

MINUTES**REGULAR MEETING**

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

President: "Good morning. The March 21, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting order in the efficiencies of these hearings, persons who are disruptive to the hearings 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 March 19, 2018, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

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City Solicitor: "I so move Mr. President."

Comptroller: "Second."

President: "All of those in favor say AYE. All of those opposed 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:

A Helping Hand Homecare Services	\$ 260,000.00
Hydromax USA, LLC	\$ 1,500,000.00
Interlock Steelworkers, Inc.	\$ 8,000,000.00
Kalkreuth Roofing & Sheet Metal, Inc.	\$ 8,000,000.00
LB Construction Enterprises, Inc.	\$ 2,160,000.00
M.D. Miller Co. Inc., t/a The Marksmen Co.	\$ 8,000,000.00
Next Foundations, LLC	\$ 590,000.00
Reclaim Company, LLC	\$ 8,000,000.00
Reliable Contracting Company, Inc.	\$314,900,000.00

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:

A. Morton Thomas and Associates, Inc.	Landscape Architect Engineer Land Survey Property Line Survey
Baker Engineering Services, Inc.	Engineer

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BOARDS AND COMMISSIONS - cont'd

Century Engineering, Inc.	Landscape Architect Engineer Land Survey
HAKS Engineers, Inc.	Engineer Architect Land Survey
Modjeski and Masters, Inc.	Engineer
Patton Harris Rust & Associates, P.C.	Engineer
Pennoni Associates, Inc.	Landscape Architect Engineer Land Survey

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

MINUTES**CITY COUNCIL BILL:**

17-0142 - An Ordinance concerning City Property - Grant of Easements for the purpose of authorizing the Mayor and City Council of Baltimore to grant 3 perpetual easements for Supporting Slopes through the property of the Mayor and City Council of Baltimore, as shown on MTA drawing RW-01 (Contract No. 0856-1540) Maryland Transit Administration Retaining Wall No. CN22475RW1NW south of Cold Spring Lane, Mayor and City Council of Baltimore Property Plat; and providing for a special effective date.

ALL REPORTS RECEIVED WERE FAVORABLE.

UPON MOTION duly made and seconded, the Board approved City Council Bill 17-0142 and referred it to the City Council with the recommendation that it be approved and passed by that Honorable Body. The President **ABSTAINED.**

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Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Southwest Partnership, Inc. for an amount that is less than the lien amount for the property located at 1504 W. Baltimore Street (Block 0196, Lot 044A).

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
1504 W. Baltimore Street	\$3,000.00	\$1,147.57	\$8,955.11	\$3,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 1504 W. Baltimore Street on May 16, 2016 for \$8,955.11.

Southwest Partnership, Inc. has offered to purchase the Tax Sale Certificate for \$3,000.00, file the petition to foreclose, acquire title to the property and return it to productive use. The assignment amount of \$3,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Southwest Partnership, Inc. for an amount that is less than the lien amount for the property located at 1504 W. Baltimore Street (Block 0196, Lot 044A).

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TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

1055

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.

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TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$1,000,000.00	9916-905934-9194	9916-905734-9197
5 th Public Building	Convention Center	Convention Center
Loan	Upgrades (Reserve)	Water Intrusion (Active)

This transfer will provide funds to the Department for upgrades to prevent future water penetration into the Convention Center and all associated in-house costs. The upgrades will include corrections to faulty expansions joints along with an excavation to determine a design solution for these water penetration issues. The Convention Center currently has leaking expansions joints along with an unknown source of water intrusion leaking into the lower level of the building. Numerous temporary solutions have been put in place until a permanent renovation can be completed.

Department of Housing and Community Development

2. \$2,100,000.00	9910-922012-9587	9910-908636-9588
General Funds	Whole Block Demolition	Whole Block Land Resources FY16 -
2,000,000.00	" "	9910-904380-9588
2 nd Comm. & Eco. Dev. _____		Whole Block Demolition FY18
\$4,100,000.00		

This transfer will move appropriations as approved in FY18 Ordinance to a Whole Block account for acquisition and relocation costs of the properties in the targeted areas.

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Department of Audits - Audit Reports

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

1. City of Baltimore, Maryland Comprehensive Annual Financial Report Year Ended June 30, 2017.
2. City of Baltimore Single Audit for the Fiscal Year Ended June 30, 2017.

President: "The first item on the non-routine agenda can be found on page seven, item no. one Department of Audits, City of Baltimore, Comprehensive Annual Financial Report for Fiscal year 2017. Will the parties please come forward? May I have one? Okay. I need three. Madam Mayor, Comptroller." Okay".

Acting City Auditor: "Okay. Good morning, Honorable Board members, Mayor Pugh, President Young, Comptroller Pratt."

Comptroller: "State your name."

Acting City Auditor: "Audrey Askew. Um - I would like to begin with the CAFR then -- it's actually going to be combined it's going to be a CAFR and the Single Audit page one--four at the end. So it's one and two."

President: "So your going to do both of them together?"

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Acting City Auditor: "Right at the same time. Yes it's together."

President: "Okay."

Acting City Auditor: "Because some of the Findings overlap."

President: "Okay."

Acting City Auditor: "So first --."

President: "So we are going to hear item number one."

Acting City Auditor: "-- and two."

President: "-- and number two just for the record, and then we are going to do item number one and item number two ah -- together."

Acting City Auditor: "So if you turn to page two as auditors we are required to communicate information to the Board as addressed to the President of the Board which will be Honorable President Jack Young. You do not have the letter in front of you we had system umm -- difficulties so umm -- after this meeting we should have that printed out and handed to you, so, the letter is not attached. It's AUC 3260 and in that letter basically states some information as we went through the audit if we encountered some difficulties or areas of -- issues concerns we um -- noted that."

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So the first one, we didn't encounter any difficulties with management during -- at all -- during the course of our audit. All misstatements were provided to management and they were corrected by management. We did not encounter any disagreements with management during the course of the Audit. Management has provided us with representation letters for the June 30, 2017 Audits that is for both CAFR and the Single Audit. Management didn't consult with other independent accountants about accounting or audit matters to gain a second opinion. The summary of our audit results were the opinion on the CAFR was unmodified clean opinion overall. We did identify material weaknesses. We did not identify any sign -- significant deficiencies. We did note that of the Findings that we found, there were some material non-compliance issues with the financial statements. For the Single Audit we issued an unmodified opinion as well, unmodified is a clean opinion. We did identify material weaknesses in that audit. We did not identify any significant deficiencies. For the LIHEAP Program we did qualify that program opinion. All other Programs received an unmodified opinion and Baltimore City is not considered a low risk auditee

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due to their material weaknesses noted. If you turn to the next page this is just a chart of what -- how we look at 2016 and 2017, so in 16 we had two Findings for the CAFR this year we had four Single Audit stayed with the 19 Findings, different types of Findings but still 19 and for material weaknesses last year we -- we -- noted five material weakness Findings; this year we noted seven material weakness Findings. The Department of Audits for the Single Audit we audited \$131 million dollars of the \$197 million dollars expenditures um in -- 2017. A new note that is required to be ah -- that was required to be noted in all audits is um -- GASB 77, is the Tax Abatement Disclosure just because its new we are required to note that and just inform you of that; so for the Tax Abatement Program Baltimore City abated \$23,490,000.00 The next page begins the material weaknesses. So, to prevent Mr. Raymond from going up and down I put all his Findings together so Findings one, two, three and five will be discussed and then we will move to four. So the first Finding is the material weakness Over the Grant Accounting Function 2017-001. The City of Baltimore is responsible for property tracking and accounting for State,

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Federal and other grants. Due to a lack of formal procedures and accountability at various city Departments the City is not able to establish accurate balances of grant accounts receivable and grant deferred revenue accounts. There is a lack of communication between departments that receive grants and the Finance Department which consolidates information received from the various departments to assemble the financial statements. Grant expenditures and grant receipts are often allocated to wrong general ledger accounts which could lead to overcharging certain grant accounts, overstating deferred revenue or other grant accounts and improper billing of certain grants. The cause: Baltimore City Finance Department reports grant revenue, grant account receivable and grant deferred revenue balance based on information provided and maintained by various City departments that receive Federal State and other grants. According to Finance they do not have the authority to enforce timely preparation and reconciliation of grant account balances from Departments. We observed multiple accounts being used to track expenditure and

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revenue for multi-year grants with limited reconciliation of activity across the accounts. Also the City does not have staff dedicated to properly account for the grant activity and related details required. The effect: the City is not able to establish accurate balances of grant accounts receivable and grant deferred revenue accounts. As a result the City could lose as much -- its much needed funding. We recommend the City develop a formal written procedure to timely and properly track and account for grant revenues and expenditures and procedures that allow the reconciliation of grant account balances from central general ledger to systems maintained at individual departments that receive grants. We also suggest that the City establish a Grants Department that would be responsible for reconciling the grant information. In addition, the City should invest into robust general ledger software that would be able to accommodate the accounting and record keeping for complex grants received by the City and dedicate staff to properly account for its grant activities. The City should consider investing in a software to properly main -- manage its grants."

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Director of Finance: "I wait until you are thru and then I will."

Acting City Auditor: "Okay"

President: "Um -- Yeah I have a few questions? If we can back up to page seven, um -- where we are talking about tracking um -- expenditures. Um -- when you when you -- are dealing with grants and you have a certain grant number umm -- how can you not use that same grant number for your expenditures so they can add up? I don't understand how we can have a problem with grants and this is like since I have been on the Board of Estimates and that has to really stop. Because if their grants don't add up and this is federal money right? The Federal Government comes and want to do an Audit we can owe thousands maybe millions of dollars so I don't know. It don't take a rocket scientist, if I have a grant that says 0001 and I know that I only can use that grant money for that, then that is what we need to be doing and -- and - and -- for Finance to say they have no control um -- you're are the Finance Department. I mean we can do cuts we can hold back Department money until they start getting serious about tracking these grant dollars, because this is serious business and I -- I - I don't take excuses when we are talking about City Finances, cause if we

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have to pay the money back this is coming out of City's money."

Mayor: "Right"

President: "Okay. So um -- I -- I'm -- I'm just hoping that um -- in the future starting today these Departments that are getting grants if they are not doing these grants and administering the grants like they are supposed to, then we hold back money from that agency."

Mayor: "Let me just add something. I believe um -- Mr. President, that um -- having not been here as long as you have in this position, that we had this discussion about the grants and um -- there are departments that whose large budgets are dependent upon federal grants and there really does need to be a closer checking. I know you are going to address this um -- but the other issue for us is when the grant ends. It's not so much us paying back it's the City ending up with people on their payroll who are grant employees who end up on the City's payroll and costing the City additional dollars. So it -- it goes both ways, so I am sure that you will address that as we continue to move forward. Thank you."

President: "Um -- um -- Comptroller."

Comptroller: "So maybe you can explain what steps you have taken

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to have this not be a Finding next year."

Director of Finance: "Okay. Good morning ah --."

President: "Good morning."

Director of Finance: "Mr. President, Mayor Pugh, Comptroller Pratt, Honorable members of the Board. I'm Henry Raymond, Director of Finance. So as it relates to the grant accounting um -- I'll explain it in more detail ah -- in my response. But directly to the President's concern ah -- what we doing is we're training agencies on how to properly use budget account numbers. What you said -- why expenditures aren't being recorded to the correct budget account numbers for grants? It's primarily because agencies staff at the agencies are using outdated or incorrect grant account numbers. So, overall as it relates to this particular Finding, we implemented a Grants Management Office. That office is responsible for overseeing all the transactions related to grants across all the agencies. Uh -- they are reviewing uh -- all journal entries prior to being posted. They're reviewing uh -- all the documentation from the initial award to uh -- post award and all

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the steps in between. Are they applying for ah -- reimbursements on timely basis. Are they underspending, overspending? Are they submitting financial reports in a timely manner? Ah -- we also purchased CRM software to track all grant activity so that we can capture CDFA numbers ah -- begin date of the award, the end date of the awards, all the financial transactions that occur on the award to ensure that the grants are not overspent. "

Mayor: "So this is impl -- implemented. So you implemented this one."

Director of Finance: "Yes, in Fiscal 17 we started. So the Grants Unit has been in existence since Fiscal 17. The software was installed in 17, uh -- agency staff have been -- agency grant staff have been trained on the software they're utilizing it. Uh -- the Grants Management Office is reviewing all journal entry transactions. They've reviewed uh -- all negative balances of uh -- grant related budget account numbers to close them down so that agencies can't use incorrect numbers. They've informed the agencies regarding the incorrect numbers. Transferring those ineligible cost sitting in those incorrect account numbers to ah

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-- legitimate numbers i.e. the General Fund or the current ah --
Federal Fund account number."

Mayor: "So in essence we won't see this next year?"

Director of Finance: "Yes."

President: "Okay".

Mayor: "Okay."

President: "Alright."

Acting City Audit: "Finding number two. Material Weakness Over Financial Reporting Function. Criteria: The City of Baltimore is responsible for proper accounting and disclosure of financial information in accordance with accounting principles generally accepted in the United States of America. The Baltimore City Finance Department reports financial information based on the information provided and maintained by various City departments that process property tax act -- activities, water and sewer activities, capital access activity, and internal fund balance/transfer activity. There is currently no process in place to enforce timely preparation and reconciliation of inter-period activity and account balances from departments. We noted the City does not have centralized staff dedicated to review these transactions throughout the year, and rather relies on department

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personnel to pros -- process transactions and Finance performs manual post-closing reviews of such balances and related activity. Due to the volo -- volo - volo -- voluminous."

Mayor: "Voluminous."

Acting City Auditor: "amount of activity in these accounts is difficult to perform a thorough post-closing review and detect all errors. Additionally, because of the number of errors detected, information provided throughout the year maybe materially incorrect. The City had a number of post year-end adjustments to its fiscal year 2017 financial statements. Such adjustments relate to errors both material and immaterial undiscovered throughout the fiscal year. As a result, the interim financial information produced by the City may be inaccurate. The City had significant adjustments for the year end June 30, 2017. We recommended that the City implement a new financial reporting system. As part of the implementation of the new financial reporting system we also recommend the City to develop formal written pol -- procedures and develop monthly and year-end financial reporting procedures and

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checklists that mirror the input and report processes developed in conjunction with the new system. Additionally, the City should provide training to users of the system to allow for maximization of the new financial reporting system capabilities, inclusive of embedded controls."

