

MINUTES**REGULAR MEETING**

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

President: "Good morning. The January 31, 2018 Board of Estimates uh -- meeting is called to order. In the interest of promoting the efficiencies um -- and order of these hearings, persons who are disruptive to the hearings wi -- will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the general public for the duration of the meeting. The hearing must -- 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 January 29, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a motion to approve all of the items contained on the routine agenda."

MINUTES

City Solicitor: "Mr. President, uh -- I move the Board's approval of those routine agenda items."

Comptroller: "Second."

President: "All of those in favor say AYE. All opposed, NAY. The motion carries. 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:

Alternatives Renewable Solutions, LLC dba ARS Construction	\$ 1,500,000.00
American Combustion Industries, Inc.	\$ 8,000,000.00
Eastern Waterproofing & Restoration of Virginia, LLC	\$ 1,500,000.00
J.S. Wagner Company t/a Wagner Roofing Company	\$ 8,000,000.00
Jones Masonry Restoration Corporation	\$ 1,500,000.00
P. Flanigan & Sons, Inc.	\$186,750,000.00
Restoration East, LLC	\$ 8,000,000.00
Sabre Demolition Corporation	\$ 62,530,000.00
SBC Landscaping, LLC	\$ 1,340,000.00
T.E. Jeff, Inc.	\$ 1,500,000.00
TFE Resources, Ltd	\$ 1,500,000.00
The American Asphalt Paving Co., LLC	\$ 1,500,000.00
The Witmer Group, LLC	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

BVF Engineering, Inc.	Engineer
E2CR, Inc.	Engineer
Savin Engineers, P.C.	Engineer
Shah & Associates, Inc.	Engineer

MINUTES**BOARDS AND COMMISSIONS** - cont'd

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.

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

The Board is requested to approve and authorize execution of the Lease Agreement with The Family Tree, Inc., Landlord, for the rental of a portion of the property at 2108 N. Charles Street, consisting of approximately 3,309 sq. ft. The Lease Agreement is effective upon approval by the Board for two years, with the option to automatically renew individually for five one-year terms.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
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\$18,000.00	\$1,500.00
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Account: 4000-401418-2254-785400-600000

BACKGROUND/EXPLANATION:

The Leased Premises will be used by the Mayor's Office on Criminal Justice for Baltimore City's Visitation Center, (Center) for office space and visitation center activities, such as supervised visitation, monitored exchange, client intake, and family interviews.

So long as the Center is open 8 days or less, the rent for those months will be \$1,500.00 for each such month. As soon as the Center is open more than 8 days per month, the City will notify the Landlord and the Department of Real Estate of the change and the rent for the remainder of the term will be \$2,000.00 per month, commencing the first day of the first month after the Center has been open for more than 8 days.

The Space Utilization Committee approved this Lease Agreement on January 9, 2018.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Space Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with The Family Tree, Inc., Landlord, for the rental of a portion of the property at 2108 N. Charles Street, consisting of approximately 3,309 sq. ft.

MINUTES

Space Utilization Committee - First Amendment to Communications Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Communications Lease Agreement with T-Mobile Northeast, LLC, a Delaware limited liability company, Lessee, for the use of a portion of the building roof and storage space located at 2608 Washington Boulevard.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00

BACKGROUND/EXPLANATION:

The Lessee entered into a Communications Lease Agreement on December 18, 2002 whereby the City granted to the Lessee the right to use a portion of property located at 2608 Washington Boulevard. The premises are used for cellular telephone communication. The period of the agreement was for five years effective February 1, 2003 the date installation of transmission and equipment lines was completed. The Lessee had an option to renew for three additional five year terms. The lease is in its third renewal period.

This First Amendment to Communications Lease Agreement will allow for an additional antenna at an existing site. The Lessee will pay the City additional yearly rent of \$4,000.00. The rent will no longer be due on a monthly basis, instead it will be due to the City annually commencing on January 1, 2018. The rent will increase by 4% annually. The annual rent due on January 1, 2018 will be \$39,060.37.

All other provisions of the original lease agreement and first amendment shall remain the same thereafter.

The Space Utilization Committee approved this First Amendment to Communications Lease Agreement on January 9, 2018.

MINUTESSpace Utilization Committee - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Communications Lease Agreement with T-Mobile Northeast, LLC, a Delaware limited liability company, Lessee, for the use of a portion of the building roof and storage space located at 2608 Washington Boulevard.

MINUTES

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for the property located at 325 Stinson Street to Stinson Franklinton, LLC.

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>
325 Stinson Street	\$1,000.00	\$260.80	\$5,219.59	\$1,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 325 Stinson Street on May 15, 2017 in the amount of \$5,219.59.

Stinson Franklinton, LLC has offered to purchase the Tax Sale Certificate for 325 Stinson Street in the total amount of \$1,000.00, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$1,000.00 is based upon the assessed value which is greater than the amount of the flat taxes and water charges.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate for the property located at 325 Stinson Street to Franklinton, LLC.

MINUTES

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for the property located at 340 Stinson Street to Stinson Franklinton, LLC.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
340 Stinson Street	\$1,000.00	\$2,021.20	\$289,721.65	\$2,021.20

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 340 Stinson Street on May 15, 2017 in the amount of \$289,721.65.

Stinson Franklinton, LLC has offered to purchase the Tax Sale Certificate for 340 Stinson Street in the total amount of \$2,021.20, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price of \$2,021.20 is the amount of the flat taxes and water charges.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate for the property located at 340 Stinson Street to Stinson Franklinton, LLC.

MINUTES

Law Department - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Stacia Vaughn, Plaintiff, against the City. The Plaintiff alleges that her home at 5729 Clover Road sustained property damage due to multiple sewage backups.

AMOUNT OF MONEY AND SOURCE:

\$172,246.95 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

On November 21, 2013, February 14, 2014, January 19, 2015, February 16, 2015, June 24, 2015, October 14, 2015, March 23, 2016, January 7, 2017, May 22, 2017, and September 11, 2017, sewage backups occurred at the Plaintiff's home. As a result of the multiple sewage backups, the Plaintiff sustained damage to her personal and real property.

In order to resolve this litigation as economically as possible, and to avoid the expense, time, and uncertainties of further protracted litigation, the City has agreed to pay, and the Plaintiff has agreed to accept, \$172,246.95, for complete settlement of the case, including attorney's fees. The Plaintiff has executed a general release and has agreed to dismiss the action against the City, and its employees, agents and representatives.

Based on a review by the Settlement Committee of the Law Department it is recommended that the Board approve the settlement of this case (and related claims) as fair and reasonable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for the action brought by Stacia Vaughn, Plaintiff, against the City.

MINUTES

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Option</u>			
1. Horizon Property Group, LLC	631 N. Calhoun St.	F/S	\$170,500.00

Funds are available in account 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.

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

UPON MOTION duly made and seconded, the Board approved the above-listed option.

MINUTES

TRANSFERS OF FUNDS

* * * * *

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following page:

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SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
1. \$100,000.00	9904-913042-9129	9904-916042-9127
2 nd Community and Economic Development	Great Blacks in Wax Accessibility Building Improvements (Reserve)	Great Blacks in Wax Museum Building Improvements (Reserve)

The transfer will make available funds appropriated in the FY 18 capital budget for the Museum to make exterior and interior repairs and facility upgrades to its buildings located from 1601 to 1607 East North Avenue.

Department of Recreation and Parks

2. \$100,000.00	9938-906097-9475	9938-907097-9474
State Program Open Space	Fred B. Leidig Rec. Center (Reserve)	Fred B. Leidig Rec. Center (Active)
3. \$ 10,000.00	9938-907082-9475	9938-908082-9474
1 st Parks & Public Facilities	Roosevelt Park Site Improvements (Reserve)	Roosevelt Park Site Improvements (Active)

This transfer will provide funds to cover costs for concrete walk installation for the Fred B. Leidig Field.

This transfer will provide funds to cover the advertising cost associated with the advertisement of RP 17817 Roosevelt Park Site Improvements project.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 13 to GWWO, Inc. under Project 1234, On-Call Architectural Design Services. The period of the task assignment is one year.

AMOUNT OF MONEY AND SOURCE:

\$76,991.78 - 9938-908784-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include Conceptual Design Services for Cherry Hill Fitness & Wellness Center.

MBE/WBE PARTICIPATION:

The Contractor has completed the following percentages:

MBE: 15.81%

WBE: 18.86%

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>
\$80,000.00	9938-906784-9475	9938-908784-9474
Rec. & Parks	Cherry Hill Recreation	Cherry Hill
25 th Series	Center (Reserve)	Recreation Center (Active)

MINUTES

Department of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #13 to GWWO, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 13 to GWWO, Inc. under Project 1234, On-Call Architectural 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

Baltimore Police Department - First Amendment to Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the First Amendment to Consultant Agreement with Mr. Gary P. Hartsock, Consultant. The amendment will replace the two year term currently in process with a three year agreement that will commence upon Board approval.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - (For each year) - 1001-000000-2042-198100-603026
The total contract value is \$150,000.00.

BACKGROUND/EXPLANATION:

On July 13, 2016, the Board approved the original agreement for the period of two years, in the amount of \$84,000.00. This amendment will replace the current term with a three year period effective upon Board approval.

The Consultant will provide the services agreed to in the agreement for a total cost (including fees and expenses) not to exceed \$50,000 per year during the period, or \$150,000.00 in the aggregate for the period, at the rate of \$24.04 per hour, not to exceed two thousand eighty 2,080 hours per year. The Parties agree that the amount of consideration in this agreement constitutes a maximum figure.

The Consultant will be paid for actual hours worked, payable in monthly payments upon approval of submitted invoices. The Consultant agrees that all expenditures are to be made in accordance with submitted invoices. The Consultant agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source and the Consultant agrees to comply with applicable requirements of such funding sources.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Baltimore Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Consultant Agreement with Mr. Gary P. Hartsock, Consultant.

MINUTES

Health Department - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Total Health Care, Inc. The period of the Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$15,000.00 - 5000-569718-3023-273350-603051

BACKGROUND/EXPLANATION:

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

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

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Total Health Care, Inc.

