chesapeake homeownership project that is located (or to be located) within the Sandtown Winchester and Woodbourne-McCabe neighborhoods of Baltimore City. The Board also authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to approval for form and legal sufficiency by the Department of Law.

MINUTES

Department of Housing and - Community Development Block
Community Development Grant Agreements

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreements (CDBG Agreements).

1. **JUBILEE BALTIMORE, INC.** **\$ 50,000.00**

Account: 2089-208918-5930-436466-603051 \$ 25,000.00
 2089-208918-5930-436462-603051 \$ 25,000.00

The purpose of this CDBG Agreement is to provide CDBG funding to subsidize Subgrantee's staff and operating costs directly related to the historic preservation of a commercial property located at 19-21 E. North Avenue. The Subgrantee will also assist low and moderate-income, long-term, owner-occupant residents of the Greenmount West community in obtaining financial assistance for façade improvements and home repairs. The period of the agreement is January 1, 2018 through December 31, 2018.

2. **LATINO ECONOMIC DEVELOPMENT CORPORATION** **\$ 50,000.00**

Accounts: 2089-208917-5930-727673-603051

Under the terms of this CDBG Agreement, the Department will provide funds for the operating costs of Subgrantee's Micro Lending Program for a one-year period. Under the program, the Subgrantee will provide technical assistance and micro-loans to low- to moderate-income owners and developers of micro-enterprises located in Baltimore City. The period of the agreement is February 1, 2018 through January 31, 2019.

MINUTES

Department of Housing and - cont'd
Community Development

On August 8, 2018, the Board approved the Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2018 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2018 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

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:

4017 - 4021

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 Transportation/DOT
Engineering and Construction

1. TR 18010 - Urgent P. Flanigan & Sons, \$2,349,931.00
 Need Contract Inc.
 Citywide

MWBOO SET GOALS OF 19% FOR MBE AND 7% FOR WBE.

MBE: Priority Construction Corporation	\$442,700.00	18.84%
CBY Enterprises, Inc.	2,000.00	0.09%
Alfredo Trucking, Inc.	2,000.00	0.09%
Total	\$446,700.00	19.02%

WBE: River Transport, Inc.	\$134,700.00	5.73%
B&J Sweeping & Sons Inc.	15,000.00	0.64%
Fallsway Construction, Company, LLC	15,000.00	0.64%
Total	\$164,700.00	7.01%

MWBOO FOUND VENDOR IN COMPLIANCE.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,315,447.66	9950-956002-9515	
State Const. Rev.	Constr. Res. - Resurfacing JOC Urgent Needs	
151,979.89	9950-915725-9514	
<u>MVR</u>	Constr. Res.	
\$2,467,427.55	Emergency Resurfacing JOC	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$2,349,931.00	-----	9950-904875-9514-6 Structural & Improv.
<u>117,496.55</u>	-----	9950-904875-9514-5 Inspection Res. JOC Urgent Need Contract Citywide
\$2,467,427.55		

This transfer will fund the costs associated with the award of TR 18010, Res. JOC Urgent Need Contract Citywide, to P. Flanigan & Sons, Inc.

- 3. TR 17023 - ADA J. Villa Construction \$ 347,000.00
 JOC Contract
 Citywide

MWBOO SET GOALS OF 17% FOR MBE AND 5% FOR WBE.

MBE: J. Villa Construction, Inc. *	\$169,262.50	48.78%
WBE: Rowen Concrete, Inc.	\$ 17,600.00	5.07%

*Indicates Self-Performance.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 250,000.00	9950-903644-9509	
GF(HUR)	Constr. Res. -	
	ADA Ramps	
166,400.00	9950-910085-9509	
GF(HUR)	Constr. Res.	
	ADA Self Evaluation	
<u>\$ 416,400.00</u>		
\$ 347,000.00	-----	9950-905568-9508-6
		Structural & Improve.
52,050.00	-----	9950-905568-9508-5
		Inspection
17,350.00	-----	9950-905568-9508-2
<u>\$ 416,400.00</u>		Contingencies
		ADA JOC Contract
		Citywide

This transfer will fund the costs associated with the award of Project TR 17023, ADA JOC Contract Citywide to J. Villa Construction, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

- 5. B50005383 - Large Vanguard Utility \$ 500,000.00
 Water Meter Testing, Services, Inc.
 Repair & Replacement
 Services

(DPW - Meter Shop)

MBE/WBE PARTICIPATION:

On March 23, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

Department of Public Works/Office
of Engineering and Construction

- 6. SC 930R, Clinton Street Spiniello \$8,733,000.00
 Sewerage System Companies
 Improvements

MWBOO SET GOALS OF 21% FOR MBE AND 6% FOR WBE.

MBE: Seca Underground Corporation \$2,153,750.00 24.6%

WBE: R&R Contracting Utilities, \$ 524,000.00 6.0%
 Inc.

MWBOO FOUND VENDOR IN COMPLIANCE.

7. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$6,774,000.00	9956-908757-9549	
Revenue Bonds	Clinton St. Pump Station F Main	

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

2,657,640.00	9956-905533-9549	
Waste Water	Annual Facilitates	
<u>Utility Funds</u>	Improvements	
\$9,431,640.00	-----	9956-908340-9551-6 Construction

The transfer will cover the costs of SC 930R, Clinton Street Sewerage System Improvements.

Department of Transportation

- 8. TR 17020R, Utility Location Test Holes & Borings for Engineering Projects Citywide **REJECTION** - On June 20, 2018, the Board opened one bid in the amount of \$430,165.00 for the subject project. Subsequent review of bid documents revealed the bidder greatly exceeded the agency's budget. It is recommended that the bid be rejected, and that this project be re-advertised in the near future.

Department of General Services

- 9. GS 16810 Mitchell Courthouse Roof Replacement SGK Contracting, Inc. \$1,479,000.00

MWBOO SET GOALS OF 14% MBE AND 3% WBE.

MBE: GML, LLC DBA JD Belfield Enterprises, LLC	\$207,060.00	14%
WBE: Roane's Rigging & Transfer Company, Inc.	\$ 44,370.00	3%

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

Mayor's Office of Human Services - Agreements

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

1. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$3,964,140.00**

Account: 1001-000000-3572-779200-603051

The Associated Catholic Charities (ACC) will operate and provide emergency overnight shelter and supportive services to the homeless population of Baltimore at the Housing Resource Center (HRC) located at 600 Fallsway. The ACC will use funds to cover salaries and operating costs for managing the shelter and associated programs. The period of the agreement is July 1, 2018 through June 30, 2019.

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

2. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$ 400,000.00**

Account: 4000-407118-5940-760500-603051

The Associated Catholic Charities, Inc. will use funds to provide case management services to residents at the Weinberg Housing Resource Center emergency overnight shelter. Case management services will be provided with the goal of connecting clients to permanent housing options and community resources to assist with the transition to independent living upon exit from the shelter. The period of the agreement is July 1, 2018 through February 5, 2020.

The agreement is late because of a delay in budget negotiations with the Associated Catholic Charities Inc.

MWBOO GRANTED A WAIVER.

MINUTES

Mayor's Office of Human Services - cont'd

3. **WILLOW TREE EARLY EDUCATION TEAM, INC.** \$ **10,500.00**

Account: 4000-486319-1772-452200-603051

The Head Start Program is required by federal Performance Standards to establish strategic long term program goals that are measurable and responsive to the community assessment and take into account the provision of educational, health, nutritional, and family engagement services to promote the school readiness of enrolled children, and to request status from the U.S. Department of Administration for Children and Families to be considered for renewal of the grant designation for a five-year grant. Willow Tree Early Education Team, LLC., will provide services related to those requirements as outlined in the contract. The period of the agreement is September 1, 2018 through April 4, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The President **ABSTAINED** on item nos. 1 and 2.

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 of an Agreement with Whitman Requardt & Associates, LLP (Consultant) under Project No. 1805 (formerly Project No. 1279), On-Call Project and Construction Project 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 - To be determined with each individual task.

BACKGROUND/EXPLANATION:

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

The scope of the original agreement includes, 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.

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 and WBE goals assigned in this agreement.

MBE: 29%

WBE: 10%

MBE: Bryant Associates, Inc.	\$ 350,000.00	7%
DM Enterprises of Baltimore, LLC	150,000.00	3%
Environ-Civil Engineering, LTD	400,000.00	8%
Kumi Construction Management Corporation	400,000.00	8%
Shah & Associates, Inc.	150,000.00	3%
	<u>\$1,450,000.00</u>	<u>29%</u>
 WBE: Albrecht Engineering, Inc.	 \$ 250,000.00	 5%
Ross Technical Services, Inc.	250,000.00	5%
	<u>\$ 500,000.00</u>	<u>10%</u>

MWBOO FOUND VENDOR IN COMPLIANCE.

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

MINUTES

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Whitman Requardt & Associates, LLP (Consultant) under Project No. 1805 (formerly Project No. 1279), On-Call Project and Construction Project Management Assistance.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) with Whitman, Requardt & Associates, LLP, under Project 1227W, On-Call Stormwater Study and Engineering Design Services. The Amendment No. 1 will extend the period of the agreement through September 9, 2019 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Whitman, Requardt & Associates, LLP to continue performing design, hydrology studies, hydraulic analysis, inspections and investigations related to repairs, maintenance and new construction of storm drain facilities managed by the Office of Engineering and Construction on an as needed basis.

The cost of services rendered will be based on a not to be exceed negotiated price for each task assigned. The existing agreement called for two additional one-year extensions at the City's sole discretion.

MBE/WBE PARTICIPATION:

MBE: 27%

WBE: 10%

MINUTES

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

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

AUDITS NOTED THE NO-COST TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP, under Project 1227W, On-Call Stormwater Study and Engineering Design Services.

MINUTES

Department of Public Works - Community Legacy Program
Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Legacy Program Grant Agreement with the Maryland Department of Housing and Community Development. The period of the Grant Agreement is December 1, 2017 through July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 5000-504118-5152-387000-606004

BACKGROUND/EXPLANATION:

The Grant Agreement will allow for the purchase of mobile litter collection vehicles to support and enhance the BMORE Beautiful campaign in blighted areas of Baltimore City.

The Baltimore Litter and Graffiti Control program is a proactive approach to litter and graffiti issues that impact Baltimore's Main Streets and business districts.

Currently the City uses the Department's staff to clean and maintain the sidewalks, gutters, and corner cans of 19 business districts by hand.

This grant will be used to add a fleet of 15 mobile litter collection vehicles, and related cleaning equipment to increase and expand litter and graffiti efforts in the Main Streets and business districts throughout Baltimore City.

The Grant Agreement is late due to the administrative process.

MINUTES

Department of Public Works - cont'd

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 Community Legacy Program Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

Department of Public Works - Single Bond for Drain
Layers No. 1203695

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. 1203695 for the firm, Patapsco Pipeline, LLC. The period of the bond will continue until either the firm or the surety gives notice of its termination.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Bond No. 1203695

BACKGROUND/EXPLANATION:

The firm, Patapsco Pipeline, LLC, periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways, and City of Baltimore rights-of-way for which it is obligated to provide bonds. The firm desires to provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved acceptance of the Single Bond for Drain Layers No. 1203695 for the firm, Patapsco Pipeline, LLC.

MINUTES

Department of Public Works - Single Bond for Drain
Layers No. 019059517

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. 019059517 for the firm, Stewart & Tate, Inc. The period of the bond will continue until either the firm or the surety gives notice of its termination.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Bond No. 019059517

BACKGROUND/EXPLANATION:

The firm, Stewart & Tate, Inc., periodically obtains permits from the City to excavate in streets, alleys, lanes, footways, thoroughfares, highways, and City of Baltimore rights-of-way for which it is obligated to provide bonds. The firm desires to provide one bond to cover all permits that may be issued, instead of being obligated to provide a separate bond for each case.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved acceptance of the Single Bond for Drain Layers No. 019059517 for the firm, Stewart & Tate, Inc.

MINUTES

Department of Public Works/Office - Credit for Task No. 011
of Engineering and Construction Under Project 1504

ACTION REQUESTED OF B/E:

The Board is requested to approve a credit for Task No. 011, with Rummel, Klepper & Kahl, LLP, under Project No. 1504 (S.C. 902, SC 903, S.C. 882), Construction Management Assistance Services.

AMOUNT OF MONEY AND SOURCE:

(\$11,081.67) - 9956-909602-9551-900020-705032 (S.C. 902)
(\$11,081.67) - 9956-907603-9551-900020-705032 (S.C. 903)
(\$11,081.66) - 9956-905565-9551-900020-705032 (S.C. 882)
(\$33,245.00) - Anticipated Funding

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction was in need of Inspection Services for ongoing work on S.C. 902, S.C. 903, and S.C. 882. The project did not utilize all of the funds and is requesting a credit.

The scope of the original agreement includes: Assisting the City Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review 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.

MINUTES

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

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 27% and the WBE goals of 10% assigned to the original agreement. Currently, this On-Call Agreement is not in compliance because of delayed invoices from the subcontractors. Current goals are 11% for MBE and 14% for WBE.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the credit for Task No. 011, with Rummel, Klepper & Kahl, LLP, under Project No. 1504 (S.C. 902, S.C. 903, S.C. 882), Construction Management Assistance Services.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

4036 - 4038

The EWOs were reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

Department of Public Works/Office
of Engineering and Construction

<u>Contract</u>	<u>Prev. Apprvd.</u>		<u>Time</u>	<u>%</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>
1. EWO #001, \$0.00 - WC 1301R, Large Water Main Repairs				
\$11,376,185.24	\$0.00	Anchor Construc-	365	8.45
		tion Corp.	days	

The Office of Engineering & Construction requests a 365-day non-compensable time extension in order to complete various assigned work to replace and repair water main lines at various locations in the City to improve the system condition in order to prevent premature disruptions in Baltimore City and Baltimore County water distribution. The vast majority of the work assigned to the Contractor is generated as a result of inspections on W.C. 1201 performed by Pure Technologies, Inc., managed by the Office of Asset Management (OAM).

The services provided under this contract are an integral part of the OAM and are also critical to the OAM to deal with any unexpected emergency arising within the water distribution system. According to Contract Special Conditions, the City reserves the right to extend this contract for two additional terms of one year each. Under the terms of this Expenditure Authorization Request, the City is exercising the first time extension, which will increase the completion date of the contract by 365 days through September 25, 2019. The current completion date is September 25, 2018.