Director of Finance: "Yeah. I will respond. We concur with the Finding uh -- and we also confer we -- we also concurred with the first Finding, just for the record. So as it relates to Finding two Material Weakness Over Financial Reporting function uh -- we believe that the selection of an Enterprise uh -- Resource Planning System Citywide will assist us with resolving this Finding because it will have a module -- mod for financial reporting embedded in it. In the meantime, what we've done as Finance, upgraded the present City's accounting system and that upgrade was completed in November of 17. One of the main impacts of that upgrade, is that it created a workflow system requiring supporting documentation to be attached for all journal entries processed. So part of the Finding was that ah -- incomplete documentation for journal entries

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so with this upgrade its ah -- mandatory that for a journal entry to be processed that there must be the supporting documentation. Uh -- Agency staff have been trained on that and in terms of staffing ah -- we submitted a request to the Department of Human Resources to address staffing issues within the Bureau of Accounting and Payroll Services."

President: "Okay I have um -- a question. When we look at and I'm on page nine. Um --- there's a bullet number two where it talks about the property tax water and sewer activity and capital excess. I am interested in the water and sewer. Um -- I -- I want to know how can we -- cause its enterprise money and I'm concerned about increases in water bills. So, is there a mechanism where we, as the Board of Estimates or the Council, can look at how much money is in that -- that fund um -- because you know when you go pay your water bill, where do that money go? Does it go in General Funds or do it go in Enterprise Fund? Cause we need to know cause if -- if cause when Mr. Chow comes and presents that he needs to raise water rates and we don't know exactly how much is in that

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Enterprise, maybe we don't need to raise water rates, maybe we might have enough money to move forward or maybe we might not have enough money that can justify asking for another rate increase? I would like to see that broken out because that is an entity that's Enterprise fund that if we don't have to raise water rates we don't - we shouldn't be doing it."

Mayor: "Mr. President we had this discussion as well. Uh -- the funds should be set aside separately because we borrow based on that fund, we borrow money. My understanding is currently we're at about three billion for both water and waste water and that is to repair the system, and it really should be kept separately so that we can see -- so that we can know what we are borrowing against and what we have left so that with the same outcomes. Because we are borrowing money because we are supposed to be repairing the system and if we don't what we have in there then we're unable to track daily or regularly what is being done with the Department of Public Works. Because the Department of Public Works is supposed to be fixing our pipe system, borrowing off of this fund, or floating bonds based on this fund, and we ought to

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be able to measure their progress, because if we -- if we're at \$3,000,000,000.00 currently which is concerning to me. You know I want to know what the period of time and this more for the Water Department as well. At what point are we -- is it -- is 14 miles whatever, those miles of pipes are? At what point can we the citizens of Baltimore expect them to be repaired?"

President: "Yeah."

Mayor: "That's -- that's -- that's a conversation for not just you that is a conversation for the Department of Public Works as well. Because this fund which I understand um -- Mr. President, which is what we were talking about earlier. This fund currently does exist. This process exists. We're borrowing ah -- bonds we're floating bonds based on this as an income producing entity. Am I correct?"

Acting City Auditor: "Right".

Mayor: "Am I correct?"

Director of Finance: "A revenue producing."

Mayor: "A revenue producing."

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President: "Yeah, because -- I've asked because -- I've asked many times from Public works can you tell me how many miles we have done? And they can't tell me."

Mayor: "They can tell you."

President: "They can't tell me. They told me in the hearing they don't know."

Comptroller: "Right."

President: "So we need to know how many miles have been completed and how many miles we have left? Cause we're talking about taxing the citizens of Baltimore with increases in the water rate and we don't know how many miles we have completed."

Comptroller: "And it's important because an -- an Enterprise Fund is a self-sustaining fund and it should have its own separate records."

Director of Finance: "That's correct, and it does. So the point of clarification is we do have Water Enterprise Fund, Wastewater Enterprise Fund. They are separate funds. They've always been separate funds. They're audited separately. They are audited annually uh -- we can provide uh -- to the Board any information

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regarding the utility funds. That data is contained in the City's accounting system. It's always up. It's treated just like the General Fund. Um --"

Mayor: "But it's separate because it --."

Director of Finance: "But it's -- but it's yes separate absolutely separate fund. Bonding is separate ah -- the borrowing is based on the capacity of the utility funds to ah -- repay the principal that is outstanding. So I just want to assure the Board that those utility funds are accounted for separately."

Comptroller: "Okay."

Mayor: "I understand that. I think what he is asking a deeper question, but that is more of a question for Mr. Chow."

Director of Finance: "Understood."

Mayor: "Okay and a briefing that he needs to get to the President and the Comptroller."

Acting City Auditor: "Finding number three Material Weakness Over Payroll Time Keeping Function, 2017 - 003. The criteria of Baltimore City is responsible for proper timekeeping and calculation of payroll. Various departments within City of

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Baltimore are responsible for proper timekeeping and storage of timekeeping information. Baltimore City does not have a system that ensures proper approval and storage of timekeeping information among different departments. In addition, the timekeeping system that is currently used by some departments does not have the capability to maintain timekeeping within the compliance guidelines of certain union agreements of the City. Because the City of Baltimore was missing documentation regarding payroll related items for a significant number of items and payroll testing. The City had significant adjustments related to payroll for the year ended June 30, 2017. We recommend the City develop timekeeping procedures that would ensure proper approval and storage of timekeeping information. We also recommend that the City should invest in a payroll and attendance reporting system that would allow the City to properly track time worked to the proper program department and meet the compliance guidelines of the union and grant agreements."

Director of Finance: "The Finance Department concurs with the third Finding. Ah -- the corrective action plan is associated with the implementation of the new ERP system. Ah -- we will be

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examining payroll systems and ah -- human resource information systems to determine what's the best fit for the City of Baltimore, and this activity regarding ah -- the identification RFP an award for the ERP system ah -- is being led by ah -- BCIT under ah -- Frank Johnson. I didn't point that out earlier, but BCIT is taking the lead on assisting Finance with Citywide upgrade to an ERP system and ah -- the identification of the appropriate accounting system, which will have the embedded financial reporting system as well as addressing Finding three, which is ah -- new payroll system and a new HRIS system."

Mayor: "Okay."

Acting City Auditor: "We are going to skip over Finding five and come back to that. Finding -- I mean four I'm sorry. Finding five Material Weakness Over Scheduled of Expenditure of the Federal Awards 2017-005. Condition: During our fiscal year 2017 Audit, we prepared the SEFA for the City of Baltimore. We obtained information from the City's accounting software, City Dynamics. Many times expenditure information in the accounting software differed from the expenditures reported by various City agencies."

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We were not able to clearly identify which acc -- amounts were accurate, so we used expenditure amounts from the accounting software. In addition, we were not able to test the SEFA as required by Uniform Guidance because much of the required information needed to be tested was not provided to the auditors including CFDA numbers, grant award letters and budgets. In addition, we were not able to determine if we had a complete listing of the federal expenditures and subsequent subrecipient payments for all grants from the City of Baltimore. The City of Baltimore, Department of Finance is responsible for preparing this SEFA, based upon grant information obtained from the financial accounting records and other information provided by each department or agency. Per discussion with the Department of Finance, we determined the grant information is not maintained by the Department of Finance. Grant documents are necessary for the Department of Finance to obtain required information for the SEFA such as CFDA titles and numbers, pass through identification information and subrecipient information. The City does not maintain a centralized grant accounting function. Instead each

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Department maintains its own grant information. The lack of submission of grant documents and accurate information by the various agencies and departments to the Department of Finance weakens internal controls over grant reporting, and hinders the ability of the Department of Finance to accurately prepare the SEFA. Internal Controls should be designed to prevent, detect or correct errors in a timely manner. Without adequate controls, the City of Baltimore cannot provide a reasonable assurance that the SEFA is fairly presented. Controls have not been established by the City of Baltimore to ensure complete and accurate reporting for the SEFA for the 2017 fiscal year. The determination of which major programs will be audited are effected by the accuracy of the SEFA at the time of the audit. Failure to develop internal controls for reporting could jeopardize future federal funding and result in inaccurate reporting to the City of Baltimore Financial information of the City of Baltimore financial information. We recommend that the Department of Finance establish policies and procedures to ensure that the federal funds are properly identified and reported accurately in the SEFA in accordance with the Uniform Guidance requirements. We also recommend that individuals

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responsible for administering federal assistance programs for -- with the City of Baltimore receive training and grant administration."

Director of Finance: "Yeah, we concur with the Finding. The comments related to this Finding are essentially the same as uh - - number one so we're addressing this again, through the creation of the Grants Management Office, the software etcetera. So, my comments to this apply equally -- to Finding one."

Comptroller: "What I would like to do is make a recommendation that the Department of Audits take a look at your accounting software and um -- be sure that your policies and procedures are in place so that when we start the Single Audit in September we won't have these Findings."

Director of Finance: "No totally agreed. Uh -- and toward that point, I would like to remind the Board that as it relates to uh -grant -- grant accounting policies and procedures, in the fall of 17 the Board approved ah -- nine separate policies regarding grants. Those policies were adopted for the purpose of uh -- centralization and standardization among all agencies for all uh -- aspects of grants from applying to a grant to um -- the -- the

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determination or -- well -- the end of the grant and everything in between so we welcome that. Okay."

Acting City Auditor: "Thank you".

Director of Finance: "I guess my comment in closing is that ah -- we appreciate the efforts of the Department of Audits as it relates to the preparation of the 2017 CAFR and Single Audit for the 17 CAFR uh -- we were able to submit it on time and moving forward we will be able to maintain the schedule um -- and the fact that uh -- both the Single Audit and the CAFR were ah -- unmodified audit opinions, so thank you very much."

Mayor: "Thank you."

Acting City Auditor: "The next Finding is the Water and Waste Water billing 2017-004. Criteria: The City of Baltimore is responsible for timely and accurate billing of City residents for water and wastewater utility services. During fiscal year 2017, the City changed its billing rates model and implemented a UMAX billing system for billing of customers. Due to the insuff -- insufficient training of users in the new system and not having a

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well-defined implementation plan for the new system, a significant number of accounts were not billed and a significant number of accounts were billed inconsistently. Additionally, time -- timely reconciliations were not being performed during the year ended June 30 2017. The City had to make journal entries to accrue for the estimated unbilled accounts and provide an allowance for the billing errors to fairly state the revenue for the year ended June 30, 2017. The City implemented a new water and wastewater utility billing system. During the transition, a significant number of customer accounts were not billed or billed inconsistently, which led to non-billing or incorrect billing to certain customers an incorrect amount of revenue recorded for revenue being billed. The City's water and wastewater utilities system is not able to establish accurate water and wastewater utility revenue and accounts receivable balance, without manually calculating the adjustments. We recommend the City ah -- properly implement the new billing system, develop formal procedures, timely and accurately billed water and wastewater utility charges, and properly train those using the new system."

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Deputy Director of Public Works: "Good morning Board. I am Dale Thompson, Deputy Director of Department of Public Works and the Department does acknowledge the audit report, uh -- and the Findings which we found that focused on fiscal year 2017 ah -- when the City was transitioning from the old legacy system which included ah -- over 30 years of data. Uh -- we have made changes and we feel that um -- with proper staff training that the Department will in the next audit do extremely well."

President: "Um -- so that means that our citizens will be getting their corrected water bills?"

Deputy Director of Public work: "Yes."

President: "Okay. And we won't get all of these calls about my water bill is extremely high last month it was \$68 a month now its \$2,000.00 a month, so those things will be corrected."

Deputy Director of Public work: "Yes -- yes and we put a lot of things in place including training of staff in the new system."

President: "Okay."

Mayor: "Okay."

City Solicitor: "Mr. -- Mr. President, if I may just take a moment and give a shout out to a couple of the lawyers in the Law

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Department who have worked very closely with DPW and have done just a fantastic job in providing additional customer service to the citizens of Baltimore in working through some of the problems with the billing."

President: "Okay. Thank you."

Mayor: "Thank you."

Director of Public Works: "Mr. President."

President: "Mr. Chow."

Director of Public Works: "Yes -- thank you. Mr. President. If I may add um - that -- the issue that that you have stated um -- and I just re-emphasized that you know this is a transition ah -- from A very much outdated billing system as well as, uh -- uh -- much of untrusted water bills from the past. As we transition our self into more accurate bills, and there is that culture change and is much more transparent, and we certainly will take the time and explain any uh -- circumstances and/or any questions about any water bills ah -- individually. Thank you."

President: "Thank you. Okay. Mr. Chow as you know the citizens don't care about that explanation. They care about getting accurate

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water bills. Because if they -- they have no faith in the system and that's what they tell us every day. So, I am hoping that these changes that you are making are going to have our customers who are our citizens who pay all our salaries ah -- ah -- feeling that they are getting accurate and correct bills."

Deputy Director of Public Works: "Yes."

President: "They don't care about an old system transferring to a new system. All they care about is getting a correct bill."

Deputy Director of Public Works: "Yes."

Mayor: "And we know that's what this system will do. Uh -- we also want to make sure that those who haven't been billed get billed. I am not about, I am talking about some of the businesses out there that we sort of kind of skipped and missed."

Deputy Director of Public Works: "Yes, yes."

Mayor: "So, I know that this new system will be able to do that?"

Deputy Director of Public Works: "Yes."

Mayor: "Correct?"

Director of Public Works: "That's correct."

President: "Okay."

Mayor: "Thank you."

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President: "Okay. So um -- please note that for the record."

Deputy Director of Public Works: "Thank you."

President: "Thank you."

Acting City Auditor: "LIHEAP Finding. The last two Findings relate to the LIHEAP Program. Material Weakness Over Eligibility, Finding 2017-013. Condition: during our audit of the program eligibility compliance requirements for the LIHEAP Program administered by the Mayor's Office of Human Services, of the 114 systemically selected participants, we noted numerous inaccuracies and discrepancies. The issues identified include, 12 recipient applicant -- applications requested were not provided for testing. 20 instances of missing required documentation, proof of residency, copy of identification missing, proof of household income and/or utility heating fuel bill. 306 instances of duplicate payments in the system, 18 instances of certified and/or intake signatures missing. 30 instances were meet the MEAP -- MEAP award was incorrect or not listed on the application. 56 instances of a break in quality control. One instance of a participant was not -
- was wrongly identified was wrongly denied benefit for over um -
- income. 36 instances where benefits were awarded but not

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listed on the application. MOHS does not -- do not have adequate controls over the eligibility process therefore, recording and retention of supporting documentation was not properly adhered to in accordance with uniform guidance. MOHS is not in compliance with the eligibility requirement for the LIHEAP Program. We have question the cost of \$43,114.00 related to duplicate payments. We recommend that MOHS implement controls over the eligibility process."