MINUTES

Department of Transportation - Developer's Agreement No. 1474

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1474 with Herena USA, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$356,341.00

BACKGROUND/EXPLANATION:

Herena USA, LLC would like to install new utilities to their proposed new building located in the vicinity of 9-33 South Bethel Street. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$356,341.00 has been issued to Herena USA, LLC which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

City funds will not be utilized for this project; therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Developer's Agreement No. 1474 with Herena USA, LLC, Developer.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP, under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility. The Amendment No. 1 to Agreement will extend the period of the agreement through January 13, 2019 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in upset limit (No funds are required at this time.)

BACKGROUND/EXPLANATION:

On January 14, 2015, the Board approved the original agreement in the amount of \$1,500,000.00 with Whitman, Requardt & Associates, LLP, for the period of three years to assist the Department's Planning Division in managing various tasks.

The scope of services includes, but is not limited to planning strategies to maximize State and Federal funding of transportation projects and identifying and capturing funding opportunities, including grant writing and grant administration. The Amendment No. 1. to Agreement will extend the period of the Agreement through January 13, 2019, allow the Department to continue design services for various projects, and increase the upset limit by \$1,000,000.00 making the total upset limit \$2,500,000.00.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 23% and WBE goals of 10% established in the original agreement.

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

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Whitman, Requardt & Associates, LLP, under Project No. 1208, On-Call Transportation Planning/Policy/Feasibility.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with STV/PB Construction Managers Joint Venture, under Project No. 1217, On-Call Construction Project Management Services. The Amendment No. 1 to Agreement will extend the period of the Agreement through June 16, 2019 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in upset limit (No funds are required at this time.)

BACKGROUND/EXPLANATION:

On June 17, 2015, the Board approved the original agreement for the period of three years in the amount of \$2,000,000.00 with STV/PB Construction Managers Joint Venture to provide for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

This Amendment No. 1 to Agreement will extend the period of the Agreement through June 16, 2019 and increase the upset limit by \$1,000,000.00 to complete extra work and efficiently staff projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. This Amendment No. 1 to Agreement will make the total upset limit \$3,000,000.00.

MBE/WBE PARTICIPATION:

STV/PB Construction Managers Joint Venture will continue to comply with Article No. 5, Subtitle 28 of the Baltimore City Code and the MBE goals of 29% and WBE goals of 10% established in the original agreement.

MINUTES

Department of Transportation - cont'd

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with STV/PB Construction Managers Joint Venture, under Project No. 1217, On-Call Construction Project Management Services.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Sabra Wang & Associates, Inc., under Project 1209, On-Call Traffic Engineering Services. The amendment will extend the period of the agreement through January 13, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in upset limit (No funds are required at this time.)

BACKGROUND/EXPLANATION:

On January 14, 2015, the Board approved the original agreement for a period of three years in the amount of \$1,500,000.00 to assist the Department's Planning Division in managing various planning and engineering services.

The scope of services includes, but is not limited to: traffic impact studies for economic development projects including recommendations for traffic mitigation under adverse conditions; designing traffic control devices including signals, vehicle detection equipment, signs, pavement markings, and traffic calming installations; technical reports, cost estimates and contract documents.

This Amendment No. 1 to Agreement will extend the period through January 13, 2019, allow the Department to continue the design services for various projects, and increase the upset limit by \$1,000,000.00 making the total upset limit \$2,500,000.00.

MINUTES

Department of Transportation - cont'd

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

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement with Sabra Wang & Associates, Inc., under Project 1209, On-Call Traffic Engineering Services.

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 1925 Mosher Street (Block 0071, Lot 051) by gift from the Estate of Melvin Washington, 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 properties located at 1925 Mosher Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties 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 December 19, 2017, other than water bills, is as follows:

MINUTES

DHCD - cont'd1925 Mosher Street

Tax Sale Cert# 17308	05/15/2017	\$25,667.72				
Tax Sale Cert# 16097	05/19/2014	INCL	IN	2017	TAX	SALE
Real Property Tax	2017/2018	74.94				
Real Property Tax	2016/2017	INCL	IN	2017	TAX	SALE
Real Property Tax	2015/2016	INCL	IN	2017	TAX	SALE
Real Property Tax	2014/2015	INCL	IN	2017	TAX	SALE
Real Property Tax	2013/2014	INCL	IN	2017	TAX	SALE
Real Property Tax	2012/2013	INCL	IN	2017	TAX	SALE
Real Property Tax	2011/2012	INCL	IN	2017	TAX	SALE
Real Property Tax	2010/2011	INCL	IN	2017	TAX	SALE
Real Property Tax	2009/2010	INCL	IN	2017	TAX	SALE
Real Property Tax	2008/2009	INCL	IN	2017	TAX	SALE
Real Property Tax	2007/2008	INCL	IN	2017	TAX	SALE
Miscellaneous	3834959	INCL	IN	2017	TAX	SALE
Miscellaneous	4370375	INCL	IN	2017	TAX	SALE
Miscellaneous	4936472	INCL	IN	2017	TAX	SALE
Miscellaneous	5534425	INCL	IN	2017	TAX	SALE
Miscellaneous	5866587	INCL	IN	2017	TAX	SALE
Miscellaneous	6201404	INCL	IN	2017	TAX	SALE
Miscellaneous	6477582	INCL	IN	2017	TAX	SALE
Miscellaneous	6693048	INCL	IN	2017	TAX	SALE
Miscellaneous	6732838	INCL	IN	2017	TAX	SALE
Miscellaneous	6807879	INCL	IN	2017	TAX	SALE
Miscellaneous	6970719	INCL	IN	2017	TAX	SALE
Miscellaneous	6995310	INCL	IN	2017	TAX	SALE
Miscellaneous	7159957	INCL	IN	2017	TAX	SALE
Miscellaneous	7465123	INCL	IN	2017	TAX	SALE
Miscellaneous	7510811	INCL	IN	2017	TAX	SALE
Miscellaneous	7672470	INCL	IN	2017	TAX	SALE
Miscellaneous	7729627	INCL	IN	2017	TAX	SALE
Miscellaneous	7828072	INCL	IN	2017	TAX	SALE
Miscellaneous	7926553	INCL	IN	2017	TAX	SALE
Miscellaneous	7986748	INCL	IN	2017	TAX	SALE
Miscellaneous	8188013	INCL	IN	2017	TAX	SALE

MINUTES

DHCD - cont'd

Miscellaneous	8314668	172.00
Environmental Fine	04461885	INCL IN 2017 TAX SALE
Environmental Fine	04461893	INCL IN 2017 TAX SALE
Environmental Fine	52412806	INCL IN 2017 TAX SALE
Environmental Fine	52453545	INCL IN 2017 TAX SALE
Environmental Fine	52483948	INCL IN 2017 TAX SALE
Registration	014799	<u>1,967.40</u>
	Total Taxes Owed:	\$27,882.06

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 1925 Mosher Street (Block 0071, Lot 051) by gift from the Estate of Melvin Washington, 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 1323-25 Edmondson Avenue, Block 0125, Lot 034 by gift from Christ Is King: Ministry of The Holy Trinity, 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.

Christ Is King: Ministry of The Holy Trinity, Inc. has offered to donate to the City, title to the property at 1323-25 Edmondson 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 December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	\$ 0.00
Miscellaneous	8393183	<u>153.31</u>
	Total Taxes Owed	\$ 153.31

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1323-25 Edmondson Avenue, Block 0125, Lot 034 by gift from Christ Is King: Ministry of The Holy Trinity, 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 2022 Robb Street, Block 4011B, Lot 023 by gift from Dominion Financial Services, 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.

Dominion Financial Services, LLC has offered to donate to the City, title to the property at 2022 Robb 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 December 26, 2017, other than water bills which must be paid as part of the transaction is as follows:

MINUTES

DHCD - cont'd

Tax Sale Cert. #313259	05/16/2016	\$3,992.03
Real Property Tax	2017-2018	124.93
Real Property Tax	2016-2017	152.65
Real Property Tax	2015-2016	Incl. in 2016 Tax Sale
Real Property Tax	2014-2015	Incl. in 2016 Tax Sale
Real Property Tax	2013-2014	Incl. in 2016 Tax Sale
Miscellaneous	7122203	Incl. in 2016 Tax Sale
Miscellaneous	7444748	Incl. in 2016 Tax Sale
Miscellaneous	7453772	Incl. in 2016 Tax Sale
Miscellaneous	7579139	Incl. in 2016 Tax Sale
Miscellaneous	7616972	Incl. in 2016 Tax Sale
Miscellaneous	7666845	Incl. in 2016 Tax Sale
Miscellaneous	7821127	Incl. in 2016 Tax Sale
Miscellaneous	7920812	Incl. in 2016 Tax Sale
Miscellaneous	7928252	Incl. in 2016 Tax Sale
Miscellaneous	7954068	Incl. in 2016 Tax Sale
Miscellaneous	8097255	290.15
Miscellaneous	8323180	207.87
Miscellaneous	8326100	172.88
Miscellaneous	8434128	204.88
Miscellaneous	8449365	130.38
Registration	005665	<u>1,001.00</u>
	Total Taxes Owed	\$6,276.77

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 2022 Robb Street, Block 4011B, Lot 023 by gift from Dominion Financial Services, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

MINUTES

Department of Housing and - Appraisal Fee Scheduled Update
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the update to the Appraisal Fee Schedule in accordance with the requirements of the existing policy.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In accordance with Clause VIII of the City's Appraisal Fee Schedule approved October 29, 1986, which states:

"This Appraisal Fee Schedule shall be reviewed by the Board of Estimates every three years from the date of approval."

A panel convened to review the policy and update its contents to be more comparable to today's real estate market. Changes include clarification and simplification of the language, and increasing allowable fees that are payable to appraisers for different services. With the Board's approval, the revision of the fee schedule will allow the City to be more competitive in procuring appraiser services.

MINUTES

CITY OF BALTIMORE
APPRAISAL FEE SCHEDULEI. Residential Properties

- A. Houses - \$350.00 per single-family property plus \$25.00 additional for each added dwelling unit.
- B. In those instances where a property was constructed as an apartment house and is not a converted residence, the fee shall be based on the Commercial Properties section below.