The purpose of this contract is to repair and/or replace pipe sections of large diameter water mains, primarily pre-stressed concrete cylinder pipe and large ferrous mains identified in

MINUTES

EXTRA WORK ORDERS

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

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

Project No. 1201. This contract also includes post tension repair. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 6.00% for MBE and 1.00% for WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

2. EWO #002, \$0.00 - SC 914, Improvements to Sanitary Sewers in
Low level Sewershed
- | | | | | |
|-----------------|--------------|------------|------|-----|
| \$16,125,534.00 | \$970,143.76 | A.M. Liner | 90 | 53% |
| | | East, Inc. | days | |

The Office of Engineering & Construction requests an additional 90-day non-compensable time extension for the contractor to complete 1604 additional grout setups and 4,892 gallons of non-structural grout. Sanitary Contract No. 914 contract documents required the contractor to grout 200 sanitary house connections and 602 gallons of grout material required to complete the work.

Upon commencement, it was determined that an additional 1604 sewer house connections and 4,892 gallons of non-structural grout were needed. The required cost for the additional work

MINUTES**EXTRA WORK ORDERS**

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

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

was approved by the Board of Estimates on April 4, 2018. AM Liner East, Inc. was directed to submit a schedule time impact analysis that was reviewed by Project Controls.

After careful review of the submittal material by AM-Liner East, Inc. and isolating each series of events that played a role in this time impact analysis, the Office of Engineering & Construction recommends a non-compensable time extension of 90 calendar days.

This time extension will push the authorized project completion date to August 24, 2018. Consultant liability will not be investigated. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given to the Agency.

The scope of the construction project includes: cleaning, cured in place piping lining, open cut repair and replacement of sanitary sewer lines, rehabilitation of manholes and reinstatement of sanitary house connections.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are 15% for MBE and 17% for WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the action brought by April Carter for the death of her child, Amirah Kinlaw, against the City, who was struck by the driver of a stolen vehicle fleeing police on June 16, 2016.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Plaintiff filed a lawsuit against the City alleging tort claims arising from the death of her child after being struck by the driver of a stolen vehicle fleeing police. The police vehicle, allegedly pursuing the stolen vehicle, was in emergency status at the time of the incident. The Plaintiffs' claim against the City is based on the City's ownership of the vehicle pursuant to Md. Code Courts & Judicial Proceeding §5-639(c)(1). Under §17-103(b)(1) of the Transportation Article of the Code, the maximum amount for which the City may be held liable as owner of the vehicle is \$30,000.00.

The Plaintiff alleges that on June 16, 2016, nine-year-old Amirah Kinlaw was walking home from school when Baltimore Police officer Aisha White-Bey, while on patrol, observed a suspected stolen vehicle and engaged her lights and sirens. In response, the driver of the stolen car fled at excessive speed. Officer White-Bey is alleged to have pursued, operating her patrol car at unreasonably high speed, and in a manner contrary to Departmental training and policy. Ultimately, the fleeing suspect struck another car near

MINUTES

Department of Law - cont'd

Lombard and South Gilmor Streets and one or both of the cars struck and killed Amirah Kinlaw.

The Plaintiff contends that Officer White-Bey operated her patrol car at excessive speeds and contrary to Department policy. The Defendants have denied these allegations. Under the circumstances and based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board approve the settlement of this case as set forth herein.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release of the action brought by April Carter for the death of her child, Amirah Kinlaw, against the City, who was struck by the driver of a stolen vehicle fleeing police on June 16, 2016.

MINUTES

Law Department - Opinion - Request for Refund
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimant:

It is the opinion of the Law Department that the claimant, Mrs. June Carrington-Allen, the surviving spouse of a disabled veteran (Claimant) has met the qualifications for a real property tax exemption as a surviving spouse of a disabled veteran, and that the Claimant is eligible to receive a refund of taxes paid because the Claimant was a resident of the State of Maryland. The Claimant's spouse was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability. The Claimant resided in a single-family dwelling not occupied by more than two families during the period in question. It has been determined that the Claimant is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
1. JUNE CARRINGTON- ALLEN, SURVIVING SPOUSE OF TOBIAS ALLEN	232 Dolphin Street	2016/2017	\$ 6,026.63
		2015/2016	6,065.86
		2014/2015	<u>6,083.63</u>
		Total Refund	\$18,176.12

Pursuant to the Tax Property Article, Section 7-208 (a), (b) and (c), after a disabled veteran dies, the surviving spouse of the disabled veteran shall receive a disabled veteran's property tax exemption.

UPON MOTION duly made and seconded, the Board approved the refund of real property taxes for the claimant, Mrs. June Carrington-Allen, the surviving spouse of disabled veteran, Mr. Tobias Allen. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Employment - Ratification of a Professional
Development (MOED) Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an agreement with the Baltimore City Board of School Commissioners (Baltimore City Public Schools). The period of the agreement was June 25, 2018 through August 10, 2018.

AMOUNT OF MONEY AND SOURCE:

\$96,000.00 - 5000-509219-6397-483200-405001

BACKGROUND/EXPLANATION

The YouthWorks Summer Jobs Program, operated by the MOED, has been operating successfully for more than 30 years, supporting thousands of youth each year between the ages of 14-21 to secure their first work experiences.

Under the terms of this agreement, the funds were used to support approximately 60 YouthWorks workers for the summer who contributed to the day-to-day operations of the District Office. The Board of School Commissioners approved the agreement and budget between the City Schools and MOED on June 12, 2018 to support the YouthWorks summer jobs program.

The agreement is late because MOED was recently notified of the approval from the grantor.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Mayor's Office of Employment - cont'd
Development (MOED)

UPON MOTION duly made and seconded, the Board ratified the agreement with the Baltimore City Board of School Commissioners (Baltimore City Public Schools).

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. Franklintown Road (Block 2178, Lot 032) by gift from Damian Lane, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

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

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through July 06, 2018, other than water bills, which must be paid as part of the transaction, is as follows:

MINUTES

DHCD - cont'd

Real Property Tax	2018-2019	\$ 93.95
	2015-2016	37.26
	2014-2015	<u>30.51</u>
Total Taxes Owed		\$161.72

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 322 S. Franklinton Road (Block 2178, Lot 032) by gift from Damian Lane, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

MINUTESHealth Department - Agreements and Ratification
of Amendment to Agreement

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

AGREEMENTS1. **ASSOCIATED BLACK CHARITIES, INC.** **\$1,441,735.00**

Accounts: 4000-498718-3023-606102-603051	\$1,372,964.00
4000-498718-3023-606101-603051	\$ 68,771.00

The Associated Black Charities, Inc. (ABC), as the Fiscal Agent for Minority AIDS initiative (MAI), will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS initiative (MAI) program is to improve HIV related health outcomes to reduce existing racial and ethnic health disparities. The period of the agreement is March 1, 2018 through February 28, 2019.

The Board also approved a two-month advance of funds to Associated Black Charities (ABC) for the continuation of Minority AIDS Initiative (MAI) services (\$1,080.00 for Administrative services and \$285,606.00 for direct service

MINUTES

Health Department - cont'd

providers) while Subgrantee budgets were being prepared. All remaining funds to the Fiscal Agent will be provided on a reimbursement basis upon approval by the Department of invoices submitted by the Fiscal Agent.

This agreement is late because the Notice of Award was approved on March 7, 2018.

MWBOO GRANTED A WAIVER.

2. **STRONG CITY BALTIMORE, INC.** **\$ 30,921.00**

Accounts: 4000-433518-3024-268400-601009	\$ 2,022.00
4000-433519-3024-268400-601009	\$ 28,899.00

Strong City Baltimore, Inc., as the fiscal and administrative sponsor for Baltimore Corps, will provide the services of one Fellow to assist the Baltimore City Health Department with priority initiatives. The Fellow will specifically provide essential support to the Deputy Commissioner and the agency's aging programs and initiatives. The period of the agreement is September 6, 2018 through September 5, 2019.

3. **STRONG CITY BALTIMORE, INC.** **\$ 101,841.00**

Accounts: 1001-000000-3001-5680000-60351	\$ 50,921.00
5000-505419-3070-2684000-60351	\$ 50,920.00

Strong City Baltimore, Inc. as the fiscal and administrative sponsor for Baltimore Corps will provide the services of two Associates. Specifically, the Fellows will be a Special Assistant to the Commissioner of Health and a Behavioral Health Associate.

MINUTES

Health Department - cont'd

The Special Assistant will report directly to the Commissioner of Health and provide support for various critical, agency-wide functions that are central to the Health Department's overarching mission.

The Behavioral Health Associate will report to the Special Advisor for Opioid Policy and will be responsible for supporting the Health Department's response to the opioid epidemic, primarily through project management and stakeholder outreach.

The period of the agreement is September 6, 2018 through September 5, 2019.

MWBOO GRANTED A WAIVER.

4.	STRONG CITY BALTIMORE, INC.	\$ 101,842.00
	Accounts: 4000-408019-3100-295900-60351	\$ 50,921.00
	6000-616019-3100-295900-60351	\$ 50,921.00

Strong City Baltimore, Inc. as the fiscal and administrative sponsor for Baltimore Corps will provide the services of two Associates/Special Assistants for the Department's administrative offices.

One Special Assistant will provide support in the form of project management and stakeholder outreach to both the Chief of Staff and the Deputy Chief of Staff.

The other Special Assistant will support the Department's telemedicine initiative, which will expand access to clinical and mental health services for Baltimore City students, as well as the BCHD's citywide trauma strategy.

MINUTES

Health Department - cont'd

The period of the agreement is September 6, 2018 through September 5, 2019.

MWBOO GRANTED A WAIVER.

5. **THE JOHNS HOPKINS UNIVERSITY** **\$203,775.00**
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 1001-0000000-3030-776200-603051

The JHU Bloomberg School of Public Health will provide the services of a Chief Epidemiologist who will serve as lead for the development of data and analysis for public Health at the Baltimore City Health Department. The JHU Bloomberg School of Public Health will also provide the services of an epidemiologist and a graduate student to conduct routine epidemiologic methods, and assistance with epidemiologic investigations.

The period of the Agreement is July 1, 2018 through June 30, 2019.

The Agreement is late because of delays in the administrative process.

MWBOO GRANTED A WAIVER.

RATIFICATION OF AMENDMENT TO AGREEMENT

6. **THE JOHNS HOPKINS UNIVERSITY** **\$7,287.08**
BLOOMBERG SCHOOL OF PUBLIC HEALTH

Account: 4000-483318-3160-308000-60351

MINUTESHealth Department - cont'd

On September 27, 2017, the Board approved the original agreement in the amount of \$94,305.00. The period of the agreement was September 1, 2017 through August 31, 2018.

The Department increased the amendment to the agreement with Johns Hopkins University, Bloomberg by \$7,287.08, for additional Teen Dating violence Prevention Project services making the amount \$101,592.08.

The agreement is late due to delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and ratified the Amendment to Agreement. The President **ABSTAINED** on item nos. 5 and 6. The Comptroller **ABSTAINED** on item no. 1.

MINUTES

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the update to the Fiscal Year 2019 Unified Funding Document Grant Award (Grant Award). The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$988,096.00

BACKGROUND/EXPLANATION:

As the Fiscal Year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding awards being issued. The most current Unified Funding Document will be the official award of record. The increase of \$988,096.00 will make the total amount of the award \$2,602,087.00.

The Grant Award is late because of administrative delays.

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 update to the Fiscal Year 2019 Unified Funding Document Grant Award.

MINUTES

Health Department - Revised Notice of Awards

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the three Revised Notice of Awards (NOA) from the Department of Health and Human Services, Centers for Disease Control and Prevention. The period of the NOA is January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 45,419.00 - 4000-422118-3030-271400-404000
90,839.00 - 4000-422118-3030-271400-404000
\$136,258.00

BACKGROUND/EXPLANATION:

On January 17, 2018, the Board approved acceptance of the initial NOA in the amount of \$45,419.00 for the period of January 1, 2018 through December 31, 2018. The revised NOA's are as follows:

On April 18, 2018, the Department received the first revised NOA for additional funding in the amount of \$45,419.00, making the total award \$90,838.00.

On July 5, 2018, the Department received the second revised NOA for additional funding in the amount of \$90,839.00, making the total award \$181,677.00. However, this second revised NOA had the incorrect budget period of September 30, 2017 through September 29, 2018.

On August 16, 2018, the Department received the third revised NOA, which corrected the budget period start date to January 1, 2018 through December 31, 2018.

MINUTES

Health Department - cont'd

All other terms and conditions under the original grant award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

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 three Revised Notice of Awards from the Department of Health and Human Services, Centers for Disease Control and Prevention.

MINUTES

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award with The Zanvyl and Isabelle Krieger Fund. The period of the grant is March 13, 2018 through March 13, 2019.

AMOUNT OF MONEY AND SOURCE:

\$7,866.80 - 6000-607418-3080-294300-406001.

BACKGROUND/EXPLANATION:

This grant provides funds for tuition for two Baltimore Infants & Toddler Program (BITP) staff to attend a 4-day training in the Seventh Baltimore Circle of Security Parenting (COS-P) Learning Cooperative. The dates for the training were May 1-4, 2018, at the Associated, 101 West Mount Royal Avenue, Baltimore, MD 21201.

The grant award is late because it was recently received.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award with The Zanvyl and Isabelle Krieger Fund.

MINUTES

Office of the States Attorney - Agreement
for Baltimore City

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with The Baltimore Child Abuse Center for operational expenses. The period of the agreement is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 1001-000000-1151-117900-603026

BACKGROUND/EXPLANATION:

The mission of The Baltimore Child Abuse Center is to provide all reported victims of child sexual abuse in Baltimore, and their non-offending caretakers, with comprehensive services, with a goal of preventing future sexual child abuse. These funds will support the operational expenses of the forensic interviewer as outlined in the scope of work.

This submission is late because the signed agreement was recently received from The Baltimore Child Abuse Center.

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 Agreement with The Baltimore Child Abuse Center for operational expenses.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

4057 - 4058

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
1.	\$ 430,000.00	9916-935005-9194	9916-907105-9197
	6 th Public Building	City Hall Exterior	City Hall Exterior
	Loan	Stone Walls -	Stone Walls -
		Reserve	Active
	3,500,000.00	" "	" "
	2 nd Parks & Public		
	<u>Facilities Loan</u>		
	\$3,930,000.00		

The exterior stone at City Hall is deteriorating at a rapid rate and immediate restoration is required.