Mr. Terry Hickey: "Good morning Mr. President. Madam Mayor, members of the Board. Um -- first I just want to state that we know that LIHEAP represents a program that is critical of the citizens of Baltimore City. Since the program was moved to our agency in fiscal year 15, these have been no stranger issues that we have been dealing with."

City Solicitor: "State your name?"

Mr. Hickey: "Sorry. Terry Hickey, Director of the Mayor's Office of Human Services, with me is Lori Cunningham, Director of our CAP program who oversees the LIHEAP program. We want to acknowledge the importance of this program, the importance of resolving these issues which we've been working very closely on over the last

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couple of years. These are similar to previous Findings um -- in the last Auditor's report. We acknowledge there are two individual one's that we did not agree with, but in general we acknowledge the issues with the program. I want to let the Board know, ah -- there's been a leadership change in the program. The Director has resigned. We have done some massive restructuring of the staff of this program; under Lori's Leadership we are looking at a complete redesign of LIHEAP that moves the program into our CAP centers. Ah -- looking at a new Processing Center and what I am uh -- proudest of is, working closely with the State who is our funder um -- to resolve these issues with understaffing and others moving forward. The State we believe is -- is accepting of the changes we are looking to make, um -- Madam Mayor we don't see these coming up next year."

Mayor: "Thank you."

President: "Okay. Um -- I hope not because it's like more of the same. Because when it was over in the Housing Department it was moved to you guys so that you know we can get a better handle of it --."

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Mr. Hickey: "Right."

President: "But we have all these duplicate payments in the system um -- and those kind of things; they have to be corrected. You know um - you -- are talking about um -- question cost of \$43 million related uh -- \$43,000.00 related to duplicate payments --"

Mr. Hickey: "Yes."

President: "you know um -- that's a job."

Mr. Hickey: "Yes."

Ms. Cunningham: "Can I --."

Mayor: "Yes."

Ms. Cunningham: "If I can just say one thing?"

Mayor: "Lori, state your name."

Ms. Cunningham: "Lori Cunningham. Um -- so the questioned cost for the \$43,000.00 are across all of the Findings. When we originally had this program from Housing there were over I think there was almost a million dollars of questioned cost so there has been significant improvement. The one with the duplicate payment was a key stroke error issue with an OHEP database. So those have since

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been corrected and the duplicate payments have been refunded from the State."

President: "Okay. So um -- we will not be seeing this same um -- Findings ah -- next year?"

Mr. Hickey: "That is our intention, Sir."

President: "Just note it for the record I am holding you to it."

Mr. Hickey: "Okay."

Ms. Cunningham: "Thank you."

President: "Okay."

Mayor: "Thanks for bringing that down though."

Acting City Auditor: "Last Finding. Material Weakness Over Payroll, Finding 2017-014. During our audit we systematically selected 51 payroll transactions to test activity allowed and allowable cost compliance requirement. We noted that MOHS did not have the required or written policy on compensation in accordance with uniformed guidance. In addition we noted the following during our testing of payroll. Six instances where employee's names and or positions were not noted on -- in the program budget. Three hundred and thirty instances where the employees did not sign in and/or did not sign out. 13 employee's summary sheets did not match

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the employee time sheets. Thirty eight instances where employees took exception time without documentation. Four instances of missing employee time sheets and biweekly summaries. Four -- 6 instances where employee compensation time were not properly documented. MOHS was not aware of the federal requirements to have written procedures for compensation for employees paid either partially or fully with federal funds. In addition, the agency did not have proper controls in place to ensure the payroll activities allowed and allowable cost were reviewed to meet compliance requirements. MOHS did not -- is not in compliance with activities allowed allowable cost payroll requirements for LIHEAP program. Employees could be receiving payroll payments in error and MOHS could be improperly expending funds received from the Department of Health and Human Services. So we recommend that the agency write procedures related to federally funded payroll, partial and full -- full, -- and implement these procedures immediately. In addition, we recommend that the agency review the payroll for fictitious or former employees still listed within the

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payroll summary sheets."

Mr. Hickey: "So, I just want to say that in general Human Services we have taken a close look at payroll across the Board. We have already taken action to rethink how payroll's done in the agency and all of our supervisors have gone to the ADP training. But I wanted Lori to address this piece specifically if I could."

Ms. Cunningham: "So, there was an issue uh -- where there was one staff member who moved from the OHAP program to another CAP program and that issue has since been resolved. We also acknowledge that we have had significant issues with payroll um -- as it relates to sign-in sheets, reconciling those with E-time. We are adding another OSS who is going to be managing the payroll along with the one OSS that's assigned to the OHEP program so we don't foresee that being an issue uh -- moving forward. That person is slated to start on ah -- on Monday. And in an addition to that we ah -- proposed a new budget with the State to hire 25 additional people and we also ah -- we've also resolved our issue with the energy assistant position that was a problem at the last audit so those 10 positions have since been -- um -- posted and so we will have

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approximately 39 people on Board for this program next year."

President: "And what are those jobs requirements? And where are they posted?"

Ms. Cunningham: "So the energy -- they are all Energy Program Tech I positions. However, they will be uh -- there will be more information in regards to the specific job functions. There will be a call-center that's established. We also will establish a larger mail room to be able to receive the inbound applications and they will be posted on the City's website. You need a high School Diploma and we are requesting that you have one year experience in energy um -- but we would like to add customer service because we are very limited with finding those candidates who only have one year of energy experience. There's a few programs that allow that."

Mayor: "Don't forget our May 9th Youth Employment Fair for our high school graduates would be a great opportunity for them."

Mr. Hickey: "The Mayor quite fairly stole my thunder. We are going to be hiring for these positions there."

MINUTES

President: "And they can trained um -- with that one year energy requirement."

Mayor: "Right."

President: "I mean some of those things are just way off base. We need to have training programs to train on the job training. To train these young people coming out of school who are not going to college to do these jobs. So that one year thing you guy really need take a closer look at that."

Mayor: "Yeah. They are going to do that for the May 9th jobs fair."

President: "Thank you."

Mayor: "For the young people graduating from high school. This is their first um -- Mr. President, this will be the first job fair for our high school graduates May the 9th, so we expect some support there."

President: "Okay. Please note that uh -- both audits have been **NOTED.**"

* * * * *

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds by Expenditure Authorization for the registration of 8 staff members to attend a one-day seminar, sponsored by the Maryland Association of Certified Public Accountants (MACPA) on April 27, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,862.00 - 1001-00000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 hours of Continuing Professional Education (CPE) every two years. Each attendee will earn 8 CPE's. The program is part of the Department's scheduled training for calendar year 2018. The average cost per staff training hour will be about \$29.09, which is well below industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds by Expenditure Authorization for the registration of 8 staff members to attend a one-day seminar, sponsored by the Maryland Association of Certified Public Accountants on April 27, 2018.

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds by Expenditure Authorization for the registration of 11 staff members to attend a two-day seminar, sponsored by the Maryland Chapter of the Association of Certified Fraud Examiners (MD-ACFE) on April 30, 2018 and May 1, 2018.

AMOUNT OF MONEY AND SOURCE:

\$3,300.00 - 1001-00000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 hours of Continuing Professional Education (CPE) every two years. Each attendee will earn 16 CPE's. The foregoing program is part of the Department's scheduled training for calendar year 2018. The average cost per staff training hour will be about \$18.75, which is well below industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds by Expenditure Authorization for the registration of 11 staff members to attend a two-day seminar, sponsored by the Maryland Chapter of the Association of Certified Fraud Examiners on April 30, 2018 and May 1, 2018.

MINUTES

Department of Audits - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the expenditure of funds by Expenditure Authorization for the registration of 10 staff members to attend a one-day seminar, sponsored by the Association for Governmental Accounting (AGA-Baltimore Chapter) on May 16, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,450.40 - 1001-000000-1310-157800-603020

BACKGROUND/EXPLANATION:

Government Auditing Standards require that each auditor obtain 80 hours of Continuing Professional Education (CPE) every two years. Each attendee will earn 8 CPE's. The foregoing program is part of the Department's scheduled training for calendar year 2018. The average cost per staff training hour will be about \$18.13, which is well below industry average in relation to other training of this nature.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized the expenditure of funds by Expenditure Authorization for the registration of 10 staff members to attend a one-day seminar, sponsored by the Association for Governmental Accounting on May 16, 2018.

MINUTES

Mayor's Office of Human Services - Provider Agreements and
Amendment to Agreement

The Board is requested to approve and authorize execution of the Provider Agreements and Amendment to Agreement. The period of the agreement is April 1, 2018 through March 31, 2019, unless otherwise indicated.

AGREEMENTS

1. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$1,464,273.00**

Account: 4000-407017-3571-757001-603051

AIDS Interfaith Residential Services, Inc. will utilize the funds to provide rental assistance to 108 formerly homeless households.

MWBOO GRANTED A WAIVER.

2. **PROJECT PLASE, INC.** **\$1,674,598.00**

Account: 4000-407017-3571-756801-603051

Project PLASE, Inc. will utilize the funds to provide rental assistance to 103 formerly homeless households with at least one member struggling with chronic mental illness, substance abuse and HIV/AIDS.

MWBOO GRANTED A WAIVER.

3. **THE SALVATION ARMY, A GEORGIA CORPORATION FOR THE SALVATION ARMY BALTIMORE, MARYLAND** **\$ 34,759.00**

Account: 4000-480018-3572-333630-603051

MINUTESMOHS - cont'd

The Salvation Army, a Georgia Corporation for the Salvation Army Baltimore, Maryland will utilize the funds to operate the Booth House emergency shelter for homeless women and families. The funds will be used to cover personnel cost, utilities, and shelter maintenance. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because of a delay in receiving the budget from The Salvation Army.

AMENDMENT TO AGREEMENT

4. **HEALTH CARE FOR THE HOMELESS, INC. \$59,358.43**

Account: 4000-490818-3571-763200-603051

On August 30, 2017, the Board approved the original agreement in the amount of \$25,000.00 for the period of July 1, 2017 through June 30, 2018. Health Care for the Homeless, Inc. provided supportive services to clients who are medically fragile and experiencing substance abuse and/or mental health issues. Services under this Agreement include case management, substance abuse treatment, and connecting patients with mental health services and personal care services.

This amendment will increase the funds in the amount of \$34,358.43 to cover personnel costs for two Therapist Case Managers, a Community Health Worker and program operating expenses.

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 Provider Agreements and Amendment to Agreement.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 16008, Safe Routes to School Grant Year 'F'
BIDS TO BE RECV'D: 05/02/2018
BIDS TO BE OPENED: 05/02/2018

2. Department of Public Works
Office of Engineering and
Construction - SDC 7788, Seamon Avenue Drain and Step Pool Storm Conveyance
BIDS TO BE RECV'D: 04/25/2018
BIDS TO BE OPENED: 04/25/2018

There being no objection, the Board, UPON MOTION duly made and seconded, approved the foregoing Proposals and Specifications to be advertised for receipt and opening of bids on the date indicated.

MINUTES

Department of Planning - Letter of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Letter of Agreement with the Baltimore Office of Promotion & Arts, Inc. (BOPA). The period of the agreement is effective upon Board approval through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$300,000.00 - 9904-922021-9127-90000-704067

BACKGROUND/EXPLANATION:

Under this Letter of Agreement, the Baltimore City Department of Planning will provide funding to BOPA to oversee public art components of the INSPIRE planning program. These projects may consist of stand-alone pieces of art, or be incorporated into other neighborhood improvements such as community gardens, walking paths and more.

The INSPIRE program occurs in neighborhoods surrounding schools being modernized through the 21st Century Schools Building Program. Each INSPIRE effort involves a community-selected priority project, which may include public art projects or a creative/artistic component. For projects that include a creative/artistic component, BOPA will work with the community stakeholders to select the artists; BOPA will oversee the art projects and oversee management of the work with selected artists.

A total of \$300,000.00 will be drawn from an active capital projects account.

MBE/WBE PARTICIPATION:

For each project, the Department of Planning and BOPA will develop a scope of work and a draft budget. For projects totaling at least \$50,000.00 these will be reviewed by the Law Department's Minority

MINUTES

Dept. of Planning - cont'd

and Women's Business Opportunity Office to determine what, if any goals will be set.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Planning - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$550,000.00	9904-921021-9129	9904-922021-9127
1 st Community and Economic Development Loan	INSPIRE Plan Implementation (Reserve)	INSPIRE (Active)

This transfer will cover the costs of an agreement with the Baltimore Office of Promotion & the Arts, Inc. to oversee public art components of the INSPIRE planning program taking place in neighborhoods surrounding schools in the 21st Century Schools Building Program. These projects may consist of stand-alone pieces of art, or be incorporated into other neighborhood improvements such as community gardens, walking paths, and more. The transfer will also fund public art and greening project to be undertaken by other organizations and City agencies.

UPON MOTION duly made and seconded, the Board **DEFERRED** the Letter of Agreement with the Baltimore Office of Promotion & Arts, Inc. and the Transfer of Funds for two weeks.

MINUTES

Department of Housing and - cont'd
Community Development

attend Patterson High School in the Bayview-Hopkins area and the Benjamin Franklin High School in the Brooklyn area of the City.

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

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 forgoing Community Development Block Grant Agreements.

MINUTES

Department of Housing and - Side Yard Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Mr. Tange M. Carter, Purchaser, for the sale of the City-owned property located at 1913 W. Lanvale Street.

AMOUNT OF MONEY AND SOURCE:

\$500.00 - Purchase Price

\$400.00 of the purchase price will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes, and associated title services.

BACKGROUND/EXPLANATION:

The Purchaser will use private funds to pay for the acquisition and maintenance of the property.

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

The City has agreed to convey the property known as 1913 W. Lanvale Street to the adjacent property owner. As a condition of conveyance, the Purchaser has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) (the City Code); Article II, Section 15 of the Baltimore City Charter, 2011 Edition; and Article 13 of the City Code. The property was also journalized and approved for sale on May 11, 2015.

MINUTES

DHCD - cont'd

STATEMENT OF PURPOSE AND RATIONALE:

The property is being sold for \$500.00, as the Purchaser holds title on the adjacent property as owner-occupied. The rationale for the conveyance is the sale will serve a specific benefit to the immediate community, eliminate blight, and return the property to the tax rolls.

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Mr. Tange M. Carter, Purchaser, for the sale of the City-owned property located at 1913 W. Lanvale Street.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of the property, located at 1706 N. Castle Street (Block 1459, Lot 057), owned by Andrea Fyffe and Dean Fyffe, Developer, for a comparable property, located at 2309 E. Federal Street (Block 1484, Lot 027), owned by the Mayor and City Council.