II. Commercial/ Re-Use/ Disposition

The appraisals for commercial properties will be awarded according to the Standard City of Baltimore Informal Bid Procedures using a base of \$200.00 per hour.

III. Real Estate Counseling and Special Studies

When it is necessary to retain the services of a Real Estate Consultant/ Advisor/Analyst who would render advice and perform special studies (market absorption rate analysis, feasibility analysis, investment analysis, etc.), such individual or firm will be retained at a base fee of \$125.00 per hour.

IV. Mixed Use and Vacant Lots

- A. Fees for appraising lots devoted to parking use shall be determined in accordance with the Commercial Properties section.
- B. Fees for residential properties that have had the first floor or a portion thereof converted to commercial use that is **actively** used, shall be based on the Commercial Properties Section. Fees for residential properties that have had the first floor or a portion thereof converted to commercial use that is **not active**, such as a vacant store front, shall be based on the Residential Properties section.

MINUTES

DHCD - cont'd

C. Fees for residential properties that have been converted to rooming house use (i.e., five or more roomers) shall be determined in accordance with the Commercial Properties section.

V. General Provisions and Regulations

A. In instances where there is a "partial taking" from a residential property and it is necessary to prepare a "before and after" report, the fee shall be 150% of the appraisal fee for a whole taking of the property.

B. In determining what constitutes a dwelling unit, the definition as specified in the Baltimore City Code shall be used. Rented rooms are not dwelling units.

C. Leasehold Interests, Lessee Interests, Ground Rents, Etc. - In all instances the appraisals will contain the market value of the property in fee simple, and a breakdown and analysis of all subsidiary interests in and to the property. If it becomes necessary to have an individual ground rent appraised, a fee of \$100.00 shall be paid for each ground rent.

D. Outdoor Advertising Sign Structure - In the event it becomes necessary to have outdoor advertising sign structures appraised, a fee of \$100.00 shall be paid for a single sign structure plus a fee of \$50.00 for each additional sign structure located on the same property. A sign structure shall be defined as an outdoor advertising sign structure owned by a party other than the owner of the real estate.

E. In instances where a conference with the appraiser is necessary to clarify or correct an appraisal due to errors or omissions in the report, no fee shall be paid.

MINUTES

DHCD - cont'd

- F. Where the property being appraised is a structure held by or for the benefit of a religious body and regularly used by such religious body as a church, or place of religious worship, the fee shall be determined in accordance with the Commercial Properties section.
- G. Acquiring City agencies are authorized latitude in the use of appraisal forms which they feel are appropriate.
- H. Where it is necessary for the City to obtain the advice, or confer with an appraiser, or other technical consultant on an acquisition or property valuation problem, and he is not otherwise compensated for his time, he may be paid at the rate of \$150.00 per hour for such time.

VI. Condemnation Fees

- A. Reimbursement for a court appearance shall be at the rate of \$150.00 per hour. The total fee authorized for the day shall not exceed \$1,000.00. Each day of the court trial shall be considered separately in accordance with this section.
- B. Reimbursement for a pre-trial conference with an official of the City, at a City office, shall be at the rate of \$150.00 per hour. The total fee authorized for one day shall not exceed \$750.00.
- C. Where it is necessary for an appraiser to perform work in preparation for a trial, the schedule for such work shall be at the rate of \$150.00 per hour.
- D. Where an affidavit is required in preparation for litigation, a total fee of \$50.00 shall be paid for each affidavit.

MINUTES

DHCD - cont'd

VII. This Appraisal Fee Schedule shall be reviewed by the Board of Estimates every three years from the date of approval.

On this _____ day of _____ the Board of Estimates approved the Appraisal Fee Schedule.

CLERK

DATE

UPON MOTION duly made and seconded, the Board approved the update to the Appraisal Fee Schedule in accordance with the requirements of the existing policy.

MINUTES

Department of Housing and - Local Government Resolution
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve a Local Government Resolution in support of the Maryland Department of Housing and Community Development (MD-DHCD) Baltimore Regional Neighborhood Initiative program (BRNI). A Local Government Resolution is required for organizations to participate in and receive funds from the program.

AMOUNT OF MONEY AND SOURCE:

\$1,300,000.00 - MD-DHCD (BRNI)

BACKGROUND/EXPLANATION:

The BRNI was established to increase the competitiveness of Baltimore City neighborhoods and inner-beltway communities in Baltimore and Anne Arundel Counties by providing State funds that would leverage additional public and private investment, thereby stimulating interest, strengthening local markets and increasing tax bases. Eligible applicants include community development organizations that are located in a Priority Funding and Sustainable Community area as defined by State law. Examples of eligible projects include homeownership incentives fund, neighborhood spruce-up projects, strategic acquisition, incubator space, and public art.

In September 2017, the State approved 24 awards totaling \$14,515,000.00. Following these awards, the State made an additional four awards totaling \$1,300,000.00, submitted as Exhibit A to the Resolution. These additional awards require the approval of a Local Government Resolution of support so that funds can be made available to grantees.

MBE/WBE PARTICIPATION:

N/A

MINUTES**RESOLUTION**

of the

MAYOR AND CITY COUNCIL OF BALTIMORE

and the

BALTIMORE CITY BOARD OF ESTIMATES**TO ENDORSE PROJECTS AND APPLICATIONS FOR THE
BALTIMORE REGIONAL NEIGHBORHOOD INITIATIVE PROGRAM**

THIS RESOLUTION endorses applications for financial support submitted by various organizations (the "Organizations") for certain projects (the "Projects") under the Baltimore Regional Neighborhood Initiative program under the Department of Housing and Community Development of the State of Maryland (the "Department"), all as set forth in Exhibit A hereto; and

WHEREAS, the Mayor of Baltimore City (the "City") and Board of Estimates (the "Board") recognize that there is a significant need for reinvestment in and revitalization of communities in Baltimore City; and

WHEREAS, Projects support community development efforts in the City and also regional community development efforts that help improve city neighborhoods; and

WHEREAS, the Department through the Baltimore Regional Neighborhood Initiative program or other programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the funding for the Projects (the "Project Financing") to make the Projects financially feasible; and

MINUTES

DHCD - cont'd

WHEREAS, the Projects are located within a Priority Funding Area as that term is defined in Section 5-7B-02 of the Smart Growth Act, are located in a Sustainable Community as identified in the Sustainable Communities Act of 2010, and the Projects will conform to the local zoning code; and

WHEREAS, the applicable laws and regulations require approval of the Projects and the Projects' Financing by the Board and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Board hereby endorses the Projects set forth in Exhibit A hereto; and, HEREBY approves the request for financial assistance in the form of a grant or loan as described in Exhibit A hereto; and

BE IT FURTHER RESOLVED THAT, the Mayor of Baltimore City, the City's chief elected executive official hereby endorses this Resolution, thereby confirming her approval thereof; and

BE IF FURTHER RESOLVED THAT, the following persons are hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions:

BE IT FURTHER RESOLVED THAT, copies of this Resolution will be sent to the Secretary of Department of Housing and Community of the State of Maryland.

NOW THEREFORE BE IT RESOLVED that the Board of Estimates hereby expresses approval of the Projects, as described in Exhibit A. Read and passed this Day of _____, 2018.

I hereby certify that this Resolution is true and correct and duly adopted by the Mayor and City Council of Baltimore.

MINUTES

DHCD - cont'd

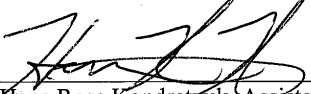
ATTEST/WITNESS:

MAYOR AND CITY COUNCIL OF
BALTIMORE_____
Custodian of the City Seal_____
Catherine E. Pugh, Mayor

APPROVED BY THE BOARD OF ESTIMATES:

Clerk_____
Date

Approved for Legal Sufficiency


 Hana Rose Kondratyuk, Assistant Solicitor

 1/19/18

 Date

EXHIBIT A

Applicant Name	Organization	Project Name	Project Description	Award Amount
Central Baltimore Partnership, Inc.	Figure 53-Baltimore Arts Reality Corp.	The Playhouse Theater	The long-vacant Playhouse Theater will be converted into a publically accessible performing arts venue, cafe and research and training facility for nearby technology firm.	\$ 200,000.00
Central Baltimore Partnership, Inc.	WZ, LLC Baltimore Arts Reality Corp.	The Compound Stabilization and Expansion	Preserving the Compound, an artist-run residential, studio and work space, to meet code-compliance; fixing major structural problems; removing vacant buildings; creating urban gardens	200,000.00
Southwest Partnership	Southwest Partnership	West Baltimore Facade Treatment	Fund source to provide loans/grants to commercial property owners in the W Baltimore and Hollins Market area to improve their historic facades	100,000.00
East Baltimore Development, Inc.	LSH GE Gateway 2, LLC and Pyramid Hotel Group	Retail Tenant improvements	Fit-out of a mixed-use building containing 194 room extended stay hotel and approximately 15,000 sf of retail space	800,000.00
				\$ 1,300,000.00

MINUTES

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved and **ADOPTED** the Local Government Resolution in support of the Maryland Department of Housing and Community Development Baltimore Regional Neighborhood Initiative program.

MINUTES

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

The Board is requested to approve and authorize execution of the various Community Development Block Grant Agreements (CDBG). The period of the CDBG Agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. **COLDSTREAM-HOMESTEAD-MONTEBELLO** **\$ 71,916.00**
COMMUNITY CORPORATION (CHM)

Account: 2089-208918-5930-432726-603051	\$ 12,226.00
2089-208918-5930-432730-603051	\$ 18,698.00
2089-208918-5930-432735-603051	\$ 9,349.00
2089-208918-5930-432781-603051	\$ 25,171.00
2089-208918-5930-432783-603051	\$ 6,472.00

Under the terms of this CDBG Agreement, the CHM will administer activities and coordinate citizen participation in the planning and implementation of community development activities to improve public safety and education, expand youth and health-related services, improve sanitation, and enhance employment opportunities and access to social services within the CHM Urban Renewal Area.

MWBOO GRANTED A WAIVER.

2. **COMMUNITY MEDIATION PROGRAM, INC.** **\$ 60,000.00**

Account: 2089-208918-5930-425926-603051

Under the terms of this CDBG Agreement, the funds will be used to subsidize the organization's mediation program. The Community Mediation Program, Inc. will work to reduce interpersonal and community violence by utilizing non-violent conflict resolution strategies in providing free conflict resolution and mediation services to low and moderate-income persons in Baltimore City.