2.	\$1,715,000.00	9904-907048-9129	
	2 nd Comm. and Eco.	Green Network Plan	
	Dev. Bonds		
	\$ 75,000.00	-----	9904-912058-9127
			Green Network/
			Rachel Wilson Park
	460,000.00	-----	9904-918051-9127
			BGN Druid Square
			Park
	940,000.00	-----	9904-919052-9127
			BGN Smithson Park
	<u>240,000.00</u>	-----	9904-921053-9127
	\$1,715,000.00		BGN Harlem Park

MINUTES

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT

TO ACCOUNT

This transfer will fund acquisition costs for properties at Green Network Plan Pilot project sites. The Green Network Plan is a vision for reimagining vacant and abandoned properties and transforming them into community assets, creating an interconnected system of flourishing spaces throughout the City.

MINUTES

Bureau of the Budget and - Appropriation Adjustment
Management Research Order No. 18

ACTION REQUESTED OF B/E:

The Board is requested to approve the Appropriation Adjustment Order No. 18 to authorize the internal transfer of General Funds from Service 663, Waste Removal and Recycling to the Solid Waste Municipal Can Reserve within the Baltimore City Department of Public Works.

AMOUNT OF MONEY AND SOURCE:

\$177,755.00 - From: 1001-000000-5154-777000-609003
Service 663: Waste Removal and Recycling

To: 9948-951010-9516-000000-490351
Department of Public Works Municipal Can Reserve

BACKGROUND/EXPLANATION:

In fiscal year 2018, funds were set aside for future municipal can replacement needs. This transfer isolates this money, preserving it for future municipal can replacement needs. This is an annual contribution to a capital reserve that reserves funds for trash can replacement as cans reach the end of their useful life.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 18 to authorize the internal transfer of General Funds from Service 663, Waste Removal and Recycling to the Solid Waste Municipal Can Reserve within the Baltimore City Department of Public Works.

MINUTES

Bureau of the Budget and - Appropriation Adjustment
Management Research Order No. 19

ACTION REQUESTED OF B/E:

The Board is requested to approve the Appropriation Adjustment Order No. 19 to authorize the internal transfer of General Funds from Service 663, Waste Removal and Recycling to the Solid Waste Municipal Can Reserve within the Baltimore City Department of Public Works.

AMOUNT OF MONEY AND SOURCE:

\$177,755.00 - From: 1001-000000-5154-777000-609003
Service 663: Waste Removal and Recycling

To: 9948-951010-9516-000000-490351
Department of Public Works Municipal Can
Reserve

BACKGROUND/EXPLANATION:

In fiscal year 2019, funds were set aside for future municipal can replacement needs. This transfer isolates this money, preserving it for future municipal can replacement needs. This is an annual contribution to a capital reserve that reserves funds for trash can replacement as cans reach the end of their useful life.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Bureau of the Budget and - cont'd
Management Research

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 19 to authorize the internal transfer of General Funds from Service 663, Waste Removal and Recycling to the Solid Waste Municipal Can Reserve within the Baltimore City Department of Public Works.

MINUTES

Bureau of the Budget and - Grant Adjustment Notification
Management Research Nos. 5 and 6 and AAO No. 17

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve and authorize acceptance of two Grant Adjustment Notices (GANs) from the U.S. Department of Justice, by way of the Governor's Office of Crime Control and Prevention for the Project Safe Neighborhoods award. The GAN No. 5 - extends the period of the award through September 30, 2018. The GAN No. 6 - extends the period of the award through September 30, 2019. Both are no-cost extensions, and allow for the fund in all budget categories to be properly expended.

The Board is further requested to approve Appropriation Adjustment Order No. 17 to transfer grant funds within the Baltimore Police Department from Service 621: Police Administration to Service 626: Homeland Security Intelligence. This amount covers the appropriation needed to expend the remaining funds associated with this award.

AMOUNT OF MONEY AND SOURCE:

\$65,000.00 - From: 4000-400019-2041 (Service 621) Federal Funds

To: 4000-482317-2023 (Service 626) Homeland
Security Intelligence

BACKGROUND/EXPLANATION:

On February 1, 2017, the Board approved the Project Safe Neighborhoods grant. The Baltimore City Police Department's Project Safe Neighborhoods Program will build on its current collaborative efforts to combat violent crime, specifically gang and gun violence in the most violent neighborhoods in Baltimore City. The project will be guided by a core task force including

MINUTES

BBMR - cont'd

representatives from the Baltimore Police Department, the Baltimore City State's Attorney's Office, the Maryland District of the U.S. Attorney's Office, the Governor's Office of Crime Control and Prevention, and the Johns Hopkins University.

This grant will provide funds for overtime for Police Officers and Forensic Analysts, as well as training and equipment.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of two Grant Adjustment Notices from the U.S. Department of Justice, by way of the Governor's Office of Crime Control and Prevention for the Project Safe Neighborhoods award. The Board further approved Appropriation Adjustment Order No. 17 to transfer grant funds within the Baltimore Police Department from Service 621: Police Administration to Service 626: Homeland Security Intelligence.

MINUTES

Bureau of the Budget and - cont'd
Management Research

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 FY 2018 Supplemental Funding Grant Award from the Maryland Department of Health, Behavioral Health Administration to the Health Department. The Board further approved Appropriation Adjustment Order No. 6 to transfer grant funds within the Department of Health from Service 715: Administration-Health Department to Service 307: Substance Abuse and Mental Health-Health Department.

MINUTES

Bureau of the Budget and - cont'd
Management Research

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Maryland Department of Health, Behavioral Health Administration to the Health Department. The Board further approved Appropriation Adjustment Order No. 7 to transfer grant funds within the Department of Health from Service 715: Administration-Health Department to Service 307: Substance Abuse and Mental Health-Health Department.

MINUTES

Department of General Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Strong City Baltimore, Inc. The period of the agreement is effective upon Board approval for Twelve months unless terminated earlier in accordance with the Agreement.

AMOUNT OF MONEY AND SOURCE:

\$247,360.00 - 1001-000000-1981-194700-603026

BACKGROUND/EXPLANATION:

Strong City Baltimore, Inc. through the Baltimore Corps, a fellowship for professionals will provide the services of 3 Fellows to work with the Department of General Services, Fiscal & Strategic Management Division. The Fellows will work under the supervision of the lead for intra-agency process improvement. They will provide support for various critical agency-wide functions and projects that are central to the Department of General Services' mission.

The Fellows' areas of responsibility and projects include: Public Private Partnership Pipeline development for the agency, Implementation of Asset Management best practices and, development and implementation of a data governance program for the Department of General Services operational metrics.

This agreement was delayed because of the combination of an extended search and selection period and the need to accommodate changes to the agreement requested by the partner organizations.

MINUTES

Department of General Services - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Strong City Baltimore, Inc.

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

The Board is requested to approve and authorize the purchase of gift cards for Supporting Male Survivors of Violence Baltimore.

AMOUNT OF MONEY AND SOURCE:

<u>No. of Cards/Denomination</u>	<u>Programs</u>
\$ 2,500.00 - 25 VISA gift cards @ \$100.00 ea.	Supporting Male Survivors of Violence
2,500.00 - 25 American Express gift cards @ \$100.00 ea.	
2,500.00 - 25 Target gift cards @ \$100.00 ea.	
<u>2,500.00</u> - 25 Kroger gift cards @ \$100.00 ea.	
\$ 10,000.00 - 4000-484516-3160-308600-603050	

BACKGROUND/EXPLANATION:

Supporting Male Survivors of Violence Baltimore identifies and addresses gaps in services in order to support effective community-based, trauma-focused treatment and support services for young male survivors of color between the ages of 14-24 and their families who live in Madison/East End, Baltimore, Maryland.

Providing tangible incentives will support overall program success as well as youth recruitment, enrollment and participation. Other Office of Youth Violence Prevention programs like Dating Matters

MINUTES

Health Department - cont'd

and School-based Violence Prevention Program, Youth Service Advocacy Project (YSAP), have had documented success with the use of gift card incentives.

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

This policy has been reviewed by both the Solicitor's office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards with be subject to Department of Audits approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized the purchase of gift cards for Supporting Male Survivors of Violence Baltimore.

MINUTESHealth Department - 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, Nargis Hussaini.

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>
Liban Jama	2
Cheryl Gipson	3
Phyllis Lee	3
Jessica Speaker	1
Hilda Ndirangu	5
Jaeson Smith	5
Angela Ross	3
Kompan Ngamsnga	3
Pamela Whittle	<u>5</u>
TOTAL	30

Nargis Hussaini is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of this employee's leave has been used. This transfer will allow Nargis Hussaini; to remain in pay status.

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, Nargis Hussaini.

MINUTES

Department of Real Estate/Department - 1st Amendment to
of General Services Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the 1st Amendment to Lease Agreement with The Peale Center for Baltimore History and Architecture, Inc., Tenant, for the leasing of all that lot of ground and premises known as the Peale Museum, located at 223-225 N. Holliday Street. The period of the Lease Agreement is three years effective upon Board approval. The 1st Amendment to Lease Agreement will extend the Lease Agreement through October 7, 2064.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 8, 2014, the Board approved the original agreement for the period of October 8, 2014 to October 7, 2017. The Tenant was able to request no more than two extensions of six months, which the Tenant exercised (October 8, 2017 to April 7, 2018 and April 8, 2018 to October 7, 2018). The leased premises will be used by The Peale Center for Baltimore History and Architecture Inc.

The lease was for the Tenant to do a comprehensive study and analysis of the Peale's re-use as the Peale Center for Baltimore History & Architecture and its ability to construct improvements to the building.

The Peale Center has been awarded Competitive Commercial Tax Credits from the State of Maryland and they are ready to claim those credits. In doing so, the Lease must comply with regulations relating to the issuance of the tax credits for the leased premises.

MINUTES

Department of Real Estate/Department - cont'd
of General Services

This 1st Amendment to Lease Agreement will extend the period through October 7, 2064. Additional compliance requires the following must also be added to the 1st Amendment to Lease Agreement: 1) To the fullest extent permitted by applicable tax law, during the remaining term of the Lease, title to the improvements upon the Premises will not vest in the City by reason of its fee simple ownership but title will vest in the Peale Center and it will be entitled to claim any depreciation on the improvements for all taxation purposes; 2) that at the end of the term of the Lease, if the Peale Center removes the improvements which it installed, the City will be reimbursed for the cost of those improvements to which Tenant installed and the building will be restored to its condition as existed at the time of commencement of the Lease.

All other rentals, provisions, conditions and terms of the Original Lease Agreement dated October 8, 2014 will remain in full force and effect.

The Space Utilization Committee approved the Lease Agreement on September 11, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 1st Amendment to Lease Agreement with The Peale Center for Baltimore History and Architecture, Inc., Tenant, for the leasing of all that lot of ground and premises known as the Peale Museum, located at 223-225 N. Holliday Street.

MINUTES

Department of Public Works/Office - Partial Release of Retainage
of Engineering and Construction Agreements

The Board is requested to approve and authorize execution of the release of retainage agreements with the following contractors:

	<u>Contractor</u>	<u>Contract No.</u>	<u>Amount</u>
1.	CIANBRO CORPORATION	1295R	\$243,172.72

Account: 9960-909728-9557-000000-200001

As of June 12, 2018 Cianbro Corporation has completed 99% of all work for WC 1295R, Towson Generator & Main Substation. The contractor has requested a partial release of retainage in the amount of \$243,172.72. Currently the City is holding \$347,389.60 in retainage for the referenced project and the contractor is requesting to reduce the amount of retainage to \$104,216.88, which the Department has determined is sufficient to protect the interest of the City.

2.	THE WHITING-TURNER CONTRACTING COMPANY	1230R	\$ 86,765.00
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Account: 9960-910301-9557-000000-200001

As of April 19, 2018, The Whiting Turner Contracting Company has completed 100% of all work for WC 1230R, Prettyboy Reservoir Dam Gatehouse Facility Improvements. The contractor has requested a partial release of retainage in the amount of \$86,765.00. Currently, the City is holding \$123,950.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$37,185.00, which the Department has determined is sufficient to protect the interest of the City.

MINUTES

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

MWBOO APPROVED THE RELEASES OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the release of the foregoing retainage agreements with Cianbro Corporation and The Whiting-Turner Contracting Company.

MINUTES

Mayor's Office of Human Services (MOHS) - Non-Retiree Employment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Non-Retiree Employment Agreement with Holly Gonzales. The Agreement is effective upon Board approval for ten-months.

AMOUNT OF MONEY AND SOURCE:

\$86,650.00 - 1001-000000-1772-512700-603051
(\$50.00 - Per Hour)

BACKGROUND/EXPLANATION:

Ms. Gonzales will serve as a consultant for MOHS to assist in establishing and maintaining a coordinated approach that begins at the beginning of the school year and on an ongoing basis throughout the year.

This will ensure that community resources and collaborative relationships and partnerships with community organizations are consistent and responsive to children and family's needs, family partnership goals and community needs and resources. It will also establish and implement a systematic approach to staff training and development designed to provide high quality comprehensive services in order to increase program performance and achievement towards school readiness goals.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Non-Retiree Employment Agreement with Holly Gonzales.

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 Marian House, Inc. The period of the Agreement is August 1, 2018 through July 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$619,669.50 - 4000-407017-3572-755900-603051

BACKGROUND/EXPLANATION:

Marian House, Inc. will provide rental assistance to (30) low-income, formerly homeless households as part of their permanent supportive housing program. Client households are composed of formerly homeless, low-income female ex-offenders with a trauma history involving physical and/or sexual abuse or giving birth while incarcerated. Clients enrolled in Marian Houses TAMAR Project are struggling with serious mental illness and other disabilities.

The delay in submitting this Agreement for approval is because of a delay at the administrative level.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with Marian House, Inc.

MINUTES

Mayor's Office of Employment Development - Modification No. 1
Data Sharing Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify and approve a Modification No. 1 to the Original Data Sharing Agreement (Modification No. 1) with the Maryland Department of Labor Licensing and Regulation, Division of Unemployment Insurance (DLLR/DUI). The Modification No. 1 extends the period of the agreement through June 30, 2019.