AMOUNT OF MONEY AND SOURCE:

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00 total.

Account: 9910-908044-9588-900000-704044

BACKGROUND/EXPLANATION:

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

The Developer received notice of the City's intent to demolish the property located at 1706 N. Castle Street. Because the Developer intended to rehabilitate the property, a property exchange was proposed for a comparable Mayor and City Council-owned property in an area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate 2309 E. Federal Street within 12 months from the date of settlement.

MINUTES

DHCD - cont'd

The City will receive clear and marketable title to 1102 N. Milton Avenue, subject to any municipal liens, in exchange for a comparable Mayor and City Council property.

The determination of comparability is based on a valuation for both 1706 N. Castle Street and 2309 E. Federal Street, which determined that the properties are each valued at \$3,500.00, respectively.

The liens (at 1706 N. Castle Street) total approximately \$797.98 and are itemized as follows:

Miscellaneous Bill No. 8459646	\$130.38
Property Registration	167.60
Environmental Fine N5070304	<u>500.00</u>
Total Liens	\$797.98

This exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens. As such, the City has agreed to pay for all title work and associated settlement costs, on the properties the City is receiving, not to exceed \$600.00.

STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:

The rationale for the exchange of properties was to ensure that the severity of blight at 1706 N. Castle Street would be successfully eliminated, while simultaneously ensuring that a willing and able Developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition and Acquisition Agreement, which outlines the exchange of the property, located at 1706 N. Castle Street (Block 1459, Lot 057), owned by Andrea Fyffe and Dean Fyffe, Developer, for a comparable property, located at 2309 E. Federal Street (Block 1484, Lot 027), owned by the Mayor and City Council.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Mr. Charles Robinson, Developer, for the sale of the City-owned property located at 2416 Francis Street.

AMOUNT OF MONEY AND SOURCE:

\$2,100.00 - Purchase Price

BACKGROUND/EXPLANATION:

The project will involve the rehabilitation of existing building for rental purposes.

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

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

The property was valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process. The Waiver Valuation price for 2416 Francis Street is \$3,500.00 and the purchase price for \$2,100.00.

The property is being sold to Mr. Robinson below the price determined by the Waiver Valuation Process because of the following reasons:

- the sale will continue the elimination of blight on the block,
- the sale will create jobs during reconstruction, and
- the sale will also return the properties to the City's tax rolls.

MINUTES

DHCD - cont'd

MBE/WBE PARTICIPATION:

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Land Disposition Agreement with Mr. Charles Robinson, Developer, for the sale of the City-owned property located at 2416 Francis Street.

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 1000 N. Arlington Avenue (Block 0066, Lot 049) by gift from Mr. Joseph W. Foster and Mr. Frank Faines, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owners have offered to donate to the City, title to the property located at 1000 N. Arlington Avenue. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 24, 2018, other than water bill, is as follows:

MINUTES

DHCD - cont'd

Real Property Tax 2016-2017 \$0.00
TOTAL TAXES OWED: \$0.00

1000 N. Arlington Avenue

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1000 N. Arlington Avenue (Block 0066, Lot 049) by gift from Mr. Joseph W. Foster and Mr. Frank Faines, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 3623 Springdale Avenue, (Block 2908, Lot 002) by gift from Rose Godwin Support Services Inc. 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 strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Rose Godwin Support Services Inc. has offered to donate to the City, title to the property at 3623 Springdale Avenue. 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 February 5, 2018, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

Real Property Tax	2017-2018	\$ 1,717.09
Real Property Tax	2016-2017	2,133.24
Miscellaneous	7934342	350.79
Miscellaneous	7935919	616.78
Miscellaneous	7995566	571.81
Miscellaneous	7999527	156.35
Miscellaneous	8021321	318.88
Miscellaneous	8039059	385.38
Miscellaneous	8174732	884.00
Miscellaneous	8184822	317.99
Miscellaneous	8208944	180.12
Miscellaneous	8210064	278.25
Miscellaneous	8335135	406.23
Environmental Fine	54251632	1,515.00
Environmental Fine	54255567	900.00
Environmental Fine	54383443	1,900.00
Environmental Fine	54617824	1,500.00
Alley/Paving Bill	9950-504-448-20-638	1,443.70
Property Registration	052491	317.20
	Total Taxes Owed	\$15,892.81

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 3623 Springdale Avenue, (Block 2908, Lot 002) by gift from Rose Godwin Support Services Inc. Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2507 Emerson Street, (Block 2176, Lot 089) by gift from Mr. Carl Hunter, 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 strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Hunter has offered to donate to the City, title to the property at 2507 Emerson Street. 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 March 2, 2018, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

Real Property Taxes	2017-2018	\$	381.64
Real Property Taxes	2016-2017		475.93
Real Property Taxes	2015-2016		547.48
Real Property Taxes	2014-2015		1,891.20
Real Property Taxes	2013-2014	Incl. in Tax Sale	
Real Property Taxes	2012-2013	Incl. in Tax Sale	
Real Property Taxes	2010-2011	Incl. in Tax Sale	
Miscellaneous Bill	7023260	Incl. in Tax Sale	
Miscellaneous Bill	7348360	Incl. in Tax Sale	
Miscellaneous Bill	8108607	Incl. in Tax Sale	
Environmental Fine	52364908		1,515.00
Alley Paving Bill	14004	Incl. in Tax Sale	
Property Registration	814052		2,083.60
Tax Sale 10/25/2017	326386		<u>32,169.01</u>
	Total Taxes Owed		\$39,063.86

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2507 Emerson Street, (Block 2176, Lot 089) by gift from Mr. Carl Hunter, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 1014 N. Arlington Avenue (Block 0066, Lot 043) by gift from Dominion Properties, LLC, 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 strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

The Owner has offered to donate to the City, title to the property located at 1014 N. Arlington Avenue. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through February 1, 2018, other than water bills, are as follows:

MINUTES

DHCD - cont'd1014 N. Arlington Avenue

Tax Sale Cert# 293224	05/18/2015	\$5,140.29	
Tax Sale Cert# 260096	05/21/2012	1,567.92	
Real Property Tax	2017/2018	25.90	
Real Property Tax	2016/2017	31.42	
Real Property Tax	2015/2016	36.94	
Real Property Tax	2014/2015	Incl. in 2015 tax sale	
Real Property Tax	2013/2014	Incl. in 2015 tax sale	
Real Property Tax	2012/2013	Incl. in 2015 tax sale	
Real Property Tax	2011/2012	Incl. in 2015 tax sale	
Real Property Tax	2010/2011	Incl. in 2015 tax sale	
Miscellaneous	6453831	Incl. in 2015 tax sale	
Miscellaneous	6758023	Incl. in 2015 tax sale	
Miscellaneous	6985329	Incl. in 2015 tax sale	
Miscellaneous	7007610	Incl. in 2015 tax sale	
Miscellaneous	7041189	Incl. in 2015 tax sale	
Miscellaneous	7084288	Incl. in 2015 tax sale	
Miscellaneous	7130925	Incl. in 2015 tax sale	
Miscellaneous	7222904	Incl. in 2015 tax sale	
Miscellaneous	7368657	Incl. in 2015 tax sale	
Miscellaneous	7396054	Incl. in 2015 tax sale	
Miscellaneous	7451420	Incl. in 2015 tax sale	
Miscellaneous	7683055	311.68	
Miscellaneous	7798143	298.94	
Miscellaneous	8020547	261.64	
Miscellaneous	8183238	324.91	
Miscellaneous	8395839	241.58	
Registration	009003	255.00	
TOTAL TAXES OWED:		\$8,496.22	

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1014 N. Arlington Avenue (Block 0066, Lot 043) by gift from Dominion Properties, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Health Department - Agreements

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

1. **ROBERTA'S HOUSE, INC.** **\$ 14,000.00**

Account: 4000-483518-3080-294600-603051

Roberta's House, Inc. will administer Grief Counseling through ReCast West Baltimore: Empowering Communities to Heal from Trauma. Roberta's House, Inc. provides vulnerable youth and their families programming to process, cope, and recover from losses. It provides support for families so they can move from grieving to growing through education on unresolved grief, identifying adult and peer support, in addition to referrals to clinical or therapeutic interventions, if the need is identified. Roberta's House, Inc. will use the funds to facilitate a 10-week family support group session located within the West Baltimore community. The period of the agreement is October 1, 2017 through September 30, 2018.

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

2. **PARK WEST HEALTH SYSTEM, INC.** **\$ 20,000.00**

Account: 5000-583518-3041-294000-603051

Park West Health System, Inc. will work with the Department and the Baltimore City Cancer and Health Equity Coalition to increase colorectal cancer screening rates for patients aged 51 to 75 years from 5% to 15%. The period of the agreement is October 1, 2017 through June 30, 2018.

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

MINUTES

Health Department - cont'd3. **PARK WEST HEALTH SYSTEM, INC.** **\$ 11,993.00**

Account: 5000-569718-3023-273334-603051

Park West Health System, Inc. will provide medical non-emergency transportation services that will enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of a company vehicle to provide transportation services, contracts with providers of transportation services and the purchase and distribution of MTA tokens or monthly bus passes to clients as needed. The period of the agreement is July 1, 2017 through June 30, 2018.

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

4. **PARK WEST HEALTH SYSTEM, INC.** **\$277,572.00**

Account: 5000-569718-3023-273336-603051

Park West Health System, Inc. will provide Outpatient Ambulatory Health Services, as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience in treatment of patients with HIV disease. The period of the agreement is July 1, 2017 through June 30, 2018.

MINUTES

Health Department - cont'd

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

MWBOO GRANTED A WAIVER.

5. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 17,500.00**

Account: 4000-424517-3023-274419-603051

Sinai Hospital of Baltimore, Inc. will administer Ryan White Part B Housing Support services to provide limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain and maintain outpatient/ambulatory health services. The housing related referral services include assessment, search placement advocacy, and the fees associated with these services. The period of the agreement is July 1, 2017 through June 30, 2018.

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

MINUTES

Health Department - cont'd

6. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 10,000.00**

Account: 4000-424517-3023-274421-603051

Sinai Hospital of Baltimore, Inc. will provide Ryan White, Part B-Non-Emergency Medical Transportation Support Services that will enable an eligible client to access or be retained in core medical or support services. Medical transportation may be provided through: use of company vehicles to provide transportation services, contracts with providers of transportation services, and purchase and distribution of MTA tokens or monthly bus passes to clients, as needed. The period of the agreement is July 1, 2017 through June 30, 2018.

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

7. **CHASE BREXTON HEALTH SERVICES, INC.** **\$226,305.00**

Account: 5000-569718-3023-274414-603051

Chase Brexton Health Services, Inc. will provide outpatient mental health (psychological and psychiatric) screening, assessment, diagnosis, treatment, and counseling services with clients living with HIV. Mental Health Services are based on a treatment plan and provided by mental health professionals licensed or authorized within the state to render such services. The period of the agreement is July 1, 2017 through June 30, 2018.

MINUTES

Health Department - cont'd

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

MWBOO GRANTED A WAIVER.

8.	KENNEDY KRIEGER INSTITUTE, INC.	\$ 76,965.00
	Account: 4000-427118-3080-294300-603051	\$ 53,204.00
	6000-622118-3080-294300-603051	\$ 2,392.00
	6000-626318-3080-513200-603051	\$ 21,369.00

The Kennedy Krieger Institute, Inc. will coordinate support services with the Baltimore Infants and Toddlers Program. These services will include early intervention and coordination of services to infants and toddlers and their families in the Hispanic/Latino and Orthodox Jewish communities. The period of the agreement is July 1, 2017 through June 30, 2018.

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

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements. The Comptroller

ABSTAINED on item no. 1.

MINUTES

Health Department - No-Cost Time Extension

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the No-Cost Time Extension of the Grant Award from France-Merrick Foundation. The No-Cost Time Extension will extend the period of the Grant Award through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 19, 2017, the Board approved the Grant Award from the France-Merrick Foundation for funding to support renovations at the new 1200 East Fayette Street Health Clinic. The period of the grant award is June 30, 2017 through June 30, 2018.

Because of delays in the completion of the renovations, the France-Merrick Foundation granted a no-cost extension of the grant award for one year, extending the period through June 30, 2019. This will allow time for completion of renovations and for the building to be fully occupied and serving patients.

APPROVED FOR FUNDS BY FINANCE**AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the No-Cost Time Extension of the Grant Award from France-Merrick Foundation.

MINUTES

Health Department - Memorandum of Understanding and
Space Operating License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Johns Hopkins University. The period of the MOU is October 1, 2017 through September 30, 2018, the MOU will automatically renew for successive one-year periods.

The Board is further requested to approve and authorize execution of the Space Operating License Agreement with Johns Hopkins University, Licensor. The period of the Space Operating License Agreement is October 1, 2017 through September 30, 2018, the period will automatically renew for successive one-year periods.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The JHU is performing a research study evaluating the effectiveness of a comprehensive community-based HIV prevention intervention at a women's drop-in center in Baltimore to reduce HIV/STI risk and infections among female sex workers.

The Department provides women's health services through its Adolescent and Reproductive Health (ARH) program. The ARH provides comprehensive reproductive health services to uninsured and underinsured adults and teens in two family planning clinics Druid Family Health Center and Eastern Health Center and the Healthy Teens and Young Adults (HTYA) clinic.

The JHU and the Department will collaborate in furtherance of the Project. The JHU will provide a physical space within its building located at 908 Washington Blvd, Baltimore MD, 21230 for the

MINUTES

Health Dept. - cont'd

Department to provide Comprehensive Family Planning Services.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Johns Hopkins University. The Board further approved and authorized execution of the Space Operating License Agreement with Johns Hopkins University, Licensor.

MINUTES

Health Department - Ratification of Notification of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA was October 1, 2016 through September 30, 2017.

AMOUNT OF MONEY AND SOURCE:

82,035.00	-	4000-433517-3024-268400-404001
108,860.00	-	4000-432917-3255-761200-404001
56,355.00	-	4000-434317-3255-761600-404001
8,310.00	-	4000-436217-3255-761800-404001
36,545.00	-	4000-436117-3255-761700-404001
2,106.00	-	4000-433917-3044-761500-404001
7,294.00	-	4000-433917-3044-761500-404001
60,162.00	-	6000-633517-3255-771700-406001
\$361,667.00		

BACKGROUND/EXPLANATION:

The total NGA interim amount is \$361,667.00. The grant is contingent upon approval of the FY17 Federal Appropriation of funds for the Administration of the Older Americans Act. By accepting these grants, the grantee agrees to abide by the terms of the following documents, including amendments thereto: its approved Area Plan; grant applications(s); grant agreements(s); Aging Program Directives; and all applicable federal and state laws, regulations, policies, and procedures.