MINUTES

DHCD - cont'd

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$19,940.00, AS FOLLOWS:

MBE: \$5,383.80

WBE: \$1,994.00

3. **EMPIRE HOMES OF MARYLAND, INC. \$ 50,000.00**

Account: 2089-208918-5930-434561-603051

Under the terms of this CDBG Agreement, the funds will be used to support activity and delivery costs associated with acquiring, rehabilitating, and leasing properties for low and moderate-income rental housing, particularly for homeless and non-elderly disabled persons.

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$13,563.00, AS FOLLOWS:

MBE: \$3,662.01

WBE: \$1,356.30

4. **THE CHESAPEAKE CENTER FOR YOUTH DEVELOPMENT, INC. (CCYD) \$125,000.00**

Accounts: 2089-208918-5930-703226-603051	\$ 35,000.00
2089-208918-5930-703234-603051	\$ 90,000.00

The CDBG funds will be utilized to subsidize CCYD's operating costs. The CCYD will provide comprehensive job readiness and life skills training, as well as employment referrals to support the employment needs of low and moderate-income persons that reside primarily in the Brooklyn/Curtis Bay area. The CCYD will also provide a wide range of community events, youth sports and outreach activities to encourage an active and healthy community.

MINUTES

DHCD - cont'd

FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$14,500.00, AS FOLLOWS:

MBE: \$3,915.00

WBE: \$1,450.00

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 Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for Persons with AIDS (HOPWA)

The DHCD began negotiating and processing the CDBG agreements effective July 1, 2017 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the 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 foregoing Community Development Block Grant Agreements.

MINUTES

EXTRA WORK ORDERS

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following pages:

419 - 423

The EWO's have been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation

- | | | | |
|--|---|--------------------------|------|
| 1. EWO # 001, \$0.00 - TR 11319, Jones Falls Trail - Phase V | | | |
| \$ 9,442,752.00 | - | Allied Contractors, Inc. | - 26 |

This authorization is requested by the Department of Recreation and Parks to increase the storm drain runoff from the Springhill Nursing Home addition. An increase in the size of the storm drain outfall from 21 inch to 24 inch RCP, Class IV Pipe is needed. The work outlined under the EWO is within the original scope of the advertised contract. The work will consist of but is not limited to drainage structures. The work was performed prior to B/E approval. An Engineer's Certificate of Completion has not been issued.

NEW ITEMS

345	24 Inch RCP, Class IV	427.00 LF @106.00	\$45,262.00
-----	-----------------------	-------------------	-------------

EXISTING ITEMS

309	21 Inch RCP, Class IVC	-427.00 LF @100.00	-\$42,700.00
322	48 Inch Manhole	-4.27 VF @600.00	-\$ 2,562.00
Total Existing Items			-\$45,262.00
Total EWO			\$ 0.00

Department of Public Works/Office of
Office Engineering & Construction (DPW/OE&C)

- | | | | |
|--|--------|---|------|
| 2. EWO # 002, \$0.00 - SC 901R, Patapsco Residuals Transfer Station at Patapsco Wastewater Treatment Plant | | | |
| \$ 2,928,000.00 | \$0.00 | American Contracting & Environmental Services, Inc. | - 90 |

The Department is requesting to transfer unused funds. The contractor was required to do the design foundation for the

MINUTES**EXTRA WORK ORDERS**

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

DPW/OE&C - cont'd

Residual Transfer Station at the Patapsco Wastewater Treatment Plant in accordance with the contract documents and boring logs report. The foundation design submittal was approved by the Consultant, Transviron, Inc. During construction of the Micro Piles, unforeseen conditions were encountered resulting in significant grout loss. While filling the casing with grout, the grout started discharging about 60-feet away and on other occasions, it would uncontrollably spout out of the casing. This resulted in the contractor submitting a re-design that required increasing the depth of piles which was approved by the consultant. The Office of Engineering & Construction is requesting transfer of unused contingent Items 601 and 202 to Item 404 to help pay for the additional length of piles and grout used. The contract has not expired since there is a one year warranty period after conditional acceptance. The Department has not issued conditional acceptance. No additional funds are being requested. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 15% and WBE: 2%.

MBE: \$0.00

WBE: \$0.00

MINUTES

EXTRA WORK ORDERS

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

DPW/OE&C - cont'd

- | | | | |
|----|---|--------|----------------------------|
| 3. | EWO # 002, \$1,104,260.81 - SC 920, Improvements to the Gwynns Falls Sewershed Collection System - Area A | | |
| | \$17,292,505.00 | \$0.00 | SAK Construction, LLC - 90 |

The Office of Engineering and Construction requests this change order. SC 920 is a Consent Decree project and all of the scope of work has to be completed prior to the Consent Decree deadline. In order to complete the remainder of the original scope, additional funds need to be added to this project. The added scope was identified and documented through a Request for Information (RFI) which was reviewed by the designer and City staff. The added scope was largely due to worsening condition of the pipes since the sewershed study started back in 2006. The Pre-Close Circuit Television operation which was performed prior to Cured-In-Place Piping (CIPP) lining, revealed additional work which needs to be done prior to successfully lining the pipes. This additional scope is extending the contractual funding by \$1,900,000.00. All extra work is tracked and time extensions are approved by Office of Engineering & Construction Personnel.

The scope of the construction project includes Cleaning, CIPP Lining, Open Cut Repair and Replacement of Sanitary Sewer Lines, and Rehabilitation of Manholes and Reinstatement of Sanitary House Connections.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 35.29% and WBE: 16.69%.

MINUTES**EXTRA WORK ORDERS**

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

DPW/OE&C - cont'd

4. EWO # 001, \$0.00 - WC 1302, On-Call Carbon Fiber Reinforced Polymer Large Water Main Repairs
-
- \$ 2,730,570.00 - Structural Preservation 1 yr. -
Systems, LLC

The Office of Asset Management is requesting a 365-day non-compensable time extension for W.C. 1302, On-Call Carbon Fiber Reinforced Polymer Large Water Main Repairs. The scope of this contract includes reinforcement and rehabilitation of various size Pre-stressed Concrete Cylinder Pipe (PCCP) segments with use of a carbon fiber reinforced composite repair system. This project is necessary for the City to be able to quickly mobilize a contractor for repairing PCCP pipes, in case a need arises based on PCCP main inspections and condition assessments. The services provided under this contract are critical for the Office of Asset Management to be able to deal with emergencies in the water distribution system, such as an imminent catastrophic break on a large diameter PCCP main. According to Special Condition 10, the City reserves the right to extend this contract for two additional terms of one year each. Under this change order, the City is exercising the 1st time extension, which will increase the completion date of the contract by 365 days. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes: Reinforcement and rehabilitation of various size PCCP segments with use of a carbon fiber reinforced composite repair system.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 0% and WBE 0%.

MINUTES**EXTRA WORK ORDERS**

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

DPW/OE&C - cont'd

- | | | | |
|---|---|---------------------|---|
| 5. EWO # 001, \$68,994.00 - WC 1351, Urgent Needs Infrastructure Rehabilitation | | | |
| \$ 4,583,300.00 | - | Spiniello Companies | - |

The Department was engaged by the Department of Planning on behalf of the local community urban farmers to provide potable water to City-owned properties that are being utilized as green space sites for urban farming. This was a program developed initially by the Department of Housing and Community Development. The Department of Planning will provide the necessary funding to utilize the Department of Public Works existing urgent need contract to perform work to extend water services to three designated green space sites located at the 2700 block between E. Federal Street and Oliver Street, the 3500 block of Kenyon Avenue, and the 2100 block of Boone Street. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes: Urgent need water main repairs and replacement as necessary, including, but not limited to, replacement/installation of various size new ductile iron pipe, valves fittings and appurtenances.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 9% and WBE 2%. At this time, the contractor is currently in compliance with MWBOO requirements.

MINUTES

Office of the President - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Associated Black Charities, Inc. (ABC) for the administration of the Baltimore City Children & Youth Fund. The period of the Memorandum of Understanding is January 01, 2018 and ending upon the date of expiration of Subtitle 9 of this MOU, unless terminated earlier pursuant to the terms of this MOU.

AMOUNT OF MONEY AND SOURCE:

\$12,000,000.00

BACKGROUND/EXPLANATION:

The Baltimore City Children & Youth Fund, approved by voters in 2016, is a continuing, non-lapsing fund, which provides funding for programs and services to the children and youth of Baltimore City. Upon approval by the voters of Baltimore City, the Council President's engaged a Task Force constituted of a wide range of stakeholders to make recommendations on the constitution and administration of the Fund.

Pursuant to the establishing Charter Amendment, the City Council approved an Ordinance on December 7, 2017. The Ordinance provides for the uses of the Fund and the administration of the Fund for the first two fiscal years. The Ordinance calls on the Council President, in consultation with the Mayor, to designate an interim Fiscal Agent to administer the fund for these years. Upon the recommendation of the Task Force, the Council President has selected ABC to administer the Youth Fund.

MINUTES

Office of the Council President - cont'd

Pursuant to the agreement, ABC will:

1. Assemble an advisory committee to recommend to the FISCAL AGENT the funding priorities for the grant process in fiscal year 2018. Creating a grant process to identify grantees to be funded by the Fund based on the priority program areas.
2. Convene a proposal review panel to review grant applications.
3. Provide staff support to the decision-making process.
4. Issue award letters to successful grantees.
5. Negotiate contracts with grantees.
6. Allocate funds to grantees.
7. Receive quarterly fiscal and program reports from all grantees.
8. Conduct, at a minimum, one site visit at each grantee, and participate when appropriate in programmatic and training sessions.
9. Establish a permanent intermediary.
10. Support capacity-building efforts to strengthen Fund administration.
11. Support capacity-building efforts to strengthen the ability of grantees to successfully and sustainably offer services to Baltimore's youth.

MINUTES

Office of the President - cont'd

12. Enforcing the terms of the grant agreements including but not limited to evaluating compliance with the grant agreements and determining the continuation or termination of funding for reach grantee.
13. Following the work plan requirements that are acceptable to the parties and subcontractors(s) of Associated Black Charities.

