

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 - **ABSENT**
Andre M. Davis, City Solicitor - **ABSENT**
S. Dale Thompson, Deputy Director of Public Works
Bernice H. Taylor, Deputy Comptroller and Clerk
Dana P. Moore, Deputy City Solicitor

President: "Good morning. The August 22, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated August 20, 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

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries. The routine agenda has been approved."

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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 October 30, 1991, the following contractors are recommended:

Elysian Energy, LLC	\$1,500,000.00
Mendocino General Contractors, Inc.	\$ 180,000.00

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:

Biohabitats, Inc.	Landscape Architect Engineer
Greenman-Pedersen, Inc.	Landscape Architect Engineer Land Survey Property Line Survey Construction Management
McCormick Taylor, Inc.	Engineer
PEER Consultants, P.C.	Engineer
Stantec Consulting Services, Inc.	Engineer
	Landscape Architect Land Survey Architect
Zest, LLC	Architect

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 listed firms.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed and Easement Agreement with UMB Health Sciences Research Park Corporation to convey two parcels of land known as a portion of the former bed of S. Fremont Avenue from W. Baltimore Street southerly to Booth Street and a portion of the former bed of Martin Luther King Jr. Boulevard from W. Baltimore Street, southerly to Booth Street and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

These two parcels of land have been maintained and will continue to be maintained by the UMB Health Sciences Research Park Corporation as open space and gateway to its Bio-Park and for no other purpose. In the event that the Grantee would make any improvements not consistent with the use of said property as an open park the Grantee would be required to pay the fair market value of the subject property. The two parcels of former street beds were closed under Ordinance 13-149 approved on August 12, 2013. The UMB Health Sciences Research Park Corporation has also agreed to grant to the City a perpetual easement through the property to maintain and repair any existing utilities or other facilities within the subject easement area.

The sale was authorized by means of Sales Ordinance No. 13-150 approved on August 12, 2013. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed and Easement Agreement with UMB Health Sciences Research Park Corporation to convey two parcels of land known as a portion of the former bed of S. Fremont Avenue from W. Baltimore Street southerly to Booth Street and a portion of the former bed of Martin Luther King Jr. Boulevard from W. Baltimore Street, southerly to Booth Street and no longer needed for public use.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Deed to Biopark Fremont, LLC to convey a parcel of land known as a portion of the former bed of Martin Luther King Jr. Boulevard from W. Fairmount Avenue, southerly to W. Baltimore Street and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$2,340,000.00 - appraised value

BACKGROUND/EXPLANATION:

This portion of the former bed Martin Luther King, Jr. Boulevard is needed by Biopark Fremont, LLC for further expansion of its biopark. This former street bed was closed under Ordinance 13-149 approved on August 12, 2013. Biopark Fremont, LLC has agreed to grant to the City a perpetual easement through the property to maintain and repair any existing utilities or other facilities within the subject easement area.

The sale was authorized by means of Sales Ordinance No. 13-150 approved on August 12, 2013. The street closing process is intricate and involves public notice and other procedures before the deed can be prepared for submission to the Board for approval.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Deed to Biopark Fremont, LLC to convey a parcel of land known as a portion of the former bed of Martin Luther King Jr. Boulevard from W. Fairmount Avenue, southerly to W. Baltimore Street and no longer needed for public use.

Department of Real Estate - Lease Agreement

MINUTES**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement for the use of 349 square feet to Mr. Lionel T. Adams, Sole Proprietor, "Tenant" located at 3000 Druid Park Drive, Suite 2B. The period of the Lease Agreement is effective upon Board approval for one year with an option to renew for one additional one-year period.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Mr. Adams will use the premises for tailoring services and office space. The initial term of one year will commence immediately upon approval of the lease by the Board.

The annual rent for the initial lease year is \$5,160.00, payable by the Tenant in equal monthly installments of \$430.00. The rent includes utilities, real estate taxes, and operating expenses. Tenant shall pay their own janitorial services.

The space is being leased to Tenant "as is." Tenant will be responsible for any improvements to the premises, only upon receiving landlord's approval.

In addition, Tenant is obligated to maintain and keep in force general public liability, contractual liability, and property damage insurance protection for the premises and will name the City as additionally insured under said insurance policies.

The Lease Agreement is late due to administrative issues.