This ratification will allow the Department to provide coordinated and accessible services for seniors in Baltimore City.

This NGA is late because the Department misplaced the original notice and was waiting on copies from Maryland Department of Aging.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board ratified the Notification of Grant Award from the Maryland Department of Aging.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of Rite Aid gift cards for the STD/HIV Prevention Program.

AMOUNT OF MONEY AND SOURCE:

\$1,700.00 - 5000-569718-3023-273308-604051

(340 Rite Aid gift cards @ \$5.00 ea.)

BACKGROUND/EXPLANATION:

The incentive cards will be distributed to help reduce the number of new HIV infections and improve the health of a person living with HIV/AIDS. The incentive cards will enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van. T-shirts are purchased and provided to the outreach team.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of 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 cards 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.

MINUTES

Health Dept. - cont'd

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 will be subject to the 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 Rite Aid gift cards for the STD/HIV Prevention Program.

MINUTES

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of Rite Aid gift cards for the STD/HIV Prevention Program.

AMOUNT OF MONEY AND SOURCE:

\$20,000.00 - 1001-000000-3023-271800-604051

(4,000 Rite Aid gift cards @ \$5.00 ea.)

BACKGROUND/EXPLANATION:

The incentive cards will be distributed to help reduce the number of new HIV infections and improve the health of a person living with HIV/AIDS. The incentive cards will enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van. T-shirts are purchased and provided to the outreach team.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of 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 cards 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.

MINUTES

Health Dept. - cont'd

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 will be subject to the 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 Rite Aid gift cards for the STD/HIV Prevention Program.

MINUTES

Health Department - Membership

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the Maryland Association of County Health Officers (MACHO) and the National Association of County and City Health Officials (NACCHO) for the Department's annual membership dues for 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 8,335.00 - MACHO 2018
1,695.00 - NACCHO 2018
\$10,030.00 - 1001-000000-3001-568000-603022

BACKGROUND/EXPLANATION:

The funds will be used to pay the Department's 2018 annual MACHO and NACCHO membership dues.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the Maryland Association of County Health Officers and the National Association of County and City Health Officials for the Department's annual membership dues for 2018.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 09 to Rummel, Klepper & Kahl, LLP, under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The period of the Task Assignment is 24 months.

AMOUNT OF MONEY AND SOURCE:

\$389,738.80 - 9950-905043-9512-900010-703032

BACKGROUND/EXPLANATION:

This authorization provides for engineering design services to prepare contract documents for the reconstruction of a traffic signal and left turn lane widening at Charles Street at the Friends School entrance. The scope of services will include but are not limited to survey and plat development services, drilling and lab testing services, utility designation for only the limits where full depth pavement replacement is proposed, stormwater management and erosion and sediment control engineering and landscape services for the relocation of the entrance sign to the school.

DBE PARTICIPATION:

The Consultant will comply with Title 49 Code of Federal Regulations Part 26 (49 CFR26) and the DBE goal established in the original agreement.

DBE: 25%

This task exceeds the DBE goal of 25%. The Consultant has achieved 32% DBE participation.

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

MINUTES

Dept. of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$388,000.00 FED	9950-911077-9513 Construction Reserve - Traffic Signal Reconstruction	
37,000.00 GF HUR		
<u>\$425,000.00</u>	-----	9950-905043-9512-3 Design Charles Street at Friends School

This transfer will fund the costs associated with Task No. 9 on Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects with Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 09 to Rummel, Klepper & Kahl, LLP, under Project 1191, On-Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Transfer of Funds was approved **SUBJECT** to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon as required by the Provisions of the City Charter.

MINUTES

EXTRA WORK ORDERS AND TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

1138 - 1141

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The President voted **NO** on item nos. 1, 2, 3, and 4

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
-----------------------	-----------------------------	------------	--------------	-------------

Department of Transportation

1. EWO #007, \$374,290.20 - TR 08308, Reconstruct E. North Avenue (US Route 1) from W. of Aisquith Street to E. of Washington Street

\$12,862,243.60	\$722,092.72	Allan Myers MD, Inc.	-	92%
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This authorization is requested on behalf of the Department's TEC Division and the Contractor. This change order is for an equitable adjustment, in the amount of \$374,290.20, for the 133 CCD time extension that was approved on change order no. 4.

Unforeseen conditions caused a delay in the project with the utilities, delay in response from the designer and added work to the project. After final negotiations with the Contractor, the final adjustment was reduced from \$829,676.92 to \$374,290.20. An Engineer's Certificate of Completion has not been issued.

This Contract has a Disadvantaged Business Enterprise goal of 25%.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$495,772.50 Fed.	9950-944002-9507 Constr. Reserve - Reserve for Close- outs	9950-909608-9508-2 Contingencies North Avenue Streetscape

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation - cont'd

This transfer will cover the deficit and fund the costs associated with Change Order No. 7 on Project TR 08308, Reconstruct E. N. Avenue (US Route 1) from W. of Aisquith Street to E. of Washington Street, with Allan Myers MD, Inc. in the amount of \$374,290.20.

3.	EWO #008, \$621,752.75 - TR 08308, Reconstruct E. North Avenue (US Rte. 1) from W. of Aisquith Street to E. of Washington Street			
	\$12,862,243.60	\$1,096,382.92	Allan Myers MD, Inc.	- 92%

This authorization is requested on behalf of the Department's TEC Division for the following items:

- 1) Accelerated Weekend Work at the Courthouse: The work at the Court House entailed the demolition of the existing sidewalk from Harford Road wrapping around to North Avenue. The work would have denied access to the pedestrians as well as denied any transit vehicles and pedestrians to access the Courthouse safely. The only way for the new sidewalk and brick to be installed safely and allow access to the courthouse was to complete the work on the weekend.
- 2) Equitable Adjustment for Paving: The Contractor requested scheduling the paving of the North Avenue project from limit to limit with a single one-time mobilization during the night. This alternative to the planned paving that would be completed in separate times and during the day would cause a delay in production in the paving operations and the rescheduling of the paving crews.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation - cont'd

- 3) Down Time due to delayed response from the 10" water shut down. This change order was due to a delay in the installation of a line stop. The existing water valves in the area were inoperable.
- 4) Down time due to Crown Castle: This change order was due to Crown Castle installing cell towers and fiber optic cable in the sidewalk. Allan Myers MD, Inc. was delayed in taking caution around the fiber optic cable and installation of new sidewalk and brick pavers.
- 5) Concrete Accelerator was added to help expedite the curing of the concrete in front of homes and businesses.
- 6) Various overrun items: Items 529 and 858 are overruns items due to insufficient quantities in the contract. Items 119A and 120A are quantities used to comply with the MUTCD standards. Item 201 has an overrun to pay for the excavation of the cross walks. Item 502 has an overrun to pay for the additional base repair that has been added to the contract. Item 530 has an overrun due to the measurement and payment description in the water line. Rigid pavement was omitted from the measurement and payment. Item 533 has an overrun over the 125% quantity in the contract. As per specification the contractor is allowed to negotiate the unit price. The average of all other bidders average out to be \$34.25/L.F.

The work under this Change Order was performed prior to Board approval due to the urgent nature and to reduce any delays that

MINUTES

EXTRA WORK ORDERS

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.
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Department of Transportation - cont'd

would have been encountered. An Engineer's Certificate of Completion has not been issued.

This Contract has a Disadvantaged Business Enterprise goal of 25%.

4. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$527,136.99 Fed.	9950-944002-9507 Constr. Reserve - Reserve for Close- outs	9950-909608-9508-2 Contingencies North Avenue Streetscape

This transfer will partially fund the costs associated with Change Order No. 8 on Project No. TR 08308, Reconstruct E. North Avenue (US Rte 1) from W. of Aisquith Street to E. of Washington Street, with Allan Myers MD, Inc.

MINUTES

Office of the President - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Damion Cooper of the Office of the President of City Council to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Project Pneuma. The campaign is effective upon Board approval through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As Executive Director of the organization, Mr. Cooper is expected to support Project Pneuma fundraising efforts through a variety of endeavors during the 2018 year most notably social media campaigns, telephone campaigns and opportunities as a result of direct presentations. Family, friends, associates, philanthropic grant makers, and federal, state and city agencies will be solicited directly by Damion Cooper. Solicitations will be made in person, by telephone, in writing and email.

The mission of Project Pneuma is "to Breathe New Life holistically into the young men we serve by challenging them intellectually, strengthening them physically, nurturing them emotionally and uplifting them spiritually". Project Pneuma works with youth males of Baltimore City who are often considered to be at-risk to violence within their communities. Project Pneuma works to instill the values of forgiveness, self-control, and discipline.

The organization also strives to bridge the gap between at-risk

MINUTES

Office of the City Council - cont'd

youth and the Baltimore City Police Department through courses routinely held within the Police Academy's facilities.

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

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Damion Cooper of the Office of the President of City Council to solicit donations from friends, family members and associates to benefit the 501(c)(3) non-profit organization, Project Pneuma. The President **ABSTAINED**.

MINUTES

Department of Public Works/Office - Post Award Services
of Engineering and Construction Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Post Award Services (PAS) Agreement for Project 1124U (SC 910) - Wastewater Engineering Services for Improvement to the Herring Run Sewershed Collection System with AECOM Technical Services, Inc. The Agreement is effective upon Board approval for four years.

AMOUNT OF MONEY AND SOURCE:

\$509,674.82 - Water Revenue Bonds
470,469.05 - Baltimore County
\$980,143.87 - 9956-905653-9551-900020-706063

BACKGROUND/EXPLANATION:

The PAS Agreement will allow for the improvement of Herring Run Sewershed Collection System. The scope of the agreement includes the following: the project is to rehabilitate sanitary sewers in the Herring Run Sewershed as well as repair the Chinquapin Run Streamway. The scope of the project includes, review of and recommendations on submittals, Requests for Information (RFIs), proposed change orders, and the provision of supporting documentations. The Consultant will also attend field meetings, progress meetings, site visits, and provide onsite construction reporting to assist with upcoming issues. The Consultant will perform initial and final work submission reviews and as-built survey and drawings.

MBE/WBE PARTICIPATION:

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

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

MINUTES

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

MBE: NMP Engineering Consultant, Inc.	\$ 56,029.21	5.72%
RJM Engineering, Inc.	128,532.55	13.11%
MA Engineering Consultants	<u>99,720.56</u>	<u>10.17%</u>
Total:	\$284,282.32	29.00%
WBE: Phoenix Engineering, Inc.	\$ 45,085.92	4.6%
Chesapeake Environmental Management	<u>180,779.23</u>	<u>18.44</u>
Total:	\$225,865.15	23.04%

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Post Award Services Agreement for Project 1124U (SC 910) - Wastewater Engineering Services for Improvement to the Herring Run Sewershed Collection System with AECOM Technical Services, Inc.

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. S. Goldberg Properties, LLC	1010 W. Saratoga Street	G/R \$42.00	\$ 385.00
	1012 W. Saratoga Street	G/R \$42.00	\$ 385.00
	1014 W. Saratoga Street	G/R \$42.00	\$ 385.00
	1016 W. Saratoga Street	G/R \$42.00	\$ 385.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
2. Judith I Rosenberg	327 N. Carrollton Avenue	G/R \$100.00	\$ 667.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
3. Turf, LLC	307 N. Arlington Avenue	G/R \$60.00	\$ 550.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
4. Lightfoot Ground Rents, LLC	1046 W. Saratoga Street	G/R \$25.00	\$ 167.00
	1048 W. Saratoga Street	G/R \$25.00	\$ 167.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
5. Bernard C. Bacon, Trustee of the Bacon Family Re- vocable Trust	2003 Greenmount Avenue	F/S	\$36,100.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
6. James C. Holloway and Elmer W. Hol- loway	646 N. Carey Street	L/H	\$24,232.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY17 CORE Demo Project.			
7. Sally Axelrad, for- merly known as Ina Sally Merowitz Axelrad	530 Robert Street	G/R \$60.00	\$ 550.00
Funds are available in account no. 9910-908044-9588-900000-704040, General acquisitions.			
8. Sally Axelrad, for- merly known as Ina Sally Merowitz Axelrad	532 Robert Street	G/R \$60.00	\$ 500.00
Funds are available in account no. 9910-908044-9588-900000-704040, General acquisitions.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options</u>			
9. Irving I. Feldman and Phyllis L. Feldman	2323 Harford Road	G/R \$120.00	\$ 800.00

Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Gateway Park Project.

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

DHCD - Condemnations

10. Kevin D. Parker	3027 Woodland Avenue	F/S	\$ 7,000.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.

11. Bobby Alston and Tonette Alston	3031 Woodland Avenue	L/H	\$ 1,940.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.

12. Indiana Avenue LLC	3103 Woodland Avenue	F/S	\$ 2,000.00
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MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
13.CE Realty, LLC	3104 Woodland Avenue	L/H	\$ 1,400.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
14.Sean Omar Sherwood	3108 Woodland Avenue	L/H	\$ 1,400.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
15.ARV Investment Properties, LLC	3111 Woodland Avenue	L/H	\$ 2,400.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
16.Nathaniel Ringgold	3118 Woodland Avenue	L/H	\$ 2,000.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
17.Hollis Redfern	3119 Woodland Avenue	L/H	\$ 7,000.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
18.Irvin Nochumowitz (Deceased) and Marlene Nochumowitz (Deceased)	1107 W. Mulberry Street	G/R \$40.00	\$ 320.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
19.Mid-Atlantic Funding, Inc.	1107 W. Mulberry Street	Sub- G/R \$120.00	\$ 480.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
<u>DHCD - Condemnations or Redemptions</u>			
20.John William Keister, Personal Representative of the Estate of Donald E. Keister	1007 Sarah Ann Street	Sub- G/R \$100.00	\$ 533.34
Funds are available in City Funds, 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>DHCD - Condemnations or Redemptions - cont'd</u>			
21. John William Keister, Personal Representative of the Estate of Donald E. Keister	1010 Sarah Ann Street	G/R \$100.00	\$ 666.67
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
22. John William Keister, Personal Representative of the Estate of Donald E. Keister	1023 Sarah Ann Street	G/R \$100.00	\$ 833.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
23. John William Keister, Personal Representative of the Estate of Donald E. Keister	1025 Sarah Ann Street	G/R \$100.00	\$ 666.67
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
24. John William Keister, Personal Representative of the Estate of Donald E. Keister	1027 Sarah Ann Street	G/R \$100.00	\$ 833.00

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions - cont'd</u>			
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
25. John William Keister, Personal Representative of the Estate of Donald E. Keister	1029 Sarah Ann Street	G/R \$100.00	\$ 833.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
26. John William Keister, Personal Representative of the Estate of Donald E. Keister	1035 Sarah Ann Street	G/R \$100.00	\$ 666.67
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
27. John William Keister, Personal Representative of the Estate of Donald E. Keister	1039 Sarah Ann Street	G/R \$100.00	\$ 666.67
Funds are available in City Funds, 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>DHCD - Condemnations or Redemptions - cont'd</u>			
28.The Jewish Con- valescent and Nursing Society, Inc.	321 N. Carrollton Avenue	G/R \$90.00	\$ 750.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
29.Nathan Carter	1020 W. Saratoga Street	L/H	\$ 4,290.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
30.400 Business Trust	1104 W. Saratoga Street	F/S	\$ 4,000.00
Funds are available in City Funds, account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			
<u>DHCD - Condemnations or Extinguishment</u>			
31.Eva Konzak (Deceased)	1020 W. Saratoga Street	G/R \$31.50	\$ 210.00
Funds are available in City Funds, 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>DHCD - Condemnations or Extinguishment - cont'd</u>			

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 and authorized the foregoing Options, Condemnations, Condemnations or Redemptions and Condemnations or Extinguishment.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 04 to Gannett Fleming, Inc. under Project 1232, On-Call Design Services. The period of the Task Assignment is approximately one-year.