President: "Um -- um -- before we close, I'd like to thank Mayor Pugh for partnering with me to grant final approval of my historic Children and Youth Fund. I also like to thank the Comptroller for her um -- help as well. Um -- I would also like to recognize Diane Bell McCoy, CEO and President of Associated Black Charities, the organization that will be charged with distributing the grants. Um -- Diane, I know you are up to the task ahead and I want to thank you for um -- being the -- ah -- ah -- receiver of the funds that will be dispersed. So, again I want to thank you. Um -- also, um -- I want to thank um -- Co-Chair, Adam Jackson and Dr. John Brothers. Ah -- we're going to build a never before seen model for

MINUTES

distributing grants, and I can't wait for the citizens of Baltimore to finally get a say in how dollars are distributed to Children and Youth um -- programming. For -- for more information please visit bcyfund.org. Madam Mayor, would you like to make a comment? Madam Comptroller?"

Mayor: "Sure. Let me just thank all the groups, individuals, and everyone who worked together and thank the President for shepherding this project. Ah -- let us be real clear. This is about how we service our children. How we create funding for programs for our children. So, ah -- what the President has um -- put forth is a great opportunity for groups and organizations in the City who are engaged in activities around our young people to engage more. Ah -- we want to make sure that no child falls between the cracks. When we made Baltimore City Community College free, it was an opportunity to make sure that we are giving every child in the City an opportunity to um -- higher education. When we open up our rec centers till 11:00 o'clock on Friday nights and midnight on Saturdays, it's because we want places for our children to be engaged in productive activity. When you are creating programs around this, we hope you keep in mind what we need to do

MINUTES

for our children, and so I am very excited about this effort. Look forward to working with um -- Associated Black Charities and all the groups who come together in the City to focus on our children. But, I also want to take the time to remind folks um -- Mr. President, that there is a lot going on in our City for our children. This is an opportunity for us to take to it to another level. And I also want to take this opportunity to remind -- remind folks that while we don't run our school system and in 1997 when we gave control of our school system over to the State, the \$1.4 billion dollars, like in every other jurisdiction, that comes directly to those jurisdictions, don't come to Baltimore City. They go to the State. But, when we do our budget this year, we're going to be very clear, of the \$1.4 billion that comes from the State, this is all of our money. This is what we pay our taxes for. It is also a part of the City's budget and so we want to make sure, Mr. President, that we showcase that as well, and the additional monies that we will add. But, I'm excited about where we go from here as it relates to the youth fund, because our

MINUTES

children should be among our top priorities. Thank you for the effort that went into this. All of those who participated and the individuals that will continue to be engaged. Thank you."

President: "Okay, uh -- I would be remiss if um -- I didn't thank the Task Force uh -- members who were instrumental in making recommendations on the grant making process. Um -- so Adam you can let John Brothers, your co-chair, know and the Task Force know how grateful and thankful we are. Oh, I didn't see you John."

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with Associated Black Charities, Inc. for the administration of the Baltimore City Children & Youth Fund. The President **ABSTAINED**. The Comptroller **ABSTAINED**.

MINUTES

Mayor's Office of Employment - Ratification of the First
Development Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the First Amendment to the Agreement with Bon Secours of Maryland Foundation, Inc. This amendment will extend the period of the agreement through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$124,600.00 - 4000-806417-6313-781005-603051
4000-806418-6313-781005-603051

BACKGROUND/EXPLANATION:

On November 2, 2016 the Board approved the original agreement with Bon Secours of Maryland Foundation, Inc. for the period of October 1, 2016 through September 30, 2017 in the amount of \$124,310.75.

This amendment will extend the period through September 30, 2018 and increase the funding by \$124,600.00, making the new total \$248,910.75. The amendment also expands the number of participants from 25 to 50.

This amendment will allow Bon Secours of Maryland Foundation, Inc. to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success of 25 Baltimore City out-of-school youth ages 16 to 24 years old.

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

APPROVED FOR FUNDS BY FINANCE

MINUTES

MOED - cont'd

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the First Amendment to the Agreement with Bon Secours of Maryland Foundation, Inc.

MINUTES

Mayor's Office of Employment - Ratification of the First
Development Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the First Amendment to the Agreement with Sinai Hospital of Baltimore, Inc. This First Amendment will extend the period of the agreement through September 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$136,815.00 - 4000-806417-6313-474805-603051
4000-806418-6313-474805-603051

BACKGROUND/EXPLANATION:

On November 9, 2016 the Board approved the original agreement with Sinai Hospital of Baltimore, Inc. for the period of October 1, 2016 through September 30, 2017 in the amount of \$136,815.00.

This amendment will extend the period through September 30, 2018 and increase the funding by \$136,815.00, making the new total \$273,630.00.

This amendment will allow Sinai Hospital of Baltimore, Inc. to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success of 25 Baltimore City out-of-school youth ages 16 to 24 years old and will allow for the expansion of the number of participants by 20 (from 25 to 45).

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

MINUTES

MOED - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the First Amendment to the Agreement with Sinai Hospital of Baltimore, Inc.

MINUTES

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Robert Cotton for expenses incurred during the month of November 2017.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2071-000000-5521-632401-603020

BACKGROUND/EXPLANATION:

Mr. Cotton's paperwork was not submitted in a timely manner as he was waiting to receive his Operator Distributor (1) License from the State of Maryland.

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

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

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Robert Cotton for expenses incurred during the month of November 2017.

MINUTES

Department of Public Works/Office - Amendment No. 3 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Whitman, Requardt & Associates, LLP under Project 1180.5, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2013. The Amendment No. 3 will extend the Agreement through June 6, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The current expiration date is through February 6, 2018. The City has submitted W.C. 1292 70% design drawings to Baltimore County-Water Design Section for review. The comments from Baltimore County have identified a Baltimore County construction project immediately adjacent to the limits of W.C. 1292 on Belair Road. This will require additional coordination of design and construction phasing considerations in order to provide the appropriate design service to the City and Baltimore County. Therefore, the design completion dates for these contracts need to be extended.

Water main design and engineering services related to the existing water infrastructure have been identified by the City at various locations (Downtown Area & Madison Street, Wilkens Avenue/Frederick Avenue and Vicinity, and Belair Road & Vicinity) for replacement and/or rehabilitation. The scope of work includes preparation of contract documents including plans, specifications, cost estimates, permit applications, community outreach meetings, right-of-ways, etc.

MINUTES

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

This Amendment No. 3 is within the original scope of work and is being requested by the Agency to allow for the completion of work.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement are MBE: 28.01% and WBE: 9.95%.

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 Amendment No. 3 to Agreement with Whitman, Requardt & Associates, LLP under Project 1180.5, Small Water Main Replacement and Rehabilitation Design at Various Locations FY 2013.

MINUTESMayor's Office of Human Services - Agreements

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

1. **DEBORAH FAYE SHARPE** **\$60,000.00**

Account: 1001-000000-1772-512700-603051

Ms. Sharpe will conduct classroom observations, provide guidance, technical support, training, and oversight for three Baltimore City Head Start programs. Ms. Sharpe will provide all necessary reports based on all services provided. The period of agreement is January 1, 2018 to June 30, 2018.

MWBOO GRANTED A WAIVER.

2. **CASH CAMPAIGN OF MARYLAND, INC.** **\$19,197.17**

Account: 5000-586218-1191-594700-603026

CASH Campaign of Maryland, Inc. will use funds to cover personnel costs for a Site Manager who will oversee the CASH Campaign's low-income taxpayer clinics operating from January through April 2018. The Site Manager will be housed at the Mayor's Office of Human Services' Community Action Partnership (CAP) offices as part of wrap-around services offered to low-income city residents at CAP offices. The delay in submitting the agreement is due to a delay at the administrative level. The period of agreement is January 1, 2018 to April 30, 2018.

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.

MINUTES

Bureau of the Budget and Management Research (BBMR) - Acceptance of Grant Award and Appropriation Adjustment Order No. 42

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant award from the U.S. Department of Justice, Office of Justice Programs. The period of the Grant Award is October 1, 2017 through September 30, 2020.

The Board is also requested to approve Appropriation Adjustment Order No. 42 grant fund transfer within the Baltimore City Police Department (BPD) for \$250,000.00 in federal grant funds from Service 621: BPD Administration, to Service 622: Patrol.

AMOUNT OF MONEY AND SOURCE:

\$750,000.00 - From: 4000-400018-2041
Service 621: BPD Administration

To: 4000-408418-2042
Service 622: Patrol

BACKGROUND/EXPLANATION:

The BPD through collaborative efforts with the Maryland Division of Parole and Probation (MDPP), aims to reduce recidivism rates for male youth offenders ages 18-24. Through additional supervision requirements, instituted by a circuit court judge, the BPD and the MDPP will institute evidence based service and reentry practices, needs and risk assessments and personalized case management. Funding is provided via the Catalog of Domestic Federal Assistance (CFDA) number 16.812 - Second Chance Reentry Act Initiative. The grant award is late because of a delay in receipt of the award documents.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the grant award from the U.S. Department of Justice, Office of Justice Programs.

MINUTES

Bureau of the Budget and Management Research (BBMR) - Acceptance of Grant Award and Appropriation Adjustment Order No. 49

ACTION REQUESTED OF B/E:

The Board requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the K-9 Training - LETS grant, award number BJAG 2014-0076. The period of the Grant Award is February 5, 2018 through April 28, 2018.

The Board is also requested to approve Appropriation Adjustment Order No. 49 grant fund transfer within the Baltimore City Police Department for \$5,000.00 in unallocated federal funds from Service 621: Administration -Police, to Service 637: Special Operations K-9 and Mounted Unit.

AMOUNT OF MONEY AND SOURCE:

\$5,000.00 - From: 4000-400018-2041
Unallocated federal funds in Service 621
Administration - Police

To: 4000-416418-2016
Service 637: Special Operations K-9
and Mounted Unit

BACKGROUND/EXPLANATION:

The Baltimore Police Department's K-9 Training program enhances officer's skills and knowledge through specialized training. The program allows one officer to attend the Canine Trainers Course at the Shallow Creek Kennels, Inc. The training provides theory and methods on Directional Training for Tactical Canines. The grant fund will pay for the cost of this course.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention for the K-9 Training - LETS grant, award number BJAG 2014-0076. The Board further approved Appropriation Adjustment Order No. 49 grant fund transfer within the Baltimore City Police Department for \$5,000.00 in unallocated federal funds from Service 621: Administration - Police, to Service 637: Special Operations K-9 and Mounted Unit.