AMOUNT AND SOURCE OF FUNDS:

N/A

BACKGROUND/EXPLANATION:

The purpose of this Modification No. 1 is to partner with DLLR/DUI and the Jacob France Institute to collect and maintain wage and other Unemployment Insurance (UI) data that pertains to the administration of the UI program, which data is confidential and for the exclusive use of DLLR/DUI in the administration of the UI program. These efforts will be used to establish performance accountability measures to assess effectiveness in achieving positive outcomes for individuals served by these core programs.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

MINUTES

Mayor's Office of Employment Development - cont'd

UPON MOTION duly made and seconded, the Board ratified the Modification No. 1 to the Original Data Sharing Agreement with the Maryland Department of Labor Licensing and Regulation, Division of Unemployment Insurance.

MINUTES

Mayor's Office of Employment - Inter-Governmental Agreement/
Development Maryland State Department of Human
Resources (Employment Continuum)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Inter-Governmental Agreement with the Maryland State Department of Human Resources/Baltimore City Department of Social Services (DHR/BCDSS) and the Mayor's Office of Employment Development (MOED) for professional services. The period of the agreement will commence on July 1, 2018 and will continue until services are completed; but in any case no later than June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$2,795.654.71 - 4000-808219-6392-456000-404001
2,828.214.38 - 4000-808220-6392-456000-404001
\$5,623.869.09

BACKGROUND/EXPLANATION:

The purpose of the Inter-Governmental Agreement is to provide support services to enrolled Temporary Cash Assistance applicants and recipients who will actively participate in work preparation programs and services leading to full-time unsubsidized employment.

The amount of this Inter-Governmental Agreement will not exceed \$5,623,869.09 of Federal funds for this contract period. MOED will provide services in accordance with the DHR/BCDSS Budget and Budget Narrative, as clarified and made part of this Agreement. The Funding Amount for FY19; Year 1 is \$2,795,654.71 and for FY20; Year 2 is \$2,828,214.38.

MINUTES

Mayor's Office of Employment - cont'd
Development

MBE/WBE PARTICIPATION:

The agreement is late because additional time was necessary to reach a comprehensive understanding between the parties.

MOED is the recipient and MBE/WBE does not apply.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Inter-Governmental Agreement with the Maryland State Department of Human Resources/Baltimore City Department of Social Services and the Mayor's Office of Employment Development for professional services.

MINUTES

Circuit Court for Baltimore City - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services. The period of the award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,526,341.00 - 5000-500819-1100-109400-405001

BACKGROUND/EXPLANATION:

The Circuit Court for Baltimore City received a FY 2019 grant from the Administrative Office of the Courts, Department of Juvenile and Family Services, whose budget is approved by the Maryland State Legislature, to staff and operate a Family Division under Maryland Rule 16-307 within the Circuit Court for Baltimore City. Funds cover personnel costs, contracts for services, supplies, and program costs, including parenting education, mediation (2 programs), supervised visitation, instant paternity testing and custody evaluation services.

The request is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Circuit Court for Baltimore City - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services.

MINUTES

Circuit Court for Baltimore City - Grant Award and
Sub-Vendor Contract

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award and approve and authorize execution of a Sub-Vendor Contract with the Behavioral Health Systems Baltimore, Inc. for FY 2019 for the Circuit Court/LINKS Program in the Baltimore City Juvenile Court Services Office. The period of the Grant Award and Sub-Vendor Contract is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$23,624.00 - 5000-540219-1100-109400-405001

BACKGROUND/EXPLANATION:

The LINKS Program is a part of the Circuit Court for Baltimore City, Juvenile Court Services (JCS) Office. The JCS LINKS Program was established in 2004 to address the immediate needs of youth and families involved in the child welfare and delinquency system. The goal of the program is to divert youth and families from Juvenile Court. The LINKS Program serves more than 250 youth and families each year. The funds will be utilized to expand services by offering specialized groups to youth and families.

The Grant Award Letter dated on March 9, 2018 is delayed because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Circuit Court for Baltimore City - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award and approved and authorized execution of a Sub-Vendor Contract with the Behavioral Health Systems Baltimore, Inc. for FY 2019 for the Circuit Court/LINKS Program in the Baltimore City Juvenile Court Services Office.

MINUTES

Department of Transportation/ - Task Assignment
Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to Whitman, Requardt & Associates, LLP, under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$119,599.30 - 6000-617419-2303-248700-603018

BACKGROUND/EXPLANATION:

This authorization provides for Transit Technical Assistance for the Charm City Circulator and Harbor Connector Services. Services includes National Transportation Database Forms, Automatic Passenger Count and Passenger Trip Sampling, Contract Implementation, Request for Proposal, Evaluation and Negotiation Assistance.

MBE/PARTICIPATION:

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

MBE: 23.00%

WBE: 10.00%

Although the consultant has not met the MBE goal of 23%, the vendor achieved the goal of 11% and there remains enough capacity to meet the goal.

MINUTES

Department of Transportation/ - cont'd
Engineering and Construction

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. 11 to Whitman, Requardt & Associates, LLP, under Project No.1208, On-Call Transportation Planning/Policy/Feasibility Studies.

MINUTES

PERSONNEL MATTERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

4091 - 4110

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

The Comptroller **ABSTAINED** on item no. 35.

MINUTES**PERSONNEL**Office of Civil Rights and Wage Enforcement1. Reclassify the following filled position:Position No.: 1562-51620

From: Civilian Review Board Investigator
Job Code: 10132
Grade: 923 (\$60,655.00 - \$97,277.00)

To: Civilian Review Board Investigator
Supervisor
Job Code: 10133
Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$10,667.00 - 1001-000000-1562-171500-601001

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

Department of Finance2. Reclassify the following filled position:Position No.: 46639

From: Accounting Assistant II
Job Code: 34132
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Accounting Assistant III
Job Code: 34133
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$6,252.00 - 1001-000000-1480-619000-601001

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

MINUTES

PERSONNEL

Fire Department

3. a. Create the following classification:

Classification: Fire Captain Special Operations, ALS
Job Code: 41276
Grade: 372 (\$66,398.00 - \$81,551.00)

b. Reclassify the following filled position:

Position No. 2112-13933

Classification: Fire Captain Special Operations
Job Code: 41275
Grade: 342 (\$64,724.00 - \$79,832.00)

To: Fire Captain Special Operations, ALS
Job Code: 41276
Grade: 372 (\$66,398.00 - \$81,551.00)

Cost: \$2,571.00 - 1001-000000-2112-226000-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
4. BARBARA J. HEMBERGER	\$35.61	\$24,000.00

Account: 1001-000000-2101-225900-601009

Ms. Hemberger, retiree, will continue to work as a Contract Services Specialist I. She will schedule and attend meetings; assemble materials, take and transcribe minutes; manage contact lists, create and maintain lists of donors and donations for the Fire Department's Annual Golf Tournament

MINUTES**PERSONNEL**Fire Department - cont'dHourly RateAmount

(Tournament) and complete all paperwork for authorization to hold the Tournament. The period of the agreement is effective upon Board approval for one year.

The Baltimore City Fire Department is requesting a waiver of the hourly rate portion of the AM 212-1, Part I.

Department of General Services

5.	OLAJIDE ARODOYE	\$31.58	\$60,002.00
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Account: 1001-000000-1981-718100-601009

Mr. Arodoye, will work as a Contract Services Specialist II. His duties will include but are not limited to evaluating and negotiating vendor contracts for application software and hardware, manage contract duration for renewals and amendments, request quotes and compare pricing for hardware and software, negotiate costs of contract and renewals to ensure appropriate pricing, evaluate vendors software by analyzing specifications in order to recommend changes/upgrades to current software, and meet with information systems groups to determine user requirements through either customizations or out-of-the-box systems. He will also be responsible for maintaining software and hardware information via Archibus System Asset Management tracking, perform intake and label all IT-related assets as they enter the inventory, procure and install hardware/software for agency staff on prescribed schedule, or as needed on wear-and-tear. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Health Department

6. Reclassify the following filled position:

Position No. 50655

From: Medical Claims Examiner
Job Code: 33663
Grade: 080 (\$33,048.00 - \$38,876.00)

To: Medical Claims Processor I
Job Code: 33241
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$5,921.62 - 5000-520119-3080-288900-601001

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

	<u>Hourly Rate</u>	<u>Amount</u>
7. FRANK FREEMAN	\$10.10	\$ 9,978.80
8. DONA BOWLEY	\$10.10	\$ 9,978.80

Account: 4000-432919-3255-761200-601009

These individuals will continue to work as Contract Services Specialist II's at the Zeta Senior Center. They will assist with setting up the room and breaking down the kitchen and dining area; serve food on serving line; ensure that kitchen equipment is clean and sanitary; ensure food products are stored properly and stock the kitchen for the next day. This is a 9% increase in the hourly rate from the previous contract period due to the minimum wage increase from \$9.25 to \$10.10. The period of the agreement is October 1, 2018 through September 30, 2019.

MINUTES**PERSONNEL**Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
9. DONNA GREEN	\$10.10	\$15,200.06

Account: 5000-533119-3023-767300-601009

Ms. Green will work as a Contract Services Specialist II. She will assist with scheduling medical and community appointments for clients, escort clients to medical and community activities, shop for food and clothes for clients, relocate client's personal items/possessions to alternate living arrangements, and monitor clients in nursing homes, assisted living facilities and their private homes. The period of the agreement is effective upon Board approval through June 30, 2019.

10. Reclassify the following filled position:Position No. 50260

From: Public Health Investigator
Job Code: 42571
Grade: 430 (\$34,993.00 - \$38,892.00)

To: Community Health Educator III
Job Code: 61253
Grade: 088 (\$43,855.00 - \$53,134.00)

Cost: \$11,183.33 - 4000-427819-3080-294500-601001

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

MINUTES**PERSONNEL**Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
11. PATRICIA HARPER	\$10.10	\$10,504.00

Account: 4000-432918-3255-768700-601009

Ms. Harper will continue to work as a Contract Services Specialist II. She will monitor all aspects of the Eating Together in Baltimore nutrition program. She will assist with registrations, attendance monitoring, and customer service while working closely with other staff and the program administrator to ensure quality control and service delivery. This is a 1% increase from the previous contract period. The period of the agreement is effective upon Board approval through September 30, 2019.

Department of Housing and Community Development12. Reclassify the following nine filled positions:

Position Nos. 48299, 48312, 48313, 48314, 48315, 48316,
49901, 49902 and 49903

From: Legal Assistant II
Job Code: 32933
Grade: 087 (\$42,131.00 - \$50,927.00)

To: Paralegal
Job Code: 84241
Grade: 090 (\$47,604.00 - \$57,857.00)

Cost: \$72,135.00 - 1001-000000-5824-719500-601001
1001-000000-5824-408900-601001
1001-000000-5824-653400-601001

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

MINUTES**PERSONNEL**Baltimore City Office of Information Technology

	<u>Hourly Rate</u>	<u>Amount</u>
13. ADE ABOLARIN	\$75.00	\$156,000.00

Account: 1001-000000-1474-743500-601009

Mr. Abolarin will work as a Contract Services Specialist II. His duties will include, but are not limited to administering and supporting Enterprise SQL Server databases for multiple Agencies encompassing 300+ databases across the City government with critical applications for citizen and municipal operations on 26+ Servers. He will troubleshoot issues related to databases and find resolutions and implement solutions to prevent recurrence; perform routine maintenance and monitoring of databases and servers to ensure the optimized operation of applications; setup and configure automated maintenance plan to perform backups; and cleanup and optimization of database system, evaluate and apply updates and security patches to SQL Server database environments. Mr. Abolarin will also manage security access to databases by revoking or providing appropriate permissions to user(s) and applications; perform data analysis and Business Intelligence support; perform database migration older SQL server environment to a new SQL Server environment; develop, test and deploy SSIS Packages to support a new ETL process implementation from multiple sources; and redesign new data processes to replace old ones as needed, or as effort to improve or migrate to a newer system. The agreement is effective upon Board approval for one year.

Department of Law

14. Reclassify the following vacant position:

Position No.: 52371

From: Assistant Solicitor
 Job Code: 10198
 Grade: 929 (\$68,562.00 - \$109,554.00)

MINUTES**PERSONNEL**Department of Law - cont'd

To: Chief Solicitor
 Job Code: 10199
 Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: \$25,201.00 - 2046-000000-1752-162900-601001

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

15. Reclassify the following vacant position:

Position No.: 42650

From: Assistant Solicitor
 Job Code: 10198
 Grade: 929 (\$68,562.00 - \$109,554.00)

To: Chief Solicitor
 Job Code: 10199
 Grade: 936 (\$80,735.00 - \$129,114.00)

Cost: There are no costs associated with this action.

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

16. Classify the following vacant position:

Position No.: 52383

From: New Position
 Job Code: 90000
 Grade: 900 (\$1.00 - \$204,000.00)

MINUTES**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
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Department of Law - cont'd

To: Paralegal
 Job Code: 84241
 Grade: 090 (\$47,604.00 - \$57,857.00)

Savings: (3,191.00) - 2046-000000-1752-162900-601001

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

Mayor's Office of Sustainable Solutions17. Overlap in Employment in excess of 20 working days:

Position No.: 16441

Classification: Operations Officer I
 Job Code: 00085
 Grade: 923 (\$60,655.00 - \$97,277.00)

The employee in the position is currently transitioning out. Therefore, in accordance with the provisions of the Administrative Manual, Section 211-1, "Personnel - Overlap in Employment", the Department of Human Resources respectfully requests the Board's approval of an overlap in employment.

Mayor's Office of Public Affairs

18. KIRK SHANNON-BUTTS	\$30.00	\$45,000.00
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Account: 1001-000000-1250-775200-601009

Mr. Shannon-Butts will work as a Contract Services Specialist II. His duties will include, but are not limited to planning and curating a minimum of six exhibitions per year - exhibits will include the north and south gallery and art installations on War Memorial Plaza, scouting artists, writing press releases and press kits, writing exhibition didactic, reviews artists' information and exhibition collateral; install and de-install art, and acquire all artist's assets. Mr. Shannon-Butts will

MINUTES

PERSONNEL

Mayor's Office of Public Affairs - cont'd

also traffic (receive and return) all exhibition materials and assets, manages opening reception from start to finish, lead gallery social media voice and content via Social Media Manager, direct campaigns and promotional pieces via Graphic Designer, establish digital footprint, create databases, and provide exhibition dates for official Events calendar. The agreement is effective upon Board approval for one year.