AMOUNT OF MONEY AND SOURCE:

\$33,293.65 - 9938-912099-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include subsurface investigation and engineering design services for Herring Run Emergency Bank repairs.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement. Including this task, the contractor has achieved:

MBE: 10.80% and **WBE:** 0.00%

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$50,000.00	9938-911099-9475	9938-912099-9474
General Fund	Herring Run Stream Stabilization (Reserve)	Herring Run Stream Stabilization (Active)

MINUTESDepartment of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task No. 4 to Gannett Fleming, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 04 to Gannett Fleming, Inc. under Project 1232, On-Call Design Services. The transfer of funds was approved **SUBJECT** to receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter.

MINUTES

Mayor's Office of Information - Reimbursement for Moving
Technology (MOIT) Expenses

ACTION REQUESTED OF B/E:

The Board is requested to approve the reimbursement to Ms. Tracy McKee for moving expenses.

AMOUNT OF MONEY AND SOURCE:

\$3,570.15 - 1001-000000-1471-165700-603001

BACKGROUND/EXPLANATION:

Ms. Tracy McKee was recently hired as the Chief Data Officer for Baltimore City.

Pursuant to AM-221-4, reimbursement of moving expenses are allowed for executive hires relocating from more than a 50-mile radius of Baltimore City. Ms. McKee is a part of the executive staff of the MOIT and is relocating from Charleston, South Carolina, which is approximately 574 miles from Baltimore City.

MOIT is requesting a waiver of AM-221-4, which entails reimbursement of the moving expenses for Ms. McKee. Upon acceptance of the position, it was discussed that Baltimore City Government would allow moving expenses to be fully reimbursed.

While MOIT was aware that the City allows this reimbursement, the information requiring three quotes from various vendors prior to selection, inadvertently was not passed on to Ms. McKee. As a result, Ms. McKee was not advised of this requirement before moving services were rendered by a vendor of her own choosing.

Therefore, MOIT is requesting reimbursement to Ms. McKee in the amount of \$3,570.15.

MINUTES

MOIT - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the reimbursement to Ms. Tracy McKee for moving expenses.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

1. TOTAL ENVIRONMENTAL

CONCEPTS, INC.	\$ 0.00	Renewal
Contract No. B50003879 - Major Repairs, Upgrades and Replacement of Fuel Tank - Department of General Services - P.O. No. P530424		

On March 11, 2015, the Board approved the initial award in the amount of \$1,000,000.00. On January 18, 2017, the Board approved an increase in the amount of \$2,000,000.00. This sole renewal in the amount of \$0.00 is for the period March 11, 2018 through March 10, 2020, with no renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 3% MBE AND 2% WBE.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Cenken Group, LLC	1%	\$ 11,843.92	0.9%
Chevy Chase Contractors, Inc.	1%	70,009.00	5.3%
Machado Construction Co., Inc.	1%	102,286.11	7.8%
	<u>3%</u>	<u>\$184,139.03</u>	<u>14%</u>
WBE: A2Z Environmental Group, LLC	1.25%	\$ 35,293.25	2.7%
Bay Associates Environmental, Inc.	0.75%	133,839.47	10.1%
	<u>2.00%</u>	<u>\$169,132.72</u>	<u>12.8%</u>

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

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|---|---------|---------|
| 2. <u>SWARCO INDUSTRIES, INC.</u> | \$ 0.00 | Renewal |
| Contract No. B50004914 - Electronic Sign Making Film -
Department of Transportation - P.O. No. P539020 | | |

On March 29, 2017, the Board approved the initial award in the amount of \$28,035.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period March 29, 2018 through March 28, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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|---|--------------|---------|
| 3. <u>SWARCO INDUSTRIES, INC.</u> | \$ 50,000.00 | Renewal |
| Contract No. B50004915 - Preformed Thermoplastic Pavement
Markings - Department of Transportation - P.O. No. P539019 | | |

On March 29, 2017, the Board approved the initial award in the amount of \$29,374.20. The award contained two 1-year renewal options. On September 13, 2017, the City Purchasing Agent approved an increase in the amount of \$14,000.00. This first renewal in the amount of \$50,000.00 is for the period March 29, 2018 through March 28, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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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|---|--------------|---------|
| 4. FULL CIRCLE SOLUTIONS, INC. | \$733,771.88 | Renewal |
| Contract No. 08000 - Integrated Collection Systems (ICS)
Upgrades, Licenses and Support Services - Department of
Finance - P.O. No. P527188 | | |

On April 30, 2014, the Board approved the initial award in the amount of \$1,467,543.84. The award contained three renewal options. Two renewal options have been exercised. The Bureau of Revenue Collections has engaged Full Circle Solutions, Inc. for upgrades, licenses and support for various collection and tax systems. The vendor is the sole provider of the proprietary software, has provided the services since January 2008, and is the only authorized vendor providing the continued upgrades, licenses and support. This final renewal in the amount of \$733,771.88 is for the period April 1, 2018 through March 31, 2019. 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. Full Circle Solutions, Inc. is a City certified MBE vendor.

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| 5. WOLSELEY INDUSTRIAL GROUP,
A DIVISION OF FERGUSON
ENTERPRISES, INC. | \$200,000.00 | Renewal |
| Contract No. 08000 - Chesterton Mechanical Seals - Department
of Public Works - Water Wastewater Facilities - P.O. No.
P534127 | | |

On January 13, 2016, the Board approved the initial award in

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

the amount of \$100,000.00. On January 25, 2017, the Board approved an increase in the amount of \$100,000.00. This sole renewal in the amount of \$200,000.00 is for the period January 13, 2018 through January 12, 2020. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This is a purchase of a commodity available only from one vendor. No services are being provided under this contract, and therefore there is no opportunity for subcontracting.

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|--|---------|---------|
| 6. D-S PIPE & STEEL SUPPLY, LLC | \$ 0.00 | Renewal |
| Contract No. B50003281 - Steel Products - Department of General Services - Fleet Management - P.O. No. P526468 | | |

On February 12, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$0.00 is for the period May 1, 2018 through April 30, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 29, 2013, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is solely for the purchase of the following commodities: steel products. No services are being provided under this contract.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MWBOO GRANTED A WAIVER.

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|--|---------------------|----------------|
| 7. <u>ENERNOC, INC.</u> | <u>\$ 59,952.00</u> | <u>Renewal</u> |
| Contract No. P-063 - Consulting Services for the Electricity, Natural Gas and Energy - Department of General Services - P.O. No. P521423 | | |

On December 15, 2011, the Board approved the initial award in the amount of \$57,204.00. The award contained nine 1-year renewal options. Five renewal options have been approved. This sixth renewal in the amount of \$59,952.00 is for the period December 21, 2017 through December 20, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. At the time of the original award submitted by the agency directly to the Board for this Cooperative Contract, MBE and WBE goals were not required for the agreement.

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|---|----------------------|----------------|
| 8. <u>ALS GROUP USA, CORP.</u> | <u>\$ 400,000.00</u> | <u>Renewal</u> |
| d/b/a <u>ALS ENVIRONMENTAL</u>
Contract No. B50003289 - Laboratory Analytical Services - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P526464 | | |

On March 5, 2014, the Board approved the initial award in the amount of \$400,000.00. The award contained two renewal options. Subsequent actions have been approved. This final

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

renewal in the amount of \$400,000.00 is for the period March 14, 2018 through March 13, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 9% MBE AND % WBE.**

MBE: Kalyani Environmental Solutions 9%

WBE: See note below*

*Bidder met the MBE goals. Bidder did not meet the WBE goal; however, the bidder did exercise good faith efforts in meeting the WBE goal.

MWBOO FOUND VENDOR IN COMPLIANCE.

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|----|-------------------------|--------------|---------|
| 9. | PHI AIR MEDICAL, L.L.C. | \$400,000.00 | Renewal |
|----|-------------------------|--------------|---------|
- Contract No. 06000 - Non-Emergent Medical Air Transportation Services - Health Department - P.O. No. P535701

On June 1, 2016, the Board approved the initial award in the amount of \$400,000.00. The award contained three 1-year renewal options. On June 14, 2017, the Board approved the first renewal in the amount of \$800,000.00. Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health through the Transportation Grants Program. The MDH protocol states, "All air ambulance transport costs for Maryland Medicaid recipients will be paid by the Baltimore City Health Department," through the Transportation Grants Program. The State of Maryland must

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

license all air ambulance service companies. The MDH protocol further states "this unit (Health Department) will screen all calls as to eligibility and necessity, and the appropriate transportation will be arranged when approved." The period of the award is June 1, 2018 through May 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 6, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

10. RINGCENTRAL, INC.	\$ 75,289.66	Increase
Contract No. 06000 - Phone System Services - Health Department - P.O. No. P538286		

On January 27, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,975.52. Subsequent actions have been approved. This increase is necessary to allow for additional charges not originally contemplated as well as ongoing services to allow phone system service during the transition to MTE's VoIP phone system. This increase in the amount of \$75,289.66 will make the award amount \$101,765.18. The contract expires on June 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- 11. FIRST POTOMAC ENVIRONMENTAL
CORP. INC.
JB CONTRACTING, INC.
C & W CONSTRUCTION COMPANY,
INC.

\$1,500,000.00	Increase
----------------	----------

Contract No. B50004813 - Interior Renovation, Carpentry and Associated Trades - Department of General Services - P.O. Nos. P538422, P538421 and P538420

On February 1, 2017, the Board approved the initial award in the amount of \$2,000,000.00. Due to an increase in relocation of more user agencies to building facilities that require renovations to the City owned facilities rather than privately owned buildings, an increase in the amount of \$1,500,000.00 is necessary. This increase will make the award amount \$3,500,000.00. The contract expires on February 5, 2020 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 10% WBE. On November 16, 2017, First Potomac Environmental Corp., Inc. was found in compliance. On November 29, 2017, C&W Construction Company, Inc. was found in compliance. On January 04, 2017 JB Contracting was found in compliance.

First Potomac Environmental Corp., Inc.

	<u>Commitment</u>	<u>Performed</u>	
MBE: First Potomac	25%	\$29,033.00	36.5%

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

MWBOO FOUND VENDOR IN COMPLIANCE.

12. FULL CIRCLE SOLUTIONS

INC.	\$891,360.00	Extension
Contract No. 06000 - Technical Support and System Administration for Consolidated Collection Systems - Finance Department - P.O. No. P533669		

On December 19, 2012, the Board approved the initial award in the amount of \$1,949,040.00. The award contained six 1-year renewal options. Subsequent actions have been approved. The parties agreed to add an additional year and potentially three additional years to this select source contract at the current pricing, specifications, terms and conditions. The extension will make the total award amount \$4,926,984.00. The period of the extension is March 19, 2018 through March 18, 2020 with three 1-year renewal options.

MBE/WBE PARTICIPATION:

On November 30, 2012, it was determined that no goals would be set because of no opportunity to segment the contract. Full Circle Solutions, Inc. is a City certified MBE vendor.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved the foregoing Informal Awards, Renewals, Increases to Contracts and Extensions.

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:

1170 - 1172

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

The Board **DEFERRED** item no. 2 for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

1. B50004910, Lead Hazard Reduction Program John H. Wares, Sr., Inc. \$ 500,000.00

MWBOO SET GOALS OF 27% FOR MBE AND 10% FOR WBE.

MBE: John H. Ware, Inc. 50%

WBE: Shantee Electric, Inc. 10%

MWBOO FOUND VENDOR IN COMPLIANCE.

(Dept. Housing and
Community Development)

2. B50005154, Citywide Violation Towing \$4,000,000.00

ITEM I: CENTRAL
BUSINESS SECTOR

McDel Enterprises,
Inc.

ITEM II: NORTH SECTOR

Lilith, Inc. d/b/a
Jim Elliott's Towing

ITEM III: EAST SECTOR

C&S Towing and Transport,
LLC

ITEMS IV & V: WEST SECTOR
AND HEAVY EQUIPMENT

The AutoBarn, Inc.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

MWBOO SET GOALS OF 8% FOR MBE AND 2% FOR WBE.

McDel Enterprises, Inc.

MBE: Apex Petroleum Corporation	8.0%
WBE: Cherry Hill Fabrication Incorporated	1.0%
McDel Enterprises, Inc.	<u>1.0%</u>
	2.0%

Lilith, Inc. d/b/a Jim Elliott's Towing

MBE: McDel Enterprises, Inc.	8.0%
WBE: Doug's Auto Recycling, Inc.	2.0%

C&S Towing and Transport, LLC

MBE: C&S Towing and Transport, LLC	4.0%
JJ Adams Fuel Oil Co., LLC	<u>4.0%</u>
	8.0%
WBE: McDel Enterprises, Inc.	2.0%

The AutoBarn, Inc.

MBE: JJ Adams Fuel Oil Co., LLC	8.0%
WBE: April Toner, LLC	2.0%

MWBOO FOUND VENDORS IN COMPLIANCE.

(Dept. of Transportation)

A PROTEST WAS RECEIVED FROM FRANKFORD TOWING.