MINUTES

BBMR - cont'd

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Grant Award from The Governor's Office of Crime Control and Prevention to the Mayor's Office of Criminal Justice, Service 617: Victim Services.

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

- | | | |
|--|-------------|---------|
| 1. MORPHOTRUST USA, LLC | \$ 3,109.23 | Renewal |
| Contract No. 08000 - MorphoTrust TouchPrint Live Scan System
- Baltimore Police Department - P.O. No. P536342 | | |

On July 29, 2016, the City Purchasing Agent approved the initial award in the amount \$23,170.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This first renewal in the amount of \$3,109.23 is for the annual maintenance contract. The period of the renewal is February 15, 2018 through February 14, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

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| 2. FERGUSON ENTERPRISES, INC. | \$ 50,000.00 | Renewal |
| Contract No. B50004438 - Various Type K - Copper Tubing -
Department of Public Works, Water and Wastewater - P.O. No.
P534353 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On February 3, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. On January 25, 2017, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$50,000.00 is for the period February 20, 2018 through February 19, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 7, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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| 3. <u>THE AUTO BARN, INC.</u> | <u>\$ 0.00</u> | <u>Renewal</u> |
| Contract No. B50003802 - Towing Services for Cars, Trucks and Heavy Equipment - Department of General Services - Fleet - P.O. No. P529825 | | |

On December 24, 2014, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. The second call vendor, Ted's Towing Service, has refused to provide services under the contract. This first renewal is for the period January 1, 2018 through December 31, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On September 15, 2014, MWBOO set goals of 10% MBE and 3% WBE. On January 11, 2018, The Auto Barn, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: JJ Adams Fuel Oil Co., LLC	10%	See note below	
WBE: Robnet, Inc.	3%	\$1,121.73	2.1%

Vendor has submitted a plan to come into compliance with the 10% MBE goal.

MWBOO FOUND VENDOR IN COMPLIANCE.

4. POLYDYNE INC. \$ 0.00 Renewal
Contract No. B50003258 - Polymeric Flocculant for Patapsco Wastewater Treatment Plants - Department of Public Works, Water and Wastewater - P.O. NO. P526024

On January 8, 2014, the Board approved the initial award in the amount of \$187,455.24. The award contained four 1-year renewal options. Three renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period February 1, 2018 through January 31, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On November 14, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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| 5. DUKE'S SALES & SERVICE,
INC. | \$ 0.00 | Renewal |
| Contract No. 08000 - Jet Power II Grease Liquefying -
Department of Public Works, Water and Wastewater Maintenance
Division - P.O. No. P529791 | | |

On December 24, 2014, the Board approved the initial award in the amount of \$48,000.00. The award contained two 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period January 14, 2018 through January 13, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

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| 6. GRANICUS
INC. | \$ 19,200.00 | Boards and
Commissions Module |
| | 29,096.04 | Legistar Matrix |
| | \$ 48,296.04 | Renewal |
| Contract No. 08000 - Legistar Matrix Disaster Recovery System,
Support and Maintenance - Office of the City Council President
- P.O. No. P527503 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On October 29, 2013, the City Purchasing Agent approved the initial award in the amount of \$15,656.04. The award contained annual renewals subject to agreement by the parties. Three renewal options have been approved. Since 1999, the Office of the City Council President has utilized Legistar as its legislation workflow application. The Boards and Commissions module for the Office of the Mayor was deployed on November 21, 2014. There is no increase in unit pricing, therefore pricing is deemed fair and reasonable. This fourth renewal in the amount of \$48,296.04 is for the period January 1, 2018 through December 31, 2018 with additional annual renewals subject to agreement by the parties.

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

MBE/WBE PARTICIPATION:

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

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| 7. TRIONFO BUILDERS, INC. | \$296,400.00 | Increase |
| Contract No. 06000 - Emergency Stabilization of PS 103 Henry Highland Garnet School - Department of Housing and Community Development - P.O. No. P539017 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

On May 29, 2017, the Board approved the initial award in the amount of \$673,000.00. This increase is necessary to complete the additional work added to the project. This increase in the amount of \$296,400.00 will make the award amount \$969,400.00. This is a one-time procurement.

MBE/WBE PARTICIPATION:

The initial award was done under an Emergency Procurement because of the state of the building at the time. On December 6, 2017, MWBOO set goals of 40% MBE and 6% WBE for the additional work.

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| 8. <u>INQUIRIES, INC.</u> | <u>\$ 82,000.00</u> | <u>Increase</u> |
| Contract No. B500004504 - Background Investigation Services - Department of Human Resources - P.O. No. P536194 | | |

On July 13, 2016, the Board approved the initial award in the amount of \$35,000.00. Subsequent actions have been approved. On a fiscal year-to-year basis, the annual usage increased an average of 57% over the various required services. This contract has four 1-year renewals remaining; however, it is recommended not to renew the contract on July 12, 2018. A new solicitation will be issued encompassing the additional City requirements including possible segmentation for MBE/WBE goals. This increase in amount of \$82,000.00 will make the contract award \$167,000.00. The contract expires on July 12, 2018. The above amount is the City's estimated requirement.

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

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

MBE/WBE PARTICIPATION:

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

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|---|--------------|----------|
| 9. SMITH-BLAIR, INC. | \$200,000.00 | Increase |
| Contract No. B50004664 - Pipe Repair Clamps - Department of Public Works - P.O. No. P536586 | | |

On August 17, 2016, the Board approved the initial award in the amount of \$200,000.00. Due to the unusually high volume of purchases during the first year of this multi-year contract, an increase is needed. This increase in the amount of \$200,000.00 will provide funding for the remainder of the contract term and will make the award amount \$400,000.00. The contract expires on September 22, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 9, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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|--|----------------|----------------------|
| 10. ATLANTIC EMERGENCY SOLUTIONS | \$1,872,512.00 | Cooperative Contract |
| Houston-Galveston Area Council Contract No. AMD10-16-Dodge Road Rescue Medic Units - Department of General Services, Fleet Management - Req. No. R782750 | | |

The amount of \$1,872,512.00 will be financed through the City's Master Lease Program administered by the Bureau of Treasury Management.

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

Eight medic units will be purchased from a competitively bid, cooperative inter-local contract agreement between the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. These medic units will replace older equipment in the City's fleet as part of Fleet Management's planned replacement program. The contract expires on September 30, 2018.

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

MBE/WBE PARTICIPATION:

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

MWBOO GRANTED A WAIVER.

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| 11. TENNANT SERVICES AND SALES COMPANY | \$ 34,445.00 | Sole Source |
| Contract No. 08000 - New Preventive Maintenance Contract for Tennant Machines - Baltimore Convention Center - Req. No. R780286 | | |

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

Tennant Services and Sales Company is the manufacturer of the industrial sweepers, scrubbers and commercial carpet extractors and sweepers currently used at the Baltimore Convention Center. The company is responsible for repairs, replacement, maintenance, and warranty of these machines. The period of the award is October 26, 2017 through October 25, 2018. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

12. GEIGER PUMP & EQUIPMENT

COMPANY	\$ 71,874.00	Sole Source
Contract No. 08000 - Gould's Pumps and Parts - Department of Public Works - Wastewater Facilities - Req. No. R782667		

The vendor is the manufacturer's sole authorized distributor of these products which must be compatible with currently installed equipment at the water treatment plants. The period of the award is January 17, 2018 through January 16, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

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

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|---|---------------------|------------------------|
| 13. <u>EDRICH LUMBER, INC.</u> | <u>\$100,000.00</u> | <u>Selected Source</u> |
| Contract No. 06000 - Sawmill Services for City Recycling Logs - Department of Recreation and Parks - Req. No. R780310 | | |

The Baltimore City Department of Recreation and Parks has approximately 120 logs to process into dimensional lumber. The logs were removed from Camp Small/Cylburn Arboretum woodlands, which are set to begin construction at the end of this year. The logs will be used as interior wood for Cahill Recreation Center #1324. The logs have been sitting for three months and the longer they sit, the more damage will occur resulting in less yield and quality.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The City contacted three sawmills one in Windsor Mill, MD which is 17 miles from Camp Small, one in Gettysburg, PA which is 60 miles and one in Oakland, MD which is 180 miles away. Edrich Lumber, Inc. located in Windsor Mill was the closest and most cost efficient. The period of the award is January 1, 2018 through December 31, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On January 10, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. A portion of the contracts operations will be done by the Department of Recreation and Parks.

MWBOO GRANTED A WAIVER.

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|---|--------------|--------------|
| 14. <u>CINTAS</u> | \$ 60,000.00 | Ratification |
| Solicitation No. B50001863 - Uniform and Locker Rental with Laundry Service - Department of Public Works, Department of General Services - P.O. No. To be determined. | | |

On July 13, 2011, the Board approved the initial award in the amount of \$550,000.00. The award contained two renewal options. Subsequent actions including both renewals have been approved.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

A ratification is necessary for services rendered after the expiration of the contract. A new solicitation is currently being developed so a new contract can be put into place. The period of the ratification is September 1, 2017 through January 31, 2018.

15. MED-TRANS	\$ 40,000.00	Ratification
CORPORATION	<u>100,000.00</u>	and Term Order
	\$ 140,000.00	

Contract No. 06000 - Emergency Medical Air Transportation Services - Health Department - P.O. No. P534770

Emergency Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health and Mental Hygiene (DHMH) through the Transportation Grants Program. The DHMH protocol states, "All air ambulance transport costs for Maryland Medicaid recipients will be paid by the Baltimore City Health Department, through the Transportation Grants Program." Service Providers may submit invoices as late as two years after services have been rendered prior to the review and verification process, which takes approximately one year. The requested amount is required for payment of outstanding invoices and new invoices. The period of the ratification is July 1, 2017 through January 31, 2018. The period of the term order is February 1, 2018 through June 30, 2018, with one 1-year renewal option.