19. Reclassify the following filled position:

Position No.: 14919

From: Office Support Specialist III
Job Code: 33213
Grade: 078 (\$31,488.00 - \$36,312.00)

To: Secretary III
Job Code: 33233
Grade: 084 (\$37,741.00 - \$45,044.00)

Cost: \$8,129.00 - 5000-586219-1191-594400-601001

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

Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
20. DAVID A. HARE, JR.	\$20.19	\$ 42,000.00

Account: 1001-000000-2041-744200-601009

Mr. Hare, Jr., retiree, will work as a Contract Services Specialist I. He will create electronic case folders of arrest and traffic violations made by the Baltimore Police Department

MINUTES**PERSONNEL**Police Department - cont'dHourly RateAmount

members to prepare as evidence for criminal prosecution, review body worn camera footage for policy compliance, and categorize body worn camera videos. Mr. Hare will also respond to Maryland Public Information Act requests, respond to Assistant State's Attorney's Office requests for missing and required videos for criminal and civil cases, and submit audit reports of body worn camera footage review to supervisory staff. In addition, he will report potential misconduct to supervisory staff from body worn camera footage for further review, and maintain statistics on job performance. The period of the agreement is September 30, 2018 through September 29, 2019.

21. **CHARLENE WATKINS** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198100-601009

Ms. Watkins, retiree, will work as a Contract Services Specialist I. She will conduct final processing and orientation for new sworn members, schedule applicant testing appointments, and conduct applicant fingerprinting. In addition, Ms. Watkins will review case folders to determine validity of required documents for local, state and national records, conduct all aspects of the hiring process including finalization of legal documents, review of the benefits package and assist out-of-state applicants with information regarding relocation to Maryland and acquiring housing. The period of the agreement is September 30, 2018 through September 29, 2019.

22. **LaWANG HYMAN** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2042-198111-601009

Mr. Hyman, retiree, will work as a Contract Services Specialist I. He will assist with the creation and development

MINUTES**PERSONNEL**Police Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
<p>of a health and wellness program, review departmental database alerts to identify instances of possible problematic employee behavior requiring intervention, and help with interventions and wellness checks. In addition, Mr. Hyman will identify resources and build relationships with external sources, train supervisors on the Early Intervention System, monitor peer support members to ensure compliance with policies and procedures, and maintain the administrative and logistical needs of the peer support program. The period of the agreement is effective September 30, 2018 through September 29, 2019.</p>		
23. CHARLES E. MITCHELL	\$20.19	\$ 42,000.00
24. BENNIE CRUMP	\$20.19	\$ 42,000.00

Account: 1001-000000-2021-212600-600000

Messrs. Mitchell and Crump, retirees, will each continue to work as Contract Services Specialists I. They will enter domestic violence reports into a database, evaluate procedures and provide support to supervisors and unit detectives to enhance the effectiveness of the investigations, and develop and maintain communications with other agencies relating to victims of domestic violence. In addition, Messrs. Mitchell and Crump will manage and maintain the database and prepare Uniform Crime Report statistics for the Maryland State Police, and provide reports to the State's Attorney's Office, Circuit Court and District Court for criminal prosecution of domestic cases. The period of the agreement is October 1, 2018 through September 30, 2019.

25. LINDA F. BALLINGER	\$20.19	\$ 42,000.00
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Account: 1001-000000-2042-198100-601009

Ms. Ballinger, retiree, will continue to work as a Contract Services Specialist I for the Internal Affairs Division. She

MINUTES**PERSONNEL**Police Department - cont'dHourly RateAmount

will be responsible for the intake of complaints regarding police misconduct matters and all requests from Legal Affairs, the State's Attorney's Office and the U.S. Attorney's Office for copies of case books, documents and reports. Ms. Ballinger will also prepare multiple copies of sustained case books including reproduction of CDs and DVDs for the Office of Administrative Hearings and complete and maintain tracking receipts and database entry for cases requested by the Baltimore Police Department members and the State's Attorney's Office. In addition, she will proofread case books and summaries to ensure accurate and professional documents, input all sustained cases into the Assistant State's Attorney database, index, scan and file completed case booklets, linking case books and summaries of each case onto the database, conduct research, and handle special projects. The period of the agreement is October 23, 2018 through October 22, 2019.

26. **NANCY P. BYERS** \$20.19 **\$ 42,000.00**

Account: 1001-000000-2041-195801-603026

Ms. Byers, retiree, will continue to work as a Contract Services Specialist I. She will locate, identify, sort, and collect all pertinent data for the Government Management, Accountability and Performance Program, create strategies to obtain data from various sources within specified guidelines, and obtain and check data for accuracy and integrity utilizing best practice comparisons. In addition, Ms. Byers will enter data into organizational databases, assess data to ensure that the confidentiality and integrity status is maintained while in use and submit reports on a routine basis to management for review and distribution. The period of the agreement is September 26, 2018 through September 25, 2019.

MINUTES**PERSONNEL**Police Department - cont'd

with follow-up, ensure that victims are offered services, and accompany victims to court offering support throughout the court proceedings. In addition, she will conduct telephone communications with victims of misdemeanor domestic violence cases that have been referred to the Family Crimes Unit, serve as liaison between the victims and law enforcement, and assist victims in obtaining emergency shelter and housing, etc. The period of the agreement is effective upon Board of Estimates approval for one year.

Department of Public Works28. Reclassify the following vacant position:

Position No.: 46798

From: Assistant Chief, Solid Waste
 Job Code: 53818
 Grade: 931 (\$73,868.00 - \$118,085.00)

To: Operations Manager I
 Job Code: 00090
 Grade: 939 (\$85,417.00 - \$140,766.00)

Cost: \$22,004.00 - 1001-000000-5152-386500-601001

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

29. Reclassify the following vacant position:

Position No.: 49020

From: Pest Control Worker
 Job Code: 52961
 Grade: 425 (\$31,697.00 - \$33,865.00)

MINUTES**PERSONNEL**Department of Public Works - cont'd

To: Liaison Officer II
 Job Code: 34122
 Grade: 093 (\$54,044.00 - \$65,897.00)

Cost: \$29,355.00 - 1001-000000-5153-701600-601001

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

30. a. Reclassify the following filled position:

Position No. 49120

From: Utility Policy Analyst
 Job Code: 31140
 Grade: 929 (\$68,562.00 - \$109,554.00)

To: Assistant Counsel
 Job Code: 10074
 Grade: 929 (\$68,562.00 - \$109,554.00)

b. Reclassify the following vacant position:

Position No. 52633

From: Utility Policy Analyst
 Job Code: 31140
 Grade: 929 (\$68,562.00 - \$109,554.00)

To: Assistant Counsel
 Job Code: 10074
 Grade: 929 (\$68,562.00 - \$109,554.00)

Cost: \$0.00 - 1001-000000-1901-749500-601001

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

MINUTES**PERSONNEL**Department of Public Works - cont'd31. Create the following classification:

- a. Classification: Operations Director III
 Job Code: 00104
 Grade: 990 (\$122,039.00 - \$201,317.00)

Create the following position:

- b. Classification: Operations Director III
 Job Code: 00104
 Grade: 990 (\$122,039.00 - \$201,317.00)
 Job No.: To be assigned by BBMR

Cost: \$171,867.00 - 1001-000000-1901-190300-601001

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

Department of Recreation and Parks

32. **HAROLD MCCRAY** \$18.36 **\$34,942.75**

Account: 1001-000000-4782-583800-601009

Mr. McCray will continue to work as a Contract Services Specialist II. Mr. McCray will administer rentals of community garden plots; write, distribute, collect and terminate rental agreements; manage waiting lists, assign garden plots, orient new gardeners, conduct plot inspections, coordinate irrigation system and fence repairs; schedule and supervise garden clean ups; research and identify potential city garden sites; research and identify grants and other potential funding sources and supervises part-time staff.

MINUTES**PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is October 27, 2018 through October 26, 2019.

33. **ANGELIA MORRISON** \$17.38 **\$10,845.12**

Account: 6000-605718-4805-371400-601009

Ms. Morrison, retiree, will continue to work as a Contract Services Specialist I. She will provide program leadership to senior citizens, which includes crafts, guest speaking, music, games, trips, health promotions, and special events. Ms. Morrison will attend agency, community, and the Department's Senior Division meetings, and maintain effective lines of communication with facility staff to assure coordination with other facility programming, space assignment, and custodial needs. In addition, she will maintain effective lines of communication with the Health Department's Eating Together in Baltimore staff to ensure a smooth delivery of nutritious lunches, and maintain timely and accurate record keeping, which includes program and attendance reports. The period of the agreement is October 26, 2018 through October 25, 2019.

This salary is in compliance with AM 212-1, Part I.

State's Attorney's Office34. Create the following position:

Classification: Legislative/Governmental Liaison

Job Code: 01981

Grade: 927 (\$64,505.00 - \$103,208.00)

Position No.: To be assigned by BBMR

MINUTES**PERSONNEL**

State's Attorney's Office - cont'd

Cost: \$83,857.00 - 1001-000000-1150-118000-601001

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

Employee's Retirement System (ERS)/Elected
Officials Retirement System (EOS)

	<u>Hourly Rate</u>	<u>Amount</u>
35. THOMAS B. COREY	\$50.00	\$ 60,000.00

Account: 6000-604019-1520-168600-601009

Mr. Corey, retiree, will work as a Contact Services Specialist I. His duties will include but are not limited to whether to waive the ERS's or EOS's right to a hearing in claims for disability benefits brought under Article 22 of the Baltimore City Code. He will prepare for and represent the ERS and EOS at administrative hearings before an independent hearing examiner, review hearing examiner disability decisions and determine whether to appeal any such decision to the Circuit Court for Baltimore City. He will also appeal adverse Circuit Court decisions to the Maryland Court of Special Appeals and to the Maryland Court of Appeals. Mr. Corey's additional duties include recovering overpayments of ERS retirement benefits from members and beneficiaries of members in conjunction with the Baltimore City Law Department. This is a 9% increase in the hourly rate from the previous contract. The period of the agreement is effective upon Board approval for one year.

This salary is in compliance with AM 212-1, Part I.

MINUTES**PERSONNEL**Environmental Control Board

	<u>Rate of Pay</u>	<u>Amount</u>
36. DURRESHAWAR SMITH	\$21.00 per hour	\$ 40,950.00

Account: 1001-000000-1170-138600-601009

Ms. Smith will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to scheduling all hearings mandated by the City Code due to the increase in citations issued by City agencies. She will be responsible for the handling of various administrative support duties including sending daily email updates to agencies, preparing and organizing dockets to be entered by clerks, and answering scheduling inquiries from respondents, agencies and other departmental staff. The period of the agreement is effective upon Board approval for one year.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Colin Tarbert	International Urban Cooperation Programme Brussels, Belgium Oct. 7 - 12, 2018 (Reg. Fee \$0.00)	Non-City Fund	\$ 0.00

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the trip will require travel outside the continental United States regardless of the source of funds, cost of trip, or length of absence.

The International Urban Cooperation will pay the cost of airfare, ground transportation, hotel accommodations and meals during the forum. City funds will not be expended.

Baltimore Police Department

2. Donald Diehl III Douglas Stroyer David Cali Anthony Smith Ettice Brickus* Taiwan Smith*	International Association of Chiefs of Police Conference Orlando, FL Oct. 5 - 9, 2018 (Reg. Fee \$600.00) (Reg. Fee \$425.00)*	Asset Forfeiture Fund	\$11,147.51
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Messrs. Diehl and Stroyer

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$177.00 per night plus taxes of \$32.12 per night. The Department is requesting additional subsistence of \$11.00 per day for meals and incidentals for both employees. The total cost of Messrs. Diehl and Stroyer travel request is \$1,964.76 each.

MINUTESBaltimore Police Department - cont'd

Both Messrs. Diehl and Stroyer paid for their airfare costs of \$308.28, registration fee of \$600.00 and hotel cost of \$836.48 each. Therefore, Messrs. Diehl and Stroyer will be disbursed \$1,964.76 each.

Mr. David Cali

The subsistence rate for this location is \$188.00 per night. The hotel cost for 10/5/2018 is \$197.00. The hotel cost for 10/6/2018 through 10/9/2018 is \$172.00 per night, plus hotel taxes of \$89.13 for the entire stay.

The Department is requesting additional subsistence in the amount of \$9.00 for October 5, 2018 for hotel costs and \$40.00 for meals and incidentals and \$24.00 per day for meals and incidentals for the period of October 7, 2018 through October 9, 2018. Therefore, Mr. Cali will be disbursed \$2,034.53.

Mr. Anthony Smith

The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$116.00 per night, plus hotel taxes of \$109.96 for the entire stay. The airfare cost in the amount of \$356.96 and registration fee in the amount of \$600.00 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost in the amount of \$464.00 and the hotel taxes of \$109.96 will be paid on the City-issued procurement card assigned to Tribhuvan Thacker after approval by the Board. Therefore, Mr. Smith will be disbursed \$348.00.

Ettice Brickus

Ettice Brickus paid for the airfare costs of \$317.28, registration fee of \$425.00 and hotel cost of \$772.38. The total costs of Ettice Brickus' travel is \$1,740.10. Therefore, Ettice Brickus will be disbursed \$1,740.10.

MINUTES**TRAVEL REQUESTS**

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

Mr. Taiwan Smith

Mr. Smith paid for the airfare costs of \$430.96, registration fee of \$425.00 and hotel cost of \$836.48. Therefore will be disbursed \$1,912.44. The total costs of Mr. Smith's travel is \$1,912.44. The total costs of Mr. Smith's travel is \$1,912.44.

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

3. Francis Seilenga	Agilent 5977 GC/MS	Asset	\$5,004.66
Marcus Williams	Maintenance and Troubleshooting Alpharetta, GA	Forfeiture Fund	
	Oct. 22 - 25, 2018 (Reg. Fee \$1,980.00)		

The airfare costs of \$186.40 and the registration fee of 1,980.00 for Messrs. Seilenga and Williams were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. The hotel cost of \$311.86 was paid by Mr. Seilenga.

The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals. Therefore, the disbursement to Mr. Seilenga is \$491.86.

Mr. Williams will be sharing the hotel room with Ms. Seilenga. Therefore, the disbursement to Mr. Williams is \$180.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
4. Stephanie C. Lansey- Delgado David Cali Tamika S. Dyson John Fernandez	14 th Annual IAPro Users Conference San Diego, CA Nov. 12 - 16, 2018 (Reg. Fee \$80.00 each)	Asset Forfei- ture Fund	\$ 6,195.64

The subsistence rate for this location is \$217.00 per night. The cost of the hotel for each attendee is \$153.00 per night, plus hotel taxes of \$19.737 per night.

The airfare in the amount of \$461.96 and the registration fees for each attendee have been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes for each attendee will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. Therefore, each attendee will be disbursed \$1,006.95.