MARCH 19, 2018

BOARD OF ESTIMATES
c/o CLERK OF THE BOARD
204 CITY HALL
100 N HOLLIDAY STREET
BALTIMORE, MD 21202

RE: BID PROTEST
B50005154

DEAR CLERK,

I AM PROTESTING THE AWARD TO MCDEL ENTERPRISES, INC FOR BID 50005154.

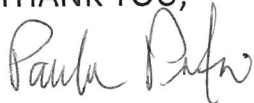
- 1) BID PAGE B-10 DOES NOT HAVE MCDEL'S CORPORATE SEAL AFFIXED TO THE PAGE. A COPY OF PAGE B-10 FROM THE PUBLIC ACCESS COPY OF MCDEL'S BID IS ATTACHED. ALSO ATTACHED IS A COPY OF PAGE B-12 FROM MCDEL'S PUBLIC ACCESS COPY, AFFIXED WITH CORPORATE SEAL.
- 2) BID PAGE B-15 DOES NOT HAVE MCDEL'S CORPORATE SEAL OR A NOTARY SEAL AFFIXED TO THE PAGE. A COPY OF PAGE B-15 FROM MCDEL'S PUBLIC ACCESS COPY OF THEIR BID IS ATTACHED. ALSO ATTACHED IS A COPY OF PAGE B-12 FROM THE MCDEL'S PUBLIC ACCESS COPY, AFFIXED WITH CORPORATE SEAL.
- 3) SW4. BID RESPONSIVENESS & RESPONSIBILITY C. STATES "ANYONE BIDDING ON THIS SOLICITATION SHALL BE ABLE TO CLEARLY DEMONSTRATE AT THE TIME OF BID SUBMISSION, THAT THEY HAVE BEEN, AND REMAIN, IN THE PRIMARY BUSINESS OF PERFORMING THE SERVICE STATED ON THE TOP OF THE SOLICITATION FOR A MINIMUM PERIOD OF THREE YEARS, AND HAVE THE RESOURCES AND CAPACITY TO FULFILL, PROVIDE AND/OR PERFORM ALL OF THE REWQUIREMENTS AND PROVISIONS OF THE SOLICITATION/CONTRACT." THERE IS NO DOCUMENTATION OF EXPERIENCE OR EQUIPMENT PROVIDED IN MCDEL'S BID SUBMISSION.

4) SW20. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION C. STATES THAT A BIDDER IS REQUIRED TO CERTIFY IN BID AFFIDAVIT XI, IN ACCORDANCE WITH 14-107 OF THE ELECTION LAW, THAT IT HAS FILED THE STATEMENT REQUIRED UNDER 14-1049(b)(1) OF THE ELECTION LAW. MCDEL'S SIGNED THE AFFIDAVIT PAGE (B-10). HOWEVER ACCORDING TO STATE BOARD OF ELECTION WEBSITE, MCDEL ENTERPRISES IS NOT A REGISTERED BUSINESS. MCDEL'S AFFIRMED THEY WOULD COMPLY WITH THE ELECTION LAW BUT THIS IS NOT POSSIBLE IF THEY HAVE NOT REGISTERED WITH THE STATE OF MARYLAND. ATTACHED ARE COPIES DOWNLOADED FROM THE STATE OF MARYLAND'S BOARD OF ELECTION WEBSITE ON MONDAY MARCH 19, 2018. THESE PAGES SHOW THAT MCDELS IS NOT REGISTERED.

THEREFORE, BASED ON THE CLERICAL MISTAKES, OMISSIONS OF EXPERIENCE AND RESOURCES, AND FALSIFICATION OF AFFIDAVIT XI, I AM PROTESTING THE AWARD OF BID B50005154 TO MCDEL ENTERPRISE, INC.

I AM PROTESTING THIS ON BEHALF OF FRANKFORD TOWING.

THANK YOU,

A handwritten signature in cursive script, appearing to read "Paula Protani".

PAULA PROTANI







View Business



BID # <input type="text"/>	Business Name McDel Enterprises, Inc	Business Type Business ▼	Business Status Active ▼
Financial Type Profit ▼	Registered Date Range 10/01/2012 To 03/19/2018		

Search Clear

Expand

Drag a column header and drop it here to group by that column

Business Type	BID #	Filer/Primary Business	Business Status	Registered Date	Amended Date	Financial Type
No records to display.						

Displaying items 0 - 0 of 0

B50005154 – Citywide Violation Towing Services – Due: 1/10/2018

AFFIDAVIT VII

This is to certify that the Bidder/Offeror and/or any person in their behalf has not been convicted or found civilly liable under any provisions, including Probation Before Judgment, as described in Article 5 §40-7 of the Baltimore City Code (2000) pertaining to the effect and enforcement of contractor debarment.

AFFIDAVIT VIII

This is to certify that the Bidder/Offeror or a person on his behalf has examined and understands the specifications, including the General Conditions and the Bid Documents; has had an adequate opportunity to ask questions; has visited the City's facility or has otherwise familiarized himself with the local conditions under which the work is to be performed; and that his bid or proposal is based upon the specifications and requirements as described in the solicitation documents.

AFFIDAVIT IX

This is to certify that the Bidder/Offeror and/or any person in their behalf is only person, firm or corporation, that has any interest in this proposal or in the contract or contracts proposed to be awarded; and that this proposal is made without any connection or collusion with any person, firm or corporation making a proposal for the same work. This does not preclude negotiating with M/WBE vendors as to their participation in this contract.

AFFIDAVIT X

This is to certify that the Bidder/Offeror and/or any person in their behalf acknowledges that all documents, information and data submitted in its Bid/Proposal shall be treated as public information unless otherwise indicated.

AFFIDAVIT XI

This is to certify that the Bidder/Offeror and/or any person attributed to the Bidder/Offeror such as an officer, director or partner, complies fully with Election Article §14-104, *et seq.* which requires disclosure of contributions by Persons Doing Public Business.

(Affix Corporate
Seal Here)

Alles A. Lewis 1-24-2018
Signature of Authorized Representative (Sign in blue ink only.) Date

President

Title

Stephen W. Reed

Witness Name (Typed or Printed)

Stephen W. Reed 1-24-2018
Witness Signature (Sign in blue ink only.) Date

ITEM III : East Sector

Category	Description	Rate (\$)	Maximum Rate	Units	Extended Price
1	Standard "Peak Hour Violation" Tow for Motorcycles, Automobiles and Light Trucks to Fallsway	\$75.00	\$85.00	2000	\$150,000.00
Total Bid Price (North Sector)					\$150,000.00

ITEM IV : West Sector

Category	Description	Rate (\$)	Maximum Rate	Units	Extended Price
1	Standard "Peak Hour Violation" Tow for Motorcycles, Automobiles and Light Trucks to Fallsway	\$80.00	\$90.00	1350	\$108,000.00
Total Bid Price (West Sector)					\$108,000.00

ITEM V : Heavy Equipment and Trucks (Citywide)

Category	Description	Rate (\$)	Maximum Rate	Units	Extended Price
1	Standard "Peak Hour Violation" Tow for Heavy Equipment & Trucks to Pulaski	NO BID \$0.00	\$220.00	300	NO BID \$0.00
Total Bid Price (Heavy Equipment and Trucks)					NO BID \$0.00

TERM: NET 30 DAYS

F.O.B.: DESTINATION

Alexis A. Lewis
Signature of Authorized Representative (Sign in blue ink only.)

1-24-2018
Date

(Affix
Corporate
Seal Here)

President

Title

Affidavit of Agreement
Article 5, Subtitle 26 of the Baltimore City Code
(Hours and Wages - Service Contracts)

To: Wage Commission
7 E. Redwood Street, 9th Floor
Baltimore, MD 21202

Proposal submitted by (name of firm) McDel Enterprises, Inc.

Address 8813 Philadelphia Road

City Rosedale State MD Zip Code 21237

Name of Authorized Representative Deles A. Lewis

The undersigned, being an authorized representative of the above stated contractor, hereby affirms our commitment to comply with Article 5, Subtitle 26 of the Baltimore City Code, 2000 Edition, and to file all required payroll reports with regard to the above stated contract.

The contractor agrees to pay its employees at least the minimum wage rate in effect at the time service is provided, and to ensure that its sub-contractors also pay the required minimum wage rate. The minimum wage rate in effect at the time of proposal shall remain in effect throughout the life of the contract, including extensions thereof. If increases are approved by the Board of Estimates in accordance with the terms of article 5, subtitle 26 of the Baltimore City Code, 2000 Edition, they shall apply to this contract.

(Affix Corporate Seal
Here or Notary)

Deles A. Lewis 1-24-2018
Signature of Authorized Representative (Sign in blue ink only) Date

President
Title

Stephen W. Reed
Witness Name (Typed or Printed)

Stephen W. Reed 1-24-2018
Witness Signature (Sign in blue ink only) Date

MARCH 19, 2018

BOARD OF ESTIMATES
c/o CLERK OF THE BOARD
204 CITY HALL
100 N HOLLIDAY STREET
BALTIMORE, MD 21202

RE: BID PROTEST
B50005154

DEAR CLERK,

I AM PROTESTING THE AWARD TO JIM ELLIOTT'S TOWING FOR BID 50005154.

- 1) SW4. BID RESPONSIVENESS & RESPONSIBILITY C. STATES "ANYONE BIDDING ON THIS SOLICITATION SHALL BE ABLE TO CLEARLY DEMONSTRATE AT THE TIME OF BID SUBMISSION, THAT THEY HAVE BEEN, AND REMAIN, IN THE PRIMARY BUSINESS OF PERFORMING THE SERVICE STATED ON THE TOP OF THE SOLICITATION FOR A MINIMUM PERIOD OF THREE YEARS, AND HAVE THE RESOURCES AND CAPACITY TO FULFILL, PROVIDE AND/OR PERFORM ALL OF THE REWQUIREMENTS AND PROVISIONS OF THE SOLICITATION/CONTRACT." THERE IS NO DOCUMENTATION OF RESOURCES, SPECIFICALLY EQUIPMENT AS REQUIRED IN THIS BID OR TOW TRUCK DRIVERS.

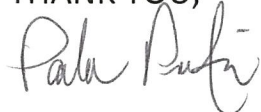
- 2) SW20. POLITICAL CONTRIBUTION DISCLOSURE AFFRIMATION C. STATES THAT A BIDDER IS REQUIRE TO CERTIFY IN BID AFFIDAVIT XI, IN ACCORDANCE WITH 14-107 OF THE ELECTION LAW, THAT IT HAS FILED THE STATEMENT REQUIRED UNDER 14-1049(b)(1) OF THE ELECTION LAW. MCDEL'S SIGNED THE AFFIDAVIT PAGE (B-10). HOWEVER ACCORDING TO STATE BOARD OF ELECTION WEBSITE, JIM ELLIOTT'S (LILITH, INC) IS NOT A REGISTERED BUSINESS. JIM ELLIOTT'S AFFIRMED THEY WOULD COMPLY WITH THE ELECTION LAW BUT THIS IS NOT POSSIBLE IF THEY HAVE NOT

REGISTERED WITH THE STATE OF MARYLAND. ATTACHED ARE COPIES
DOWNLOADED FROM THE STATE OF MARYLAND 'S BOARD OF ELECTION
WEBSITE ON MONDAY MARCH 19, 2018. THESE PAERS SHOW THAT JIM
ELLIOTT'S OR LILITH, INC IS NOT REGISTERED.

THEREFORE, BASED ON THE OMISSIONS OF RESOURCES SSPECIFICALLY
EQUIPMENT AND DRIVERS AND FALSIFACTION OF AFFIDAVIT XI, I AM
PROTESTING THE AWARD OF BID B50005154 TO JIM ELLIOTT'S TOWING.

I AM PROTESTING THIS ON BEHALF OF FRANKFORD TOWING.

THANK YOU,

A handwritten signature in cursive script, appearing to read "Paula Protani".

PAULA PROTANI



View Business



BID # <input type="text"/>	Business Name <input type="text" value="jim elliotts towing"/>	Business Type <input type="text" value="Business"/>	Business Status <input type="text" value="Active"/>
Financial Type <input type="text" value="--Select One--"/>	Registered Date Range 07/01/2012 <input type="text"/> To 03/19/2018 <input type="text"/>		

[Search](#) [Clear](#)

Expand

Drag a column header and drop it here to group by that column

Business Type	BID #	Filer/Primary Business	Business Status	Registered Date	Amended Date	Financial Type
No records to display.						

Displaying items 0 - 0 of 0



View Business



BID # <input type="text"/>	Business Name <input type="text" value="Lilith, Inc"/>	Business Type <input type="text" value="Business"/>	Business Status <input type="text" value="Active"/>
Financial Type <input type="text" value="Profit"/>	Registered Date Range 10/01/2012 To 03/19/2018		

Search Clear

Expand						
	Drag a column header and drop it here to group by that column					
	Business Type	BID #	Filer/Primary Business	Business Status	Registered Date	Amended Date
No records to display.						Displaying items 0 - 0 of 0

MARCH 19, 2018

BOARD OF ESTIMATES
c/o CLERK OF THE BOARD
204 CITY HALL
100 N HOLLIDY STREET
BALTIMORE, MD 21206

RE: BID PROTEST
B50005154

DEAR CLERK,

I AM PROTESTING THE AWARD TO C&S TOWING FOR BID 500005154.

- 1) UPON REVIEWING THE PUBLIC ACCESS COPY FOR C&S TOWING, THE FOLLOWING BID PAGES WERE NOT INCLUDED B-1 THRU B-7, B-18 AND B-19, B-21, AND B-23 AND B-24.
- 2) PAGE B-10 WAS NOT AFFIXED WITH THE CORPORATE SEAL.
- 3) PAGE B-15 WAS NOT AFFIXED WITH A CORPORATE SEAL OR A NOTARY SEAL.
- 4) PAGE B-20, PRIME CONTRACTOR, MCDEL ENTERPRISES DOES NOT INDICATE IF MCDEL ENTERPRISES IS A MBE OR WBE.
- 5) PAGE B-20, PRIME CONTRACTOR, JJ ADAMS FUEL COMPANY DOES NOT INDICATE IF JJ ADAMS IS A MBE OR WBE.

THEREFORE, BASED ON THE OMISSION OF SEVERAL B PAGES AND THE CLERICAL ERRORS ON THE MBE/WBE PAGES, I AM PROTESTING THE AWARD OF B50005154 TO C&S TOWING.

I AM PROTESTING ON BEHALF OF FRANKFORD TOWING.

THANK YOU,

A handwritten signature in black ink, appearing to read "Paula Protani". The script is fluid and cursive, with the first name "Paula" and last name "Protani" clearly distinguishable.