The State of Maryland must license all air ambulance service companies. The vendor is licensed by the State of Maryland.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

Not applicable.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The President **ABSTAINED** on item no. 6.

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 page:

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

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of General Services

1. GS 115823, Courthouse East Roof Replacement **REJECTION** - On November 8, 2017, the Board opened four bids. The three low bids were found in non-compliance by the Minority and Women Business Opportunity Office. The fourth bid was found in compliance but it was beyond the acceptable cost range for the project. The DGS determined that it is in the best interest of the City to reject the bids and decide on the best course of action to proceed with the project in the near future.

Bureau of Procurement

2. B5005185, Skid Steer Loaders Finch Services, Inc. \$ 199,920.00
(Dept. of General Services, Fleet Management)

MINUTES

Office of the State's Attorney - Memorandum of Understanding
for Baltimore City (SAO)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding with Behavioral Health System Baltimore, Inc. (BHSB). The period of the MOU is October 1, 2016 through April 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$85,670.00 - 5000-502917-1150-118100-601001

BACKGROUND/EXPLANATION:

The BHSB received funds through a grant from the Governor's Office of Crime Control and Prevention (GOCCP) entitled, Law Enforcement Assisted Diversion. The Board approved this grant award to the SAO on March 22, 2017. The period of the grant award was October 1, 2016 through September 30, 2017. The BHSB has since received approval from the GOCCP to extend the grant award through April 30, 2018.

The SAO received the grant funds from the BHSB to provide for the salary and fringe benefits for an Assistant State's Attorney. The purpose of the MOU is for the expectations of the parties to be set forth in writing and approved by the Board.

The Assistant State's Attorney will assist in the pre-booking diversion program for eligible participants generally diagnosed with substance-use disorders and mental health conditions. These individuals will be connected with parties to render intensive services rather than referring them to the criminal justice system.

MINUTES

SAO - cont'd

This MOU is late because the MOU was recently completed.

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 Memorandum of Understanding with Behavioral Health System Baltimore, Inc.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Service Agreement with the Washington/Baltimore HIDTA (W/B HIDTA) – Mercyhurst University. The period of this Service Agreement is January 1, 2018 through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$161,602.00 – 4000-404318-1150-118100-600000

BACKGROUND/EXPLANATION:

The W/B HIDTA will reimburse the Office of the State's Attorney for Baltimore City for the salary and benefits for two prosecutors to support initiatives in targeting the most violent drug gangs in the City.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution the Service Agreement with the Washington/Baltimore HIDTA (W/B HIDTA) – Mercyhurst University.

MINUTES

Department of Audits - Audit Reports and Related Audit Digests

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

1. City of Baltimore Mayor's Office of Information Technology Biennial Financial Audit for Fiscal Years ended June 30, 2015 and 2016 and the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.

President: "The first item on the non-routine agenda can be found on Page 74, item 1, Department of Audits, Audit's Report and Related Digest, City of Baltimore Mayor's Office of Information Technology Financial Audit. Will the parties please come forward?"

City Auditor: "Good morning Mr. President, members of the Board. My name is Bob McCarty, I'm the City Auditor. The Department of Audits has performed the biennial audit of the financial statements of the Mayor's Office of Info -- Information Technology, or MOIT for fiscal years '15 and '16. Our opinion on MOIT's financial statements is unmodified, which means it's a clean opinion. In addition to the audit report, we have included a separate report that addresses MOIT's compliance with certain laws and regulations

MINUTES

Department of Audits - cont'd

and the internal control over financial reporting relating to the financial statements. MOIT had the following two significant deficiencies in internal control over financial reporting. The first is ah -- a transfer of transfer revenue of \$12 million to MOIT for Call Center services. Our review of grant activity associated with Call -- the Call Center or 911 disclosed that expenditures totaling approximately \$12 million were charged to MOIT for fiscal years '14 through '16. However, the corresponding revenue was incorrectly submitted to the Baltimore City Police Department by the State of Maryland and was never transferred to MOIT. We recommend that a journal entry be prepared to transfer the \$12,000,000.00 in revenue from the Baltimore City Police Department to MOIT. In MOIT's response, they stated that it concurs with the recommendation and will work with the Department of Finance to resolve the finding. Finding no. 2, Controls Over

MINUTES

Department of Audits - cont'd

Payroll Records Required Strengthening. During our testing of payroll activity for MOIT, we found the following types of examples of ex -- exceptions in their payroll. Ah -- these were the ones that occurred more -- frequently. Ah -- one, bi-weekly timesheets were not always approved. Two employees did not always sign-in or sign-out, and three bi-weekly timesheets did not always agree with E-time, the City's payroll system. We recommend that MOIT refine its process for recording and reporting of its employee time to ensure the accuracy and completeness of the data and the resulting employee pay. Management's response ah -- MOIT stated that it concurs with the recommendation and within the next six months they'll be taking the necessary corrective actions to resolve the finding."

President: "Yeah, you can come up."

Mr. Cherry: "We concur."

MINUTES

Department of Audits - cont'd

President: "You all concur?"

Mr. Cherry: "We concur with the findings."

City Auditor: "Introduce yourself."

Mr. Cherry: "I'm sorry. So, I'm Mark Cherry. I'm the CFO of MOIT.

Um -- as mentioned, we concur with the findings that were -- that were mentioned."

President: "Okay. Thank you."

Mr. Cherry: "Thank you."

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

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MINUTES

Department of Audits - cont'd

3. City of Baltimore Department of Finance Biennial Financial Audit for Fiscal Years ended June 30, 2015 and 2016 and the Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.

President: "The second item on the non -- non-routine agenda can be found one -- Oh -- we wanted to skip that one. We'll come back to that one. The second item on the non-routine agenda can be found on Page 74, item no. 3 the Department of Audits, Audit Report and Related Audit Digest, City of Baltimore Department of Finance. Will the parties please come forward?"

City Auditor: "Good morning again, Bob McCarty, City Auditor. Excuse me -- um Audits has performed the Biennial Audit of Financial System Statements of the Baltimore City Department of Finance or Finance for the Fiscal Years ending June 30, 2015 and 2016. Our opinion of Finance's financial statements is unmodified and therefore a clean opinion. We also did a separate report, as I mentioned before, for MOIT and Finance had the following four

MINUTES

Department of Audits - cont'd

significant deficiencies in internal control over financial reporting. Ah -- Finding number one was the Absence of Journal Entry Support. During our audit, we noted that the capital project statement had a \$2 million dollar credit posted to a capital expenditure account that was reported in the statement of Other Revenue, -- as Other Revenue, excuse me. Analysis of the account revealed that these credits were association -- associated with vendor invoices from fiscal year 2008. We recommend that Finance retain all supporting documentation to assist in clarifying the basis for its journal entries. Ah -- without proper documentation, management cannot ensure that journal entry postings are accurate and complete. Ah -- Management's response, ah -- Finance stated that it concurs with the finding and explained that the original entry was posted approximately nine years ago and the original documentation could not be located. Finance discovered and corrected the error in fiscal year 2015. Finding number two, Controls over Claim Payments Require Improvement. Workman's

MINUTES

Department of Audits - cont'd

Compensation Claims are processed and paid for by Key Risk on behalf of the City of Baltimore. A daily payment file is ma -- is submitted to Risk Management to fund the respective transactions. However, the daily payment file is not reviewed by Management to ensure accuracy. We recommend that Risk Management review the payment files to determine the accuracy of individuals listed and the amounts charged. Finance response was that it concurred with the findings and has implemented procedures to ensure the accuracy of the individual claimants listed and the corresponding payments. Finding number three, Controls over Insurance Claims Require Improvement. The Director of Risk Management is responsible for preparing claims against the City's insurance policies. Further review disclosed that the Director also receives the correspondence -- the corresponding insurance claim checks. We recommend that the duties for preparing -- for the preparation of insurance claims and receipts of the corresponding checks be segregated. Finance concurred with the finding. Effective

MINUTES

Department of Audits - cont'd

immediately, they stated that payments for insurance companies will come directly to the -- to the Deputy Risk Manager, who will verify the remittance against the supporting documentation, complete a Cash Deposit Slip, and have the check and supporting documentation hand delivered to the City's Cashier for deposit. And Finding number four, Controls Over Payroll Records Require Strengthening. During our testing of the payroll activity for Finance, we found the following examples of -- of exceptions for payroll. Again, these were the three with the -- as examples that were more -- more frequent. Ah -- timesheets could not be located. Employees did not always sign-in or sign-out and timesheets were not approved by a -- by a Supervisor. Additionally, testing across the six divisions, within Finance, disclosed that there was no consistency in the preparation and processing of daily and bi-weekly employee time and the management approval of time sheets and of leave requests. We recommend that Finance refine its process for the recording and reporting of additional time, I'm

MINUTES

Department of Audits - cont'd

sorry, of employee time to ensure the accuracy and completeness of the data and the resulting employee pay. Additionally, we recommend that standard timekeeping and reporting process be established for Finance. In their response, Finance stated that it concurs with the finding and that their daily time attendance log should be standerlized -- standardized and all staff should utilize a daily sign-in and sign-out method that requires the individual employee to note their arrival and departure time and that the supervisor should review and approve recorded time in the E-Time system. Finance has issued standardized guidance to all Bureaus regarding time and attendance tracking."

Director of Finance: "Ah -- good morning. I'm Henry Raymond, Director of Finance. I'm pleased to report that no material weaknesses were identified in the Finance Department Audit for Fiscal 2015 and 2016. There were four findings that the Department concurs with. Corrective action plans have been developed and implemented. Further, the Department of Audits agreed to the

MINUTES

Department of Audits - cont'd

corrective action plans and finally, ah -- the Audit was prepared in a responsible manner and we thank the Audit Department for their cooperation for the Audits."

President: "Any questions? Thank you. The Audit has been **NOTED**."

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MINUTES

Department of Audits - cont'd

2. City of Baltimore Department of Public Works - Bureau of Solid Waste Biennial Financial Audit for Fiscal Years ended June 30, 2015 and 2016 and the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters based on an Audit of Financial Statements performed in accordance with Government Auditing Standards.