5. Christopher Jones Mark Walrath	31 st Annual Colonel Henry F. Williams Homicide Seminar Albany, NY Sept. 30 - Oct. 5, 2018 (Reg. Fee \$1,550.00 each)	Asset For- feature Fund	\$ 3,260.00
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The attendees are travelling together in a Departmental vehicle. The Registration fee includes the supplies, lodging, meals and the hospitality program, which have been paid on a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to each attendee is \$80.00 for meals and incidentals for the travel day from Baltimore and the return travel day from Albany.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.			
6. Martin Bartness	LAPD Curriculum Development for Consent Decree Los Angeles, CA Oct. 7 - 10, 2018 (Reg. Fee \$0.00)	General Fund- DOJ Consent Decree	\$ 1,367.51

The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$180.00 per night, plus hotel taxes of \$28.24 per night.

The airfare in the amount of \$511.78 has been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. Therefore, Mr. Bartness will be disbursed \$231.00.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department - cont'd</u>			
7. Shannon Sullivan	Use of Force and PTO Curriculum Development and Training Observa- tion Los Angeles, CA Oct. 7 - 10, 2018 (Reg. Fee \$0.00)	General Fund - DOJ Consent Decree	\$ 1,274.51
<p>The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$180.00 per night, plus hotel taxes of \$28.242 per night.</p> <p>The airfare, in the amount of \$418.78, was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The hotel fees and hotel taxes will be paid on a City-issued credit card assigned to Mr. Tribhuvan Thacker upon Board of Estimates approval. Therefore, Ms. Sullivan will be disbursed \$231.00.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
8. Richard Duvall Alvin McCoy Vincenzo Julio Danalee M. Potter Todd Brown Sean Brown Darren Belechto	LAPD Facilitator Training and Cur- riculum Development for Consent Decree Los Angeles, CA Sept. 30 - Oct. 10, 2018 ! (Reg. Fee \$0.00)	General Fund - DOJ Consent Decree	\$23,769.34

MINUTES**TRAVEL REQUESTS**

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

The subsistence rate for this location is \$237.00 per night. The cost of the hotel for each attendee is \$217.55 per night, plus hotel taxes of \$34.134 per night.

The airfare in the amount of \$418.78 for each attendee has been prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker. The total hotel fees and hotel taxes for each attendee will be paid on a City-issued credit card assigned to Mr. Thacker, upon Board approval. The Department is requesting additional subsistence in the amount of \$20.55 per day for meals and incidentals for each attendee. Therefore, each attendee will be disbursed \$460.00.

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

Mayor's Office of Criminal Justice

9. Thomas Stack	Juvenile Sex Trafficking Conference San Diego, CA Oct. 15 - 18, 2018 (Reg. Fee \$400.00)	Grant Fund	\$1,495.92
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The airfare cost of \$331.96, registration fee \$400.00 and the total hotel costs of \$469.96 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Mr. Stack is \$294.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Transportation</u>			
10. Adrienne Kelly	2018 TAM Conference And Expo Oct. 22 - 25, 2018 Stevensville, MD (Reg. Fee \$450.00)	Grant Funds	\$1,226.24

The subsistence rate for this location is \$186.00 per night.

The cost of the hotel for 10/22/18 and 10/23/18 is \$197.00, plus tax of \$21.77 for each night. The Department is requesting additional subsistence of \$11.88 for each night to cover the cost of the hotel and \$40.00 for each night for meals and incidentals.

The cost of the hotel for 10/24/18 is \$159.00, plus tax of \$17.49. The Department is requesting additional subsistence of \$13.00 for meals and incidentals.

The registration fee of \$450.00 was prepaid using EA000313774. Therefore, the disbursement to Ms. Kelly is \$776.24.

11. Colby McFarland	2018 TAM Conference And Expo Oct. 22 - 25, 2018 Stevensville, MD (Reg. Fee \$450.00)	Grant Funds	\$1,139.93
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The subsistence rate for this location is \$186.00 per night. The cost of the hotel is \$159.00, plus tax of \$17.49 per night. The Department is requesting additional subsistence of \$13.00 per day for meals and incidentals. The registration fee of \$450.00 was prepaid using EA000313774. Therefore, the disbursement to Mr. McFarland is \$689.93.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
12. Rudolph Chow	Association of Metropolitan Water Agencies San Francisco, CA Oct. 13 - 16, 2018 (Reg. Fee \$895.00)	Water Utility	\$ 2,710.43

The subsistence rate for this location is \$376.00 per night. The cost of the hotel is \$299.00 per night, plus hotel taxes of \$49.28 per night. The registration fee in the amount of \$895.00 was prepaid on a City-issued procurement card assigned to Binta Gallman. The attendee is requesting the cost of the airfare in the amount of \$479.60, which includes early bird check-in the amount of \$30.00. Therefore, Mr. Chow will be disbursed \$1,815.43.

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

13. Azzam Ahmad	Construction Management Association of America Trade Show Las Vegas, NV Oct. 13 - 17, 2018 (Reg. Fee \$1,100.00)	Storm Utility	\$2,307.85
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			

The subsistence rate for this location is \$170.00 per night. The hotel cost is \$92.00 per night, plus hotel taxes of \$130.88. The airfare in the amount of \$336.97 and registration fee of \$1,100.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Azzam Ahmad will be disbursed \$870.88.

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

14. Kimberly Grove	Water Environment Federation Annual Technical Exhibition and Conference New Orleans, LA Sept. 30 - Oct. 3, 2018 (Reg. Fee \$990.00)	Storm-water Utility	\$2,267.00
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The subsistence rate for this location is \$212.00 per night. The hotel cost is \$229.00 per night, plus hotel taxes and resort fee of \$38.07 per night. The Department is requesting additional subsistence in the amount of \$17.00 per day for hotel cost and \$40.00 per day for meals and incidentals.

The airfare in the amount of \$295.79 and registration fee in the amount of \$990.00 were prepaid on a City-issued procurement card assigned to Ms. Stephanie Ennels. Therefore, Ms. Grove will be disbursed \$981.21.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			
<p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
15. Clark Howells	38 th International Symposium of NALMS Cincinnati, OH Oct. 29 - Nov. 2, 2018 (Reg. Fee 880.00)	Water Utility	\$2,018.66
<p>The subsistence rate for this location is \$210.00 per night. The hotel cost is \$141.00 per night, plus hotel taxes of \$24.675 per night.</p> <p>The airfare in the amount of \$139.96 and the registration fee in the amount of \$880.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, Mr. Howells will be disbursed \$998.70.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
16. Rosanna LaPlante	American Society of Civil Engineers (ASCE) 2018 Convention Denver, CO Oct. 11 - 15, 2018 (Reg. Fee \$775.00)	Storm-water Utility	\$1,065.96

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - cont'd</u>			
<p>As a representative of the ASCE, the Maryland Section of the ACSE is assisting in sending Ms. LaPlante to this Convention and will pay the costs for hotel expenses, food, shuttle, and taxi services.</p> <p>The registration fee, in the amount of \$775.00, was prepaid on a City-issued credit card assigned to Ms. Binta Gallman. A Southwest Airlines voucher in the amount of \$200.00 was used towards the total cost of the \$290.96 airfare. The remaining balance of \$90.96 was also prepaid on a City-issued credit card assigned to Ms. Binta Gallman.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence will exceed five workdays or involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Environmental Control Board (ECB)</u>			
17. Rebecca A. Woods	2018 The Municipal Waste Management Association Fall Summit Houston, TX Oct. 7 - 9, 2018 (Reg. Fee \$399.00)	General Fund	\$ 1,216.42

The subsistence rate for this location is \$180.00 per night. The cost of the hotel is \$169.00 per night, plus hotel taxes of \$28.73 per night.

MINUTES

TRAVEL REQUESTS

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

The airfare in the amount of \$281.96, hotel fees, hotel taxes, and the registration fee have been prepaid on a City-issued credit card assigned to Rebecca Woods. The ECB is requesting additional subsistence in the amount of \$29.00 per day for meals and incidentals. Therefore, Ms. Woods will be disbursed \$140.00.

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

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

18. Joe Wade	NCPERS Accredited Fiduciary (NAF) Program & Public Safety Conference Las Vegas, NV Oct. 26 - 31, 2018 (Reg. Fee \$1,500.00)	Special \$ 3,568.20 Funds - Fire & Police
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The subsistence rate for this location is \$170.00 per night. The cost of the hotel is \$219.00 per night, plus hotel taxes of \$29.30 per night, and a resort fee in the amount of \$38.55 per night.

The registration fee has been prepaid by the F&P. The F&P is requesting additional subsistence in the amount of \$49.00 per day for the hotel and \$40.00 per day for meals and incidentals.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System - cont'd</u>			
<p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Baltimore City Council</u>			
19. Ryan Dorsey	NACTO Los Angeles Designing Cities 2018 Los Angeles, CA Oct. 1 - 7, 2018 (Reg. Fee \$595.00)	Elected Official Expense Account	\$ 1,896.71
<p>The subsistence rate for this location is \$237.00 per night. The cost of the hotel is \$189.00 per night, plus hotel taxes of \$30.25 per night, and a \$10.00 per night hotel service fee. Mr. Dorsey will remain in Los Angeles, California from October 4 - 7, 2018 at his own expense.</p>			
<p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form if the City representative's absence involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Baltimore City Office of Information Technology</u>			
20. Martin Okumu	Mitel Next Phoenix 2018 Phoenix, AZ Sept. 30 - Oct. 3, 2018 (Reg. Fee \$0.00)	General Fund	\$ 989.77

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Office of Information Technology - cont'd</u>			
<p>Mr. Okumu will be a speaker at the conference therefore Mitel will pay for the last two nights (October 1, 2018 and October 2, 2018) of the hotel in the amount of \$529.98 and the registration fee of \$795.00.</p> <p>The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$219.00 per night, and the hotel tax is \$45.99 per night. The Department is requesting additional subsistence of \$36.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.</p> <p>The airfare cost of \$544.78, the first night of hotel in the amount of \$219.00 and the hotel tax of \$45.99 were prepaid using a City-issued procurement card assigned to Charmane Baker. Therefore, the disbursement to Mr. Okumu is \$180.00.</p>			
21. Bryan Bartsch	Network Traffic Analysis, Cyber Defense Summit Washington, D.C. Oct. 1 - 2, 2018 (Reg. Fee \$2,494.00)	General Fund	\$2,660.11

The registration fee of \$2,494.00 was prepaid using a City-issued procurement card assigned to Charmane Baker. Therefore, the disbursement to Mr. Bartsch is \$166.11.

MINUTES**RETROACTIVE TRAVEL APPROVAL**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of the State's Attorney for Baltimore City (OSA) - cont'd</u>			
22. Stacie Sawyer	Prosecuting Sexual Assault and Related Crimes Course Long Beach, CA Aug. 13 - 18, 2017 (Reg. Fee \$835.00)	State Grant	\$ 2,569.48

On August 13 - 18, 2017, Ms. Sawyer traveled to Long Beach, California to attend the Prosecuting Sexual Assault and Related Crimes Course. The allowed subsistence rate for this location was \$222.00 per day. The hotel rate was \$158.00 per night and the hotel tax was \$23.70 per night.

The transportation costs of \$600.40 and total hotel costs of \$908.50 were prepaid using a City-issued procurement card assigned to Ms. Robin Haskins. The registration costs of \$835.00 was prepaid using EA000210962. Therefore, the reimbursement to Ms. Sawyer is \$225.58.

This request is late due to grant award acceptance delaying processing of the travel request. The OSA requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$ 25.58	- Ground Transportation
<u>200.00</u>	- Meals
\$225.58	

MINUTES**RETROACTIVE TRAVEL APPROVAL**

UPON MOTION duly made and seconded, the Board approved the foregoing Travel Requests, the Retroactive Travel Approval, and the Travel Reimbursement. The President **ABSTAINED** on item no. 19. The Comptroller **ABSTAINED** on item no. 18. The Director of the Department of Public Works **ABSTAINED** on item no. 12.

MINUTES

Department of Recreation - Comprehensive Donation Agreement
and Parks

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Comprehensive Donation Agreement with the South Baltimore Gateway Community Impact District Management Authority d/b/a South Baltimore Gateway Partnership (SBGP). The period of the Comprehensive Donation Agreement is effective upon Board approval through June 30, 2023, unless terminated sooner by either party.

AMOUNT OF MONEY AND SOURCE:

\$2,208,117.00 - 6000-600619-4781-363600-607004

BACKGROUND/EXPLANATION:

The City established the SBGP as a district managing authority to represent residents in the South Baltimore Gateway Community Impact District, a geographic territory in Baltimore City designated to benefit from Casino Local Impact Grant (LIG) funds. Effective FY18, the City and State made a portion of the LIG funds available to the SBGP. Senate Bill 480, passed by the Maryland General Assembly, amended the manner in which the LIG funds are disbursed to the SBGP beginning in FY19.

Accordingly, the LIG funds no longer pass through the City budget to the SBGP, but instead, the State transfers the LIG funds directly to the SBGP. The Department and the SBGP conducted a district-wide needs assessment and identified project and service priorities for FY18 and FY19 to receive funding under the donation arrangement in which the SBGP's strategic plan aims to provide enhanced services to communities above and beyond the limited services and funding levels that the City can provide.

MINUTES

Department of Recreation - cont'd
and Parks

Each fiscal year through June 30, 2023, the Department and the SBGP will jointly conduct comprehensive district-wide needs assessments to identify and prioritize projects to be funded by the SBGP for the subsequent year. The Department and the SBGP will jointly prepare an Annual Projected Schedule of Services as described in the submitted Comprehensive Donation Agreement. Under the terms of this agreement, the Department will submit the projected schedule annually to be approved by the Board.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Comprehensive Donation Agreement with the South Baltimore Gateway Community Impact District Management Authority d/b/a South Baltimore Gateway Partnership.

MINUTES

Department of Audits - Audit Report

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

1. Baltimore City Department of Finance - Bureau of Procurement Small Purchases Procurement Card Program Audit for the Year Ended December 31, 2017.

President: "The first item on the non-routine agenda can be found on ah -- where is it? Can be found on page 128, Department of Audits, Baltimore City Department of Finance, Bureau of Procurement Small Purchases Procurement Card Program Audit for the Year Ended December 31, 2017. Will the parties please come forward?"

City Auditor: "Good morning."

President: "Good morning."