PAULA PROTANI

MARCH 19, 2018

BOARD OF ESTIMATES
c/o CLERK OF THE BOARD
204 CITY HALL
100 N HOLLIDAY STREET
BALTIMORE, MD 21202

RE: BID PROTEST
B50005154

DEAR CLERK,

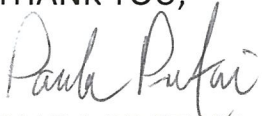
I AM PROTESTING THE AWARD TO THE AUTO BARN, INC FOR BID 50005154.

- 1) PAGE B-20 OF THE AUTO BARN, INC'S SUBMISSION, SPECIFICALLY "MATERIAL/SUPPLIES TO BE FURNISHED BY MBE OR WBE" DOES NOT INDICATE IF THE PRIME CONTRACTOR IS IN FACT A MBE OR WBE. A COPY OF PAGE B-20 FROM THE PUBLIC ACCESS COPY OF THE AUTO BARN, INC'S BID SUBMISSION IS ATTACHED.
- 2) SW20. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION C. STATES THAT A BIDDER IS REQUIRE TO CERTIFY IN BID AFFIDAVIT XI, IN ACCORDANCE WITH 14-107 OF THE ELECTION LAW, THAT IT HAS FILED THE STATEMENT REQUIRED UNDER 14-1049(b)(1) OF THE ELECTION LAW. MCDEL'S SIGNED THE AFFIDAVIT PAGE (B-10). HOWEVER ACCORDING TO STATE BOARD OF ELECTION WEBSITE, THE AUTO BARN, INC IS NOT A REGISTERED BUSINESS. THE AUTO BARN, INC AFFIRMED THEY WOULD COMPLY WITH THE ELECTION LAW BUT THIS IS NOT POSSIBLE IF THEY HAVE NOT REGISTERED WITH THE STATE OF MARYLAND. ATTACHED ARE COPIES DOWNLOADED FROM THE STATE OF MARYLAND 'S BOARD OF ELECTION WEBSITE ON MONDAY MARCH 19, 2018. THESE PAERS SHOW THAT THE AUTO BARN, INC IS NOT REGISTERED.

THEREFORE, BASED ON THECLERICAL ERROR AND FALSIFACTION OF AFFIDAVIT XI, I AM PROTESTING THE AWARD OF BID B50005154 TO THE AUTO BARN, INC.

I AM PROTESTING THIS ON BEHALF OF FRANKFORD TOWING.

THANK YOU,


PAULA PROTANI

PART B: MBE/WBE AND PRIME CONTRACTOR'S STATEMENT OF INTENT

COMPLETE A SEPARATE FORM FOR EACH MBE AND WBE NAMED IN THIS BID

(Make additional copies of this form as needed)

PART A: INSTRUCTIONS MUST BE REVIEWED BEFORE COMPLETING THIS FORM, WITH PARTICULAR ATTENTION PAID TO SECTIONS 2, 3a and 3f

Name of Prime Contractor: Auto Berd Inc.

Name of MBE or WBE (circle one): JJ Adams Fuel

Brief Narrative Description of the Work/Service to be performed by MBE or WBE:
Supply Fuel - Diesel

Materials/Supplies to be furnished by MBE or WBE:
Diesel Fuel.

Subcontract Dollar Amount: \$ _____ *(If this is a requirements contract, the subcontract dollar amount may be omitted; however, the subcontract percentage must be included.)*

Subcontract percentage of total contract: 8 % *(This is not considered material information for lump sum contracts.)*

(If MBE sub-goals apply, please indicate the sub-goal covered by this Statement of Intent.)

African American: 8 % Asian American: _____ %
Hispanic American: _____ % Native American: _____ %

The undersigned Prime Contractor and Subcontractor agree to enter into a contract for the work/service indicated above for the dollar amount or percentage indicated to meet the MBE/WBE participation goals, subject to the Prime Contractor's execution of a contract with the City of Baltimore. The Subcontractor is currently certified as an MBE or WBE with the City of Baltimore Minority and Women's Business Opportunity Office to perform the work described above.

[Signature]
Signature of Prime Contractor (REQUIRED)

1/4/18
Date

[Signature]
Signature of MBE or WBE (REQUIRED)

1/4/18
Date

CHANGES TO INFORMATION ON THIS FORM THAT ARE MATERIAL TO THE AGREEMENT BETWEEN THE PRIME CONTRACTOR AND MBE OR WBE MUST BE INITIALED BY BOTH PARTIES.



View Business



BID # <input type="text"/>	Business Name <input type="text" value="The Auto BArn, Inc"/>	Business Type <input type="text" value="Business"/>	Business Status <input type="text" value="Active"/>
Financial Type <input type="text" value="Profit"/>	Registered Date Range 10/01/2012 To 03/19/2018		

Search Clear

Expand

Drag a column header and drop it here to group by that column

Business Type	BID #	Filer/Primary Business	Business Status	Registered Date	Amended Date	Financial Type
No records to display.						

Displaying items 0 - 0 of 0

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSBureau of Procurement

3. B50005237, Parts and Repair Services for Muncie Pumps \$ 300,000.00

FIRST CALL

Intercon Truck of
Baltimore, Inc.
t/a Intercon Truck
Equipment

(Dept. of General
Services - Fleet
Management)

SECOND CALL

Waste Equipment
Sales & Service, LLC

MWBOO GRANTED A WAIVER.

4. B50005301, Liquid Oxygen Praxair, Inc. \$ 60,000.00

(DPW-Wastewater
Facilities)

MWBOO GRANTED A WAIVER.

MINUTES

Department of Human Resources/ - Personnel Matter
Expenditure Control Committee

The Board is requested to approve all the Personnel matters below:

Baltimore City Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
1. LORETTA S. BOLLING	\$20.19	\$42,000.00

Account: 1001-000000-2042-198100-601009

Ms. Bolling, retiree, will continue to work as a Recruitment and Talent Acquisition Specialist I/Contract Services Specialist I. Her duties will include but are not limited to conducting final processing and hiring for new applicants, scheduling applicant testing appointments, conducting applicants fingerprinting and gathering all vital documents for the hire date of the applicants. Ms. Bolling will further review case folders to determine validity of required documents for local, state and national records, inform applicants of all position requirements for which they applied, conduct applicant interviews, work collaboratively with outside agencies to apply for employment certification and conduct all aspects of the hiring process including finalization of legal documents. She will also review the benefits package and assist out of state applicants with information regarding relocation to Maryland and acquiring housing. This is an increase of 40% in the hourly rate from the previous contract period. The period of the agreement is March 27, 2018 through March 26, 2019.

The hourly rate of \$14.42 per hour had remained static for many years and had not increased with the cost of living or with the continued dedication and performance of retired police officers. Baltimore City Police Department lags behind surrounding jurisdictions in pay for retired officers; Baltimore County hires retirees at \$24.00 per hour, as well as other police departments hire retirees at a rate commensurate with the job responsibilities, skills and institutional knowledge that a retiree brings to the position.

MINUTES

Baltimore City Police Department - cont'd

The consent decree will require the Department to hire individuals from many contractual positions to ensure implementation and compliance. These positions will require varying skill sets that were not required before; therefore needing a higher salary to attract and maintain skilled staff. The increase in pay from \$14.42 per hour to \$20.19 is essential to maintain key retired officers in essential positions such as Ms. Boiling as well as providing an appropriate hire rate for newly placed retired officers.

On January 3, 1996, the Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis.

UPON MOTION duly made and seconded, the Board approved the Personnel matter.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Criminal Justice</u>			
1. Lucane LaFortune	End Violence Against Women International Chicago, IL April 2 - 5, 2018 (Reg. Fee \$545.00)	VOCA 2016 VA GX 0066 Grant	\$2,015.19

The airfare cost of \$430.96, hotel fee of \$757.23 and registration fee of \$545.00 were prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Lucane LaFortune is \$282.00.

Mayor's Office of Criminal Justice

2. Kendra Parlock	Driving Government Performance Cambridge, MA March 25 - 30, 2018 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00
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All expenses will be paid for by the Bloomberg Harvard Leadership Initiative. No City funds will be expended.

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>Mayor's Office of Criminal Justice - cont'd</u>			
3. Andrew Vetter	Driving Government Performance Cambridge, MA March 25 - 30, 2018 (Reg. Fee \$0.00)	Non-City Funds	\$ 0.00

All expenses will be paid for by the Bloomberg Harvard Leadership Initiative. No City funds will be expended.

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.

4. Gilbert Hall	Nexus Archibus Conference Boston, MA April 7 - 11, 2018 (Reg. Fee \$1,495.00)	General Funds	\$3,552.44
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The airfare costs of \$497.96 and the registration costs were prepaid using a City-issued procurement card assigned to Tereina Galloway. Therefore, the disbursement to Mr. Hall is \$1,559.48.

Mayor's Office of Small, Minority and Women's Business

5. Naomi Shay	Growing Entrepreneurial Communities Summit Kansas City, MO April 24 - 28, 2018 (Reg. Fee \$100.00)	General Funds	\$1,067.98
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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Small, Minority and Women's Business - cont'd</u>			

The airfare cost of \$352.98, hotel fee of \$506.57, occupancy tax of \$5.31 and registration fee of \$100.00 were prepaid on a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Shay is \$186.00.

Baltimore City Council

6.	Carolyn Mozell Lester Davis	National Large League of Cities Large City Council President, Speakers & Chair Persons Convening Chicago, IL April 26 - 28, 2018 (Reg. Fee 0.00)	General Funds	\$1,973.56
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The airfare cost of \$273.96, hotel fee of \$430.00, and hotel tax of \$74.82 for each attendee were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mrs. Mozell and Mr. Davis is \$208.00 each.

7.	Ezekiel Berzoff- Cohen	Ready By 21 National Meeting Palm Beach, FL Apr. 19 - 24, 2018 (Reg. Fee \$626.19)	Elected Official Expense Account	\$1,283.61
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The subsistence rate for this location is \$254.00. The hotel cost is \$242.00 per night, plus hotel taxes in the amount of \$31.46 per night.

The airfare in the amount of \$371.96, hotel costs in the amount of \$285.46, and the registration fee in the amount of \$626.19

MINUTES**TRAVEL REQUESTS**

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

were prepaid on a City-issued procurement card assigned to Mr. Hosea Chew.

The Wallace Foundation, the sponsor of this conference, will reimburse up to \$2,000.00 for all costs related to this conference. The dates of the conference are Wednesday, April 18, 2018 - Friday, April 20, 2018. Mr. Berzoff-Cohen will remain several days after the conference ends and return Tuesday, April 24, 2018 at no additional expense to the City of Baltimore. Therefore, no funds will be disbursed to Mr. Berzoff-Cohen.

Department of Housing and Community Development

8. Carol Amanze	National Grants	Comm.	\$5,639.71
Joyce Nance-Frierson	Management	Dev.	
Mechel Chittams*	Association 2018	Block	
	Annual Training	Grant	
	Arlington, VA	Funds	
	April 2 - 5, 2018		
	(Reg. Fee \$709.00)		
	(Reg. Fee \$839.00)*		

The registration costs for each attendee were prepaid using EA000213690 and EA000213689. Therefore, the disbursement to Mses. Amanze and Nance-Frierson is \$1,128.15 and to Ms. Chittams is \$1,126.45.

Employees' Retirement System (ERS)

9. Helen Holton	NCPERS 2018	Special	\$3,742.64
	Annual Conference	Funds -	
	& Exhibition	ERS	
	New York, NY		
	May 11 - 16, 2018		
	(Reg. Fee \$1,250.00)		

MINUTES

TRAVEL REQUESTS

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

The subsistence rate for this location is \$327.00 per night. The cost of the hotel is \$369.00 per night. The hotel tax is \$54.427 per night, plus an occupancy tax of \$3.50 per night.

The registration fee in the amount of \$1,250.00, was prepaid by the ERS. The ERS is requesting additional subsistence in the amount of \$42.00 per day for the hotel and \$40.00 per day for meals and incidentals.

Police Department

10. Randolph Turner, Jr. Rebecca Jackson Erika Harden	Forensic Firearm and Toolmark Iden- tification and Shooting Recon- struction Youngsville, NC Apr. 22 - 27, 2018 (Reg. Fee \$700.00 each)	Asset Forfei- ture	\$4,193.05
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The subsistence rate for this location is \$174.00 per night. The cost of the Air B&B is \$110.00 per night, plus a cleaning fee of \$30.00, a service fee of \$73.81, plus the occupancy tax of \$83.36. Mr. Turner has paid the total Air B&B charges to be shared by the attendees.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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The airfare in the amount of \$191.96 and the registration fee in the amount of \$700.00 for each attendee was prepaid by a City-issued credit card assigned to Mr. Tribhuvan Thacker. The Department is requesting additional subsistence for Mr. Turner in the amount of \$13.43 per day for meals and incidentals and subsistence in the amount of \$40.00 per day for meals and incidentals only for Mses. Jackson and Harden.

Therefore, Mr. Turner will be disbursed \$997.17. Mses. Jackson and Harden will each be disbursed \$260.00.

Department of Finance

11. Julian Thomas, Jr.	National Grants Management Association 2018 Annual Grants Training Arlington, VA Apr. 3 - 5, 2018 (Reg. Fee \$895.00)	In Service Training Funds	\$1,661.85
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The Board UPON MOTION duly made and seconded, approved the foregoing Travel Requests. The President **ABSTAINED** on item nos. 6 and 7. The Comptroller **ABSTAINED** on item no. 9.

MINUTES

President: "There being no business before this Board we will recess until Board -- ah -- bid opening at 12 noon. Thank you."

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

Bureau of Purchases - B50005327, CharmTV Live Stream Expansion
BIDS TO BE RECV'D: 04/25/2018
BIDS TO BE OPENED: 04/25/2018

Bureau of Purchases - B50005272, Needles for the Baltimore City Needle Exchange
BIDS TO BE RECV'D: 04/04/2018
BIDS TO BE OPENED: 04/04/2018

Bureau of Purchases - B50005258, Master Lease Agreement
BIDS TO BE RECV'D: 04/04/2018
BIDS TO BE OPENED: 04/04/2018

MINUTES

Bureau of Purchases - B50005249, Diversity and Labor Compliance System(s)
BIDS TO BE RECV'D: 03/28/2018
BIDS TO BE OPENED: 03/28/2018

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 980, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City_____

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

Bureau of Purchases - B50005339, Harley-Davidson Motorcycles_____

Baltimore Power Sports, Inc.
t/a Harley-Davidson of Baltimore

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MINUTES

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 28, 2018.

JOAN M. PRATT
Secretary