President: "Okay. Um -- the third item on the non-routine agenda can be found on Page 74, item number 2, Department of Audits, Audit Reports and Related Audit Digests, City of Baltimore Department of Public Works, Bureau of Solid Waste Biennial Financial Audit. Will the parties please come forward?"

Mr. John Chalmers: "Good morning. Ah -- John Chalmers, ah -- Acting Bureau Head for the Bureau of Solid Waste, Department of Public Works."

City Auditor: "And good morning. Bob McCarty again."

President: "Good morning Bob."

City Auditor: "Ah -- the Department of Audits ah -- performed the biennial audit of the financial statements of the Department of Public Works or DP -- DPW and we did -- we did the report just on

MINUTES

Dept. of Audits - cont'd

the Bureau of Solid Waste for the fiscal years ended 2015 and 2016. Our opinion on DPW's financial statements is unmodified, and therefore is a clean opinion. As with the last two, we also had some findings in our separate report. Ah -- DPW had the following three significant deficiencies in internal control over financial reporting. The first is that a grant balance remained opened. We noted that a grant account maintained a balance of \$5.6 million over the two-year period, 15 and 16, without any corresponding expenditure activity. Further review -- review -- excuse me -- review disclosed that the revenue has been on the books of DPW since 2007. We recommend that DPW continue to research this account to determine the source and accuracy of the balance. We also recommend that DPW perform a per -- periodic account analysis to appropriately manage all financial activity. DPW, in their response stated that it agrees with the finding and explained that the -- the grant cash balance has been present for at least 10 years, and that it is the result of revenues generated from

MINUTES

Dept. of Audits - cont'd

citations issued by its Sanitation Enforcement Unit prior to its transfer to HCD in 2007. DPW believes that the Unit was to be financially self-sufficient with revenues generated from the payment of these citations. DPW also stated that it now has a fully-staffed Grants Management Office which will have the responsibility for not only procuring grants, but also tracking them. Ah -- the second Finding, our review of DPW's Transfer Station and Quarantine Road disposal sites disclosed the following: One, there are no -- there were no controls in place to ensure that all vehicles that arrive at the sites are properly weighed and charged for their respective services. Two, the current system permits the administrative staff to recommend credit memos. Three, the administrative staff at the transfer station is responsible for the collection of cash, preparation of the daily deposit, and the verification of the deposit. Four, Supervisors are responsible for the daily bank balance, instead of using an armored car service, and five, the camera systems are not operable -- operable in either location to

MINUTES

Dept. of Audits - cont'd

act as a deterrent and to support management oversight and control of the operations. We recommend that the weigh station system be revised to initiate the weighing process when the vehicle crosses the scale or to can -- or that a counter be installed and reconciled against the daily activity log and deposit. Two, Management obtain and review the daily credit report. Three, the duties for the collection of cash, preparation of the daily deposits, and the validation of -- of deposits be segregated. Four, an armored car service be utilized to make daily deposits. And five, camera systems be installed and updated at both locations. DPW in its response, agrees with the finding and stated that DPW is currently in discuss -- discussions with their vendor to see if the current system can be updated or a new system can be obtained to automatically record all vehicles making any contact with the scale. Ah -- two, DPW has contacted technical support in order to have training provided to administrative staff and managers so that the daily credit memos will become a standard part of its

MINUTES

Dept. of Audits - cont'd

daily reconciliation and validation process. Three, DPW ah -- agrees with the collection of cash, the preparation of a daily deposit, and validation of deposits should be segregated. Four, DPW has received a proposal from Dunbar Armored services to be begin service and five, DPW has reevaluated its current camera system and up -- upgrades and repairs have been scheduled. The third finding is similar to the last two um -- the Controls over Payroll Records Require Stren -- Strengthening. During our testing of the payroll active -- activity for DGS, we found the following examples; again, these are the most frequent ones. Ah -- payroll documen -- documentation was not provided, employees did not always sign-in or sign-out, and/or bi-weekly timesheets were not approved by a supervisor. We recommend that DPW refine its process for the recording and reporting of employee time to ensure the accuracy and completeness of the data and the resulting employee pay. Ah -- DPW concurred with the finding and stated that it does recognize that any inconsis -- inconsistencies in payroll documentation is

MINUTES

Dept. of Audits - cont'd

undesirable and the Bureau is committed to continue with the safeguards it's put in place so that such improvements can continue."

Mr. Chalmers: "I agree with the recommendations."

President: "Any questions? Ah -- the Audit has been **NOTED.**"

City Auditor: "Thank you."

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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 Information Technology</u>			
1. Lisa Allen	Engage 311 Conference Tampa, FL April 29 - May 5, 2018 (Reg. Fee \$595.00)	General Fund	\$2,098.40

The subsistence rate for this location is \$174.00 per night. The hotel cost is \$225.00 per night, plus hotel taxes of \$28.50 per night. The Department is requesting additional subsistence of \$51.00 per night for the hotel balance and \$40.00 per day for meals and incidentals. The airfare fee of \$269.40 and registration fee of \$595.00 were prepaid on a City-issued procurement card assigned to Ms. Allen. Therefore, Ms. Allen will be disbursed \$1,234.00.

Health Department

2. Crystal Pope	Chronic Disease Self-Management Program Master Trainer Feb. 4 - 10, 2018 Palo Alto, CA (Reg. Fee \$1,700.00)	III B	\$4,328.98
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The subsistence rate for this location is \$292.00 per night. The total cost of the hotel for February 4, 2018 - February 9, 2018 is \$1,758.60, plus hotel taxes of \$256.38. The Department is requesting additional subsistence of \$6.60 for the hotel and \$240.00 (\$40.00 per day) for food and incidentals.

MINUTES

TRAVEL REQUESTS - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u> - cont'd			
The airfare costs of \$314.00 and registration fee of \$1,700.00 were prepaid using a City-issued procurement card assigned to Mr. Ryan Hemminger. Therefore, the disbursement to Ms. Pope is \$2,314.98.			
3. Natasha Ramberg	Chronic Disease Self-Management Program Master Trainer Feb. 4 - 10, 2018 Palo Alto, CA (Reg. Fee \$1,700.00)	III D	\$4,328.98

The subsistence rate for this location is \$292.00 per night. The total cost of the hotel for February 4, 2018 - February 9, 2018 is \$1,758.60, plus hotel taxes of \$256.38. The Department is requesting additional subsistence of \$6.60 for the hotel and \$240.00 (\$40.00 per day) for food and incidentals.

The airfare costs of \$314.00 and registration fee of \$1,700.00 were prepaid using a City-issued procurement card assigned to Mr. Ryan Hemminger. Therefore, the disbursement to Ms. Ramberg is \$2,314.98

MINUTES**TRAVEL REQUESTS** - cont'd

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore Police Department</u>			
4. Matthew Ensor	K-9 Trainer Certification School Sharpsville, PA Feb. 4 - Apr. 28, 2018 (Reg. Fee. \$6,000.00)	General Fund and GOCCP Grant	\$9,240.00

The registration fee includes room accommodations. The Department is requesting subsistence in the amount of \$40.00 per day for 81 days for food and incidentals for February 5 - April 26, 2018. After approval by Board, the BPD will pay the registration fee of \$6,000.00 to the vendor, Shallow Creek Kennels, Inc. Mr. Ensor will be disbursed \$3,240.00.

The Board, UPON MOTION duly made and seconded, approved the foregoing travel requests.

MINUTES

Mayor's Office of Employment Development - Interagency Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Interagency Agreement with the Maryland State Department of Juvenile Services. The period of the Interagency Agreement is July 1, 2017 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$248,205.00 - FY18
302,519.00 - FY19
\$550,724.00 - 4000-809518-6331-456000-404001

BACKGROUND/EXPLANATION:

This Interagency Agreement will provide targeted services for pre-adjudicated youth through the Pre-Adjudicated Coordination and Training (PACT) Evening Reporting Center.

The Interagency Agreement authorizes a cooperative effort utilizing funding to provide youth with connections to targeted services to meet their personal, mental health, academic and career goals. Additionally, the PACT Center integrates evening reporting/supervision with assessments, service planning, and transition to community-based placements for youth as an alternative to detention. MOED will provide services in accordance with the Department of Juvenile Services' Budget and Budget Narrative, as clarified and made part of this Interagency Agreement as Attachment 2.

MBE/WBE PARTICIPATION:

N/A

MINUTES

MOED - cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Interagency Agreement with the Maryland State Department of Juvenile Services.

MINUTES**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - WC 1370, AMI/R Urgent Need
Office of Engineering and Metering Infrastructure
Construction Repair & Replacement, Various
Locations (3" & Larger Water
Service)
BIDS TO BE RECV'D: 2/21/2018
BIDS TO BE OPENED: 2/21/2018

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

MINUTES

ACKNOWLEDGMENT

President: "Uh -- before um -- I make my statement, ah -- um -- Councilman um -- Stokes um -- Chair of Executive Appointments is here. And um -- I think I seen Councilman Dorsey. Is he still here? Councilman Dorsey. Thank you. Welcome to the Board of Estimates. There being no business before this Board, we will recess until bid opening at twelve noon. Thank you."

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MINUTES

Clerk: "Good afternoon. The Board of Estimates 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 addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

- Department of Public Works - SC 926 Electrical Distribution System Reliability Improvements Physical Security Upgrade & On-Site Power Generation at the Patapsco Waste Water Treatment Plant
BIDS TO BE RECV'D: 02/14/2018
BIDS TO BE OPENED: 02/14/2018
- Department of General Services - GS 16813, 2300 Maryland Avenue Cornice Repair
BIDS TO BE RECV'D: 02/07/2018
BIDS TO BE OPENED: 02/07/2018

MINUTES

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

Bureau of Purchases - B50005186, Steel Track Excavator

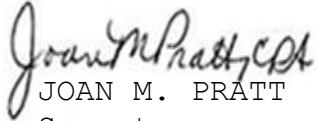
Valley Supply + Equipment Co., Inc.
Jesco, Inc.

Bureau of Purchases - B50005214, One-Ton Crew Cab Dump Trucks

NO BIDS WERE RECEIVED.

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There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, February 7, 2018.


JOAN M. PRATT
Secretary