City Auditor: "-- Board members. This Audit is for the Small Purchase Procurement Card Program Audit -- it was for the Year Ended December 31 --"

President: "Can you pull the mic up and talk directly into the mic?"

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Department of Audits - Audit Report

City Auditor: "December -- December 31, 2017. The purpose of our Audit was to determine if agencies were properly using the procurement card for purchases. Before I get into the details of those findings, I would like to state that we had some Recurring Findings for multiple agencies. So, the Two Recurring Findings - these are -- are Journal Entries that were not timely submitted: Monthly statements, journal entries and activity logs were forwarded to the Bureau of Procurement um -- they -- they were supposed to be forwarded in a timely manner, but they were not. Um -- Agencies are um -- allowed 15 days from the receipt of the individual statement to clear their account. We noted in our Audit that um -- we noted that agencies did not receive or uh -- did not submit their statements upwards to six months. The next one that is a Recurring were -- was Non-Allowable Charges, primarily sales Tax. Agencies were paying sales tax for purchases. Uh -- per the Baltimore City's Administrative Manual, AM 309-1, the City is exempt from payment of State of Maryland sales tax. Agencies

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Department of Audits - Audit Report

which make direct purchases must supply the City's tax exempt number to the Vendor at the time of purchase. We only audited a small segment of Cause for approximately two months and we noted oh -- \$1,000.00 -- \$999.00 were paid in sales tax, and again if you look at that over the course of a year, or years uh -- that number adds up. The first few Findings we will be speaking about is -- is related to the Mayor's Office. Finding No. 1, Questionable Purchases. The Condition: The Department of Audits tested the months of October, November, and December 2017 P-card Statements within the Mayor's Office and identified questionable City -- Credit Card Procurement transactions totaling \$5,274.00. Of the total, items most questionable are listed below: During our audit, we noted \$1,321.00 was spent on furniture and other household items to assist a homeless individual. Department of Audits has informed the Office that furniture purchases for personal reasons are unallowable, as these charges -- types of purchases on a P-Card

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Department of Audits - Audit Report

are City property and cannot be used as personal property or gifts. The October statement identified \$513.00 in purchases on the Squeegee Core at an Orioles game for food and other personal items. Department of Audits communicated that these purchases were excessive and some were -- some were unallowable. Our audit also disclosed restaurant lunch purchases amounting to \$338.00, many of which had no receipts and none of the purchases had supporting documentation noting business purpose. Additionally, we saw no evidence to support that procurement card transactions were adequately reviewed and approved by appropriate Agency personnel prior to submission to the Bureau of Procurement to ensure that these transactions were allowable and business related. Finally, the Office incurred and paid \$29.00 in sales tax on purchases during the month of October. We recommend that the procurement card transactions be reviewed and approved by management or authorized personnel to ensure accuracy and appropriateness of the transaction. We further recommend the unallowable purchases be returned or refunded to the City."

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Department of Audits - Audit Report

Director of Finance: "Good morning Mr. President, Madam Mayor, Comptroller Pratt, Honorable members of the Board. Uh -- I'm Henry Raymond, Director of Finance and I'm responding on behalf of the Office of the Mayor. Um -- to begin with, I want to state for the record that this Procurement Card was used for the Office of the Mayor and the card was not in the name of or possession of the Mayor, Catherine E. Pugh. The card was issued for official use. The card was used on behalf of initiatives within the Office of the Mayor and as the Audit notes, some of the transactions were not allowable. The Mayor concurs with the Findings. As a result of this Audit, certain steps have been taken to improve uh -- the processes surrounding the use of the card, including uh -- a process that requires pre-written -- pre- authorization of uh -- use of the card. No verbal approvals uh -- documentation for the retention of all receipts and criteria for purposes under which the card can be used -- what's allowable -- what's unallowable.

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Department of Audits - Audit Report

Now with that said, I'll respond to Finding One. Uh -- the Office of the Mayor concurs with the Finding as it relates to uh -- the \$1,300.00 for Homeless Services. A reimbursement request has been made for uh -- private funding to recover the costs. As it relates to the Orioles uh -- field trip for \$513.00, reimbursement from uh -- private funds has already been made. As it relates to the \$338.00 for food, the Office of the Mayor believes that's reasonable and appropriate for ah -- official business lunches."

City Auditor: "Okay. Finding No. 2: Credit Line Limit Improperly Increased. The Bureau of Procurement granted a request from the cardholder to increase the credit line limit from \$15,000.00 to \$40,000.00 without written documentation or approval. In addition, charges did not meet the nature of emergency purchases. We recommend the Bureau of Procurement establish a process to periodically review procurement card holders with increased credit limits to ensure the limits are still appropriate and necessary."

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Department of Audits - Audit Report

Director of Finance: "The Department of Finance concurs and has taken uh -- appropriate steps."

City Auditor: "Finding No. 3: Lack of Receipts/Reconciliation Issues. During our Audit, we noted supporting documentation, such as receipts for transactions, was not maintained and submitted by the cardholder or was not adequate to support the business related purpose for credit card purchases. We also noted that receipts for coat purchases for the homeless were not accurately reconciled to the monthly cardholder statements, but were approved by the Coordinator or the Administrator. This could also be as a result of the time lapse before the account was reconciled. The coats were purchased in October 2017, but the Journal Entry was not posted until May 2018. In addition, there is a discrepancy in the amount requested for refund against the purchase amount. The total cost of the coats and cleaning was \$23,961.00 per invoices, but the Journal Entry for payment of the purchases was \$20,889.00, noting a difference of \$3,072.00. The Department of Audits was --

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was not provided additional information on the discrepancy. The Office is currently -- the Mayor's Office is currently reviewing the purchases and payments for these transactions. We recommend that the Mayor's Office adhere to the Procurement Card Administrative Policy."

Director of Finance: "Uh -- the Office of the Mayor concurs with the uh -- recommendation and as a note, the Office uh -- recently was able to locate a receipt for \$3,000.00, that was the uh -- discrepancy and that will be provided to the uh -- Department of Audits -- and the final note is that uh -- these expenses uh -- have been uh -- reimbursed through the Mayor's Office of uh -- Homeless Services."

City Auditor: "Finding No. 4: No Procurement Card Training. During our Audit, we noted that uh -- that the cardholder did not attend a Small uh -- Purchase Procurement Card Program Training Class, as required, or we did not receive supporting documentation um -- um -- that -- to the Department of Audits stating that the cardholder

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did attend -- attend that class. We recommend that the Agency adhere to the City's Procurement Card Administrative Policy, including cardholder attendance at the Program's training."

Director of Finance: "The Office of the Mayor concurs. Uh -- we believe that the individual did attend the training, but uh -- we did -- we were not able to produce the documentation that they would have been required to sign. Moving forward, we will adhere to the AM Policy."

City Auditor: "And then the last Finding is just one of the ones I told you about, the Journal Entries Not Timely Submitted. You don't have to address that unless you choose to."

Director of Finance: "I do."

City Auditor: "Okay."

Director of Finance: "The Mayor -- the Office of the Mayor agrees."

City Auditor: "Okay. Finding No. 6, Related to Procurement. You want to -- Non-Allowable Charges. The reading -- the reason we're

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Department of Audits - Audit Report

speaking on the Procurement Office um -- Findings, even though I told you they're recurring, is because we've been talking about the Procurement Office and they are in charge of Procurement transactions. Condition: The Department of Audits tested two months of P-Card activity, March and November 2017. We noted that the City was not reimbursed sales tax, which are unallowable charges, totaling \$187.83, from Baltimore Sun Media Gre -- Group. We recommend that the Agency cardholders ensure that charges be in accordance with the Administrative Policy. We further recommend the questionable charges be refunded to the City and No. 7: Journal Entries Not Timely Submitted."

Director of Finance: "As it relates to Finding No. 6 ah -- the Finance Department ah -- disagrees. The sales tax actually was not paid even though it does appear on the statement. We believe that there is ah -- some type of an error either with the Vendor or with our ah -- card processor, PNC. We're working with the vendor and PNC to determine the discrepancy because, in fact, the sales tax was not paid."

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City Auditor: "Okay. Finding No. 8: Inaccurate Accounting for Procurement Card Program Users. The Bureau of Procurement provided the Department of Audits with an inaccurate 2017 cardholders' population listing. The cardholders were retired from previous years. For example, they were retired from previous years or not listed or terminated. We recommend that the Bureau of Procurement follow the guidelines set forth by the Administrative Manual. In addition, we recommend the Agency update user information in real time to prevent errors in P-card usage."

Director of Finance: "The Department of Finance concurs with the recommendation and since this Finding, we have updated the ah -- list and it is now accurate."

City Auditor: "Okay. The next is the Department of Recreation and Parks and then after that, Department of Housing. Nine and Ten are the recurring Findings: Journal Entries Not Timely Submitted and Lack of Receipts. Would you like to address them too before we

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move forward or --?"

Mr. Kenn King: "Good morning.

City Auditor: "Good morning."

Mr. King: "My name is Kenn King, I'm the Chief of Fiscal Services for Rec. and Parks. I am representing Director Moore this morning because Director Moore is leading a team of Recreation and Parks staff in -- in Indianapolis to begin the planning to host the NRPA Conference here in Baltimore City next year. With regards to Finding No. 1, which um --"

City Auditor: "Nine and Ten."

Mr. King: "Journal Entries Not Timely entered. This is -- this was a case of -- of staffing because -- because what happened we had -- we had lost our Fiscal Tech and um -- we had only one person, the only Supervisor, who was doing all the entries, and we wanted to convert the Fiscal Tech position to an -- to an Accounting position -- Accounting II position and it took a while. Ev -- eventually we hired a Temp and we trained the Temp. It took a while

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for the Temp to get up to speed to understanding our system dynamics, etc. But, um -- however, he has come on board and he is working very well. The Accounting position is filled. In addition, we have an Office -- Office Support um -- III position that we have trained that individual -- as a matter of fact, that -- that person has an Associate's Degree in Accounting and is training to be an Accountant. So, we have got -- we have gotten that person involved in the whole accounting process. So, we have resolved that problem. We have no more issues with that. We are currently up to date with all -- with all of our processing."

City Auditor: "Okay."

Mr. King: "Lack of Receipts. Um -- this is -- this is an issue uh -- which we -- we -- we have tried to resolve on a number of occasions because of the nature of our -- of our card -- cardholders. They -- we have about 60 uh -- cards, 40-some -- 45 is uh -- Center Directors who move all over the place and there are times when they travel. We have a filing system where we allow

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them to place their files -- place their requisitions uh -- place their receipts and the documents in a particular file at -- at -- at the Center -- Center Headquarters and it's possible that a receipt is missing. We have asked them to track that information down. Even though the infor -- even though the receipt is -- is - - might be missing, we can still process that entry because on the statement itself, it list the item. So, we were able to process that. Now we have -- we have a different filing system in place. We have asked them now to keep the files at the location and to be more responsible, and so far, we have been very -- very successful. So, that is an issue that we have resolved. But, I -- I can't promise it will never happen again because our people move all over the place, but we will definitely find a way to resolve it if the case arises again."

City Auditor: "Okay. Finding 11: Non-Allowable Charges. We can go outside of the sales tax, which was the first one. Non-allowable recurring automatic monthly payments totaling \$9.9 -- \$21.98 for

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Amazon and payments that were not supported by receipts totaling \$122.00. We recommend that cardholders ensure that transactions - card transactions be in accordance with the Administrative Manual. We also recommend that determination be made whether any of the amounts should be repaid to the City."

Mr. King: "None -- okay -- with -- with -- with regards to Amazon, um -- we have our -- our Marketing -- Marketing and Media Division has done some um -- transactions, which they had to do through -- through -- through Amazon. There are times when we actually contact Purchasing um -- uh -- Procurement itself to ask for some guidance. This might be a case where it slipped through, we never really get the authorization and it's not -- it's not a major transaction, it's small -- they're just small items. So, anyway we have resolved that. We have a system in place where we will work -- we will work with Procurement closely. There is -- uh -- a form has been developed finally for us to uh -- provide a waiver whereby we can

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submit to uh -- to uh -- to Procurement for any waiver that we may seek for an item may not -- that will not be normally charged on a credit card. Because there are times when we have Facebook charges uh -- a lot of social media charges that we have to pay on time. But, we will work with -- work with Procurement to -- to ensure that these charges can be -- can be legitimately charged because there is no way we can pay them on a check. So, this -- this is a matter that we have been working on and we hope in the future that we will have no more -- no more of this uh -- type of uh -- situation. With -- with regards to charges that are not accounted for, we have a clear, clear policy, if you make a charge on a -- on your -- on your credit card, you cannot account for it, you must repay. That is in our policy. We have that from day one -- including taxes. If you -- if you go to a store without the -- the exemption certificate -- with the tax exemption certificate and you make a purchase, if you make that purchase and you pay taxes, the cardholder is responsible for paying back those taxes

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and that is a policy we -- we have in force. We have been enforcing that for -- for the longest while, since we have our credit card system."

City Auditor: "Okay. Finding No. 12: Missing File. The Agency could not locate a purchasing card file. The Auditors were unable to perform testing for this cardholder. We recommend that the Agency adhere to the City's Procurement Card Administrative Policy regarding record retention."

Mr. King: "Yeah, as I mentioned earlier, we have a system whereby we allow all cardholders -- we have a central filing system where the -- where all our cardholders from outside -- outside -- outside the Central Office would -- would deposit their files and documents in this particular central location. The strange thing about this one is we never really miss -- uh -- lose any card, hardly. Well, this -- this particular card was missing because this -- this particular employee act -- actually just received his card and I assu -- well we thought he may -- he may come for his file to

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look at his documents and plan to return the file. Guess what? The employee actually got hired um -- soon after. So, I -- we believe in, you know, me packing up all his stuff, he took that file with him. So, um -- but we have revamped our policy. Now, what hap -- by the way, it's not a large transaction. It was only one transaction that person did on her card and we know the person. We know everything like that. Uh -- in the fu -- right now we have a different filing system, again, where we have restrict access to that filing system. So therefore, hopefully we will have none of this uh -- in the future. But uh -- missing card -- missing a whole file is very, very unusual for us."

City Auditor: "Okay."

President: "So, uh -- all I recommend is that all the cardholders have some extensive training so that we won't be going through this and I do understand that uh -- some of the Directors get promoted -- they move around. So, I understand, you know, receipts still at the old place. But, they need to really be talking to the

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new Director that's coming on -- let them know what's going on so things can move smoothly. Cause I do understand the complex - uh -- complexity of uh -- Recs. and Parks."

Mr. King: "Yes. Thank you, Sir."

President: "Okay."

City Auditor: "And then one that was not noted as a Finding and the reason we did not note this is because it was cleared up during the field. Uh -- we noted that Recs and Parks continued to use a P-Card for a person no longer employed with -- with the Agency. While we were in the field, we noted that they did um -- terminate that card. So, we did say that we would not make it a Finding, but we wanted to make sure it was noted that when a person leaves, that they do not continue to use an individual's card."

President: "We understand. Thank you. We understand. We're moving forward."

Mr. King: "Okay."

President: "You said you have policies --"

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City Auditor: "Poli --"

President: "-- and procedures in place?"

Mr. King: "Yes, Sir."

President: "That's all we need. Okay."

City Auditor: "Housing and Community Development."

Ms. Nadya Morgan: "Good morning. Nadya Morgan, Chief of Staff, DHCD. Commissioner Braverman is in another meeting, I'm sorry. Thank you."

President: "Pull the mic to you and talk directly into it."

Ms. Morgan: "Sorry."

President: "Just pull it up."

Ms. Morgan: "Okay."

City Auditor: "Um -- no significant Findings. 13 and 14: Journal Entries Not Timely Submitted and Sales Tax."

Ms. Morgan: "And Agency has hired and trained staff to ensure that we'll be in compliance with the Policy and reporting in Journal Entry and the sales tax was uh -- \$0.60, in relation to the

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Baltimore Sun. The uh -- the uh -- coordinator will ensure that that's not -- no longer charged to the Agency."

City Auditor: "Okay."

Ms. Morgan: "Thank you."

Mayor: "Okay. Thank you."

City Auditor: "Human Services and then Planning."

President: "Human Services?"

City Auditor: "While Human Services did not have a um -- a Material Finding. It was the Journal Entries weren't timely submitted. Planning? Planning just had Sales Tax being charged. Next -- Department of Transpor -- Oh --"

Ms. Jaime Cramer: "Sorry. Sorry. Anything for Planning?"

City Auditor: "Planning? Yes. Uh -- huh -- Sales Tax."

Ms. Cramer: "Did you want a statement?"

President: "Yes."

Mayor: "Just make sure we don't' --"

Comptroller: "State your name."

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President: "State your name."

Ms. Cramer: "My name is Jaime Cramer. Um -- yeah -- it was just an oversight with the Sales tax. We've reached out to the Vendor to see if we can get them repaid."

City Auditor: "Department of Transportation."

President: "Transportation here? Anybody?"

City Auditor: "For our review of one -- one of the cardholders we tested during 2017, we noted that a cash advance transaction was charged to the card. The Agency provided receipts for the expenditures of the cash -- of the cash that was \$30.00 short of the total advance. Um -- I'll -- I'll read what they stated um -- basically um -- Transportation stated that the person did pay back the \$30.00 and it has been um -- recorded in the account for General Services. Department of General Services?"

Mr. Steve Sharkey: "Good morning. Steve Sharkey, Director of Department of General Services and Ben Brosch, Deputy CFO will also be accompanying me."

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Mr. Ben Brosch: "Good morning."

City Auditor: "No materials from Findings. Journal Entries Not Timely Submitted was 18. 19 -- Again, the recurring monthly um -- payment to Amazon Prime of \$10.99, which is unallowable."

Mr. Brosch: "Uh -- we uh -- concur with this uh -- Finding and we are -- we are going forward with the recommendation. We're going to make sure that uh -- we uh -- limit or um -- no longer have recurring uh -- payments through Amazon."

City Auditor: "Okay. Health Department and State's Attorney's Office, and then Police Department. Again, all three Agencies, no major issues, just noted that they weren't submitting -- well I gue -- they weren't submitting their uh -- Journal Entries timely and then um -- they didn't -- they had Sales Tax charges. This is Health Department."

Mr. Selvakumar Paul: "Police Department."

City Auditor: "Oh, Health?"

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Mr. Malcolm Haynes: "Uh -- Malcolm Haynes, Chief of Finance Administration, Baltimore City Health Department. Good morning. Uh -- with respect to uh -- the Findings related to the P-Card Audit um -- the Department has um -- undergone some uh -- improvements with our staffing, which uh -- in the past has caused some delays in uh -- timely uh -- transmittal of -- of -- of P-Card reconciliations to the uh -- Bureau of Audits. Um -- the Department is now uh -- fully staffed and does not anticipate any further delays in uh -- transmittal."

City Auditor: "State's Attorney's Office."

Ms. Wanda Carrington: "Good morning, Wanda Carrington, Fiscal Officer for the State's Attorney's Office."

City Auditor: "Routine type Findings. Finding 22, 23, and 24: Sales Tax, Journal Entries Not Timely Submitted, and Lack of Original Receipts."

Ms. Carrington: "Okay. For the Non-Allowable Charges there was a small Sales Tax that we did reach out to the Vendor and got a Credit for a future um -- statement. For Journal Entries not timely submitted, we have hired additional staff, as well. I have an

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Assistant, so we are working towards making sure everything is submitted correctly, and Lack of Receipts, we were missing one. I'm not sure of what had happened. But, we will try to make sure that we follow the policies and not let that happen again."

City Auditor: "Thank you. Police Department. Findings 25 and 26: Journal Entries Not Timely Submitted and Sales Tax."

Mr. Selvakumar Paul: "Good morning. Selvakumar Paul from the Police Department. I am the Chief of Fiscal Services I. Uh -- most of the mail that goes to the centralized place on 242 W. 28th Street, so from there, we get the statement uh -- little delay. That's the reason we're not able to submit on time. Now, we're going to have on-line access to this statement, so it will avoid all this uh -- Findings. And the Sales Tax, I mean um -- uh -- some of the Vendors they are not accepting, small Vendors, they're not accepting the Tax Exempt Certificate. For example, Pizza Hut -- uh -- uh -- Papa John's, they're giving 15% discount but they don't want uh -- our -- I mean uh -- uh -- give the Tax Exempt. But uh -- we are uh --

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working with them and so we will not pay -- in the future -- the taxes."

President: "Um-hmm. Right. So, if you're buying pizza and they don't want to pay the taxes, then um -- you or whoever used the card should pay the taxes."

Mr. Paul: "Yes, we do that."

President: "Okay, or we'll find another Vendor that -- you know - - cause they have pizza other pizza companies that probably would accept our non-tax status."

Mr. Paul: "Yes, Sir."

President: "So, if they don't want to do that, then we'll get pizza from somewhere else."

Mr. Paul: "Thank you, Sir."

President: "Don't make a difference. We just don't want to pay taxes."

Comptroller: "Right."

City Auditor: "Fire Department. Journal Entries Not Timely Submitted. Routine. No. 28: Inaccurate Journal Entries. During our

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audit testing, we noted the statement marked August 2017, the cardholder incorrectly posted Journal Entries as -- as Credits to Budget Accounts. The correct posting should have been a Debit. Procurement card's account was debited. The ca --correct posting should have been a credit. Department of Audits did not note any corrections posted uh -- for this entry. We recommend that the Baltimore City Fire Department cardholders follow the guidelines in the Manual -- the AM Manual. We also recommend that the above entry be reversed um -- to represent the true activity."

Mr. Jim Fischer: "Jim Fischer from Baltimore City Fire Department, ah -- Fiscal Officer. The uh -- Credit Card Program has gone some recent uh -- changes uh -- actually, improvements and to take care of -- and also the -- the uh -- City Journal Entry uh -- Program has also in the last year. So, I think a lot of these are going to be taken care of by all the Agencies, including the Fire Department, with those improvements. So, the Timeliness and the Journal Entries, both."

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City Auditor: "Thank you. Last two, the Department of Public Works and Risk Management. Finding No. 29 and 30: Journal Entries Not Timely Submitted for Public Works and 30: Lack of Proper Oversight Pertaining to Purchases. The Administrator failed to review and sign off on purchase log."

Mr. Troy Brogden: "Good morning, Honorable Mayor Pugh and Board members. Uh -- my name is Troy Brogden, Chief Fiscal Officer, Public Works. Yes, we uh -- concur with the Finding and recommendations and we have enhanced and are reinforcing our standard operating procedures with our staff."

City Auditor: "Thank you. Risk Management. Findings Nos. 31 and 32: Sales Tax and No Receipt and Journal Entries Not Timely Submitted. And then if um --"

Director of Finance: "Yeah uh -- Henry Raymond, Finance Department. Uh -- we concur with the -- the rec -- recommendations."

City Auditor: "Um -- I didn't know if Erin Sher -- if you wanted to speak about -- uh since we been -- since we completed the Audit."

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It's been over a few months and uh -- we met with Procurement and they did speak with us at the very end and told us some of the changes they have since implemented. I just thought if she could briefly state -- I think `it's three or four of the changes they've made to enhance the P-Card Program."

Director of Finance: "Erin."

Ms. Erin Sher Smyth: "Good morning. Erin Sher Smyth, Bureau of Procurement. And yes, we definitely appreciated the timeliness of this Audit. Uh -- we are going through a major review of this outdated process which is very manual um -- and labor intensive. Uh -- some of the improvements that we've already made or in the process of making include uh -- Sales Tax um -- we're going to make it a lot easier for Agencies to not pay Sales Tax by requiring Agencies to use the City's Amazon Business Account, which already has tax exempt status. They don't have to do that on a purchase by purchase basis. Uh -- Recurring Charges: we're also working with Amazon to get a government rate for Citywide Prime. That's in the

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works. Um -- I do think they were reasonable choices and they were approved as a uh -- exceptions, at the time. It did save the City money. But, we're going to be working on 1) getting a City rate, and 2) uh -- revising the policy to make sure those kind of things can be allowed, when appropriate. Uh -- Delayed Statements: PNC now provides on-line statements. This will greatly reduce the level of effort and -- and the time it takes to get this process completed. Uh -- Agencies as -- I believe Rec. and Parks noted -- they're -- they're getting paper statements all over the City and now they're able to get them immediately um -- on-line. Let's see, Waiver Request: Uh -- we had a Informal Waiver Request Procedure and we have already implemented a Formal Waiver Request Procedure that allows us to document uh -- the written request and the disposition of that request, whether it was approved or denied. Uh -- we've also improved our Informal Audit Procedures. The P-Card Program would be informally audited on a monthly basis. But, as the Department of Audits pointed out, correctly, this was not a

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formal um -- audit process that allowed us to track uh -- which accounts were audited and what the results were. Uh -- that is now more formalized. Uh -- enforcement was temporarily suspended while we moved our office. We have now resumed enforcement, which um -- includes both termination and suspension of cards uh -- whenever the Journal Entries or statements are late. Electronic Records: Uh -- previously, all account applications and training documentation was kept manually uh -- we are implementing electronic procedure, including uh -- using workforce software to improve - improve the transparency and simplify the record keeping. We have to have that in place by March 2019. Um -- and then the Active Cards: We currently have accurate real time information from our provider, PNC. However, the previous list of active cards were kept on a manual spreadsheet on an annual basis. Uh -- this will uh -- this resulted in having inactive cards still on the spreadsheet. We're changing the process by which Agencies are required to tell us prior to termination of someone leaving uh -- City business.

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That will allow us to get to those card terminations more quickly. And, we're also uh -- updating uh -- the uh -- the -- the list on a quarterly basis uh -- actively, to -- in the event that we miss some of those terminations."

President: "Uh -- can you go back to page five, Finding No. 2, uh -- the Bureau of Procurement granted a request from the cardholder. Who uh -- requested that it was -- be increased from \$15,000.00 to \$40,000.00?"

Ms. Sher Smyth: "To clarify, there was no request to increase. The request was to approve a specific emergency procurement, which was approved and that required that the limit be increased by that amount."

President: "Okay. Alright. Thank you. I just wanted to know that. And um -- I'm -- I'm just asking that all City Agencies uh -- make sure that whoever have their credit cards, also have our tax exempt card attached with it, so there will be no uh -- question of whether we pay taxes or not. Those two cards should be together at all times."

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Director of Finance: "Understood."

President: "Alright."

Ms. Sher Smyth: "Agreed."

President: "The Audit has been **NOTED**. Any questions from anyone?"

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PROPOSAL AND SPECIFICATIONS

- 1. Department of Public Works/Office of Engineering and Construction - SC 956, Improvements to Sanitary Sewer Collection System in the Herring Run Sewershed Part 1: Sanitary Sewers
BIDS TO BE RECV'D: 11/07/2018
BIDS TO BE OPENED: 11/07/2018

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Proposal and Specifications to be advertised for receipt and opening of bids on the date indicated.

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President: "There being no more business before this Board, we will recess until bid opening at 12 noon and we'll be in recess October the 10th. Thank you."

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

Bureau of Procurement - B50005481, Aftermarket Parts
for Heavy Trucks and Equipment
BIDS TO BE RECV'D: 10/10/2018
BIDS TO BE OPENED: 10/10/2018

Bureau of Procurement - B50005525, Aftermarket Parts and
Heavy Trucks and Equipment
BIDS TO BE RECV'D: 10/10/2018
BIDS TO BE OPENED: 10/10/2018

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

Department of Public Works - SC 940, Hydraulic Improvements
to the High Level Sewershed
Collection System

Bradshaw Construction Corp.
Spiniello
Northeast Remsco Construction, Inc.
Oscar Renda Contracting, Inc.

Bureau of Procurement - B50005414, Maintenance, Repair,
and Installation Services for
Various Overhead Doors

Baltimore Precision Door, Inc.
Rolling Doors, LLC
Overhead Door Co. of Baltimore, Inc.
All About Doors

Bureau of Procurement - B50005536, Lawnmowers

Turf Equipment and Supply
Co., Inc.

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Bureau of Procurement - B50005537, Portable Generators

Old Dominion Electrical Supply*
Correlli Inc.
Ramsay-Bliese Corp. dba Leete Generators

*UPON FURTHER MOTION, the Board found the bid of Old Dominion Electrical Supply **NON-RESPONSIVE** due to the company's failure to proffer the bid guarantee as mandated by the solicitation instructions.

Bureau of Procurement - B50005538, Truck Accessories

Acres Automotive, Inc.

Bureau of Procurement - B50005541, Zero Turn Riding Lawn Mowers with Accessories

Holabird Development Corp. t/a
Port City Equipment Co.

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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, October 3, 2018.


JOAN M. PRATT
Secretary