MINUTES

Department of Real Estate - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement for the use of 349 square feet to Mr. Lionel T. Adams, Sole Proprietor, "Tenant" located at 3000 Druid Park Drive, Suite 2B.

MINUTESSpace Utilization Committee - Transfer of Building Jurisdiction**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of jurisdiction for the below-listed properties from the inventory of the Department of Housing and Community Development to the inventory of the Department of Recreation and Parks.

2423 Linden Avenue	Block 3463A, Lot 7
1540 Abbotston Street	Block 4137, Lot 20
1562 Abbotston Street	Block 4137, Lot 25
1564 Abbotston Street	Block 4137, Lot 26
1441 E. 28 th Street	Block 4137, Lot 43

BACKGROUND/EXPLANATION:

The properties are being transferred from the Department of Housing and Community Development to the Department of Recreation and Parks. The properties are known as German Park and Briscoe Park. The Department of Recreation and Parks will monitor and maintain the properties as parks.

The Space Utilization Committee approved this transfer of jurisdiction on July 10, 2018.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the above-listed properties from the inventory of the Department of Housing and Community Development to the inventory of the Department of Recreation and Parks.

MINUTES

Baltimore Development Corporation - Third Amendment to Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Amendment to Land Disposition Agreement (LDA) with American Communities Trust, Inc. and Baltimore Food Hub, Inc. (Developers) for the "Oliver Parcel" located at 1801 E. Oliver Street (Section 10, Block 1495, Lot 1) and the "Llewelyn Parcel" at 1731 Llewelyn Avenue (Section 10, Block 1494, Lot 101).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Developers have secured New Market Tax Credits for the Baltimore Food Hub Economic Development Project. In order to facilitate this transaction, the Developers have requested changes to the LDA and associated Purchase Money Mortgage (PPM).

The City and the Developers have agreed to the following amendments to the LDA: i) Confirmation of the forgiveness of the First Tranche (\$112,500.00) and Second Tranche (\$112,500.00) as a result of the completion of Phase Ia and Phase Ib of the Llewelyn Avenue parcel, as provided for under the Second Amendment, and ii) Modification of the remaining Purchase Money Mortgage of \$225,000.00 ("Oliver Street Debt")

The Third Amendment to the Land Disposition Agreement (Third Amendment) will extend the period under which the Oliver Street Debt will accrue no interest and require no payments until 96 months after approval of the Third Amendment. In addition, if the Developer completes the project within this 96-month period, the Oliver Street Debt will be forgiven in its entirety.

MINUTES

Baltimore Development Corporation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Third Amendment to Land Disposition Agreement with American Communities Trust, Inc. and Baltimore Food Hub, Inc. for the "Oliver Parcel" located at 1801 E. Oliver Street (Section 10, Block 1495, Lot 1) and the "Llewelyn Parcel" at 1731 Llewelyn Avenue (Section 10, Block 1494, Lot 101).

MINUTES

TRANSFERS OF FUNDS

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UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3617 - 3618

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES**TRANSFER OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	\$15,000.00	9950-910085-9509	9950-905568-9508
	GF HUR	Construction Reserve - ADA Self Evaluation	ADA JOC Contract Citywide

This transfer will cover the costs of prints and other related costs necessary to advertise project TR 17023 ADA JOC Contract Citywide.

Department of Public Works/Office
of Engineering and Construction

2.	\$1,994,962.13	9960-909100-9558	9960-914996-9557-6
	Wastewater Revenue Bond	Water Infrastructure Rehabilitation	Construction

This transfer will cover the costs of TR 12311R Replacement of Three Bridges over MD 295: Waterview Avenue, Annapolis Road and Maisel St. This is a joint project between the Department of Transportation and the Department of Public Works.

Department Planning

3.	\$ 150,000.00	9904-907787-9129	9904-905777-9127
	2 nd Comm. Eco. Dev. Loan	Port Discovery Children's Museum - Reserve	Port Discovery Children's Museum - Active

This transfer will allow Port Discovery Children's Museum to access funds appropriated in the current fiscal year for museum improvements. The fund will primarily go towards design and construction of new exhibits at the museum.

MINUTES

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department Planning</u> - cont'd			
4.	\$50,000.00	9904-918029-9129	9904-909049-9127
	2 nd Comm. Eco.	MD Science Center	MD Science Center
	Dev. Bonds	Kids Room	Kids Room

This transfer will allow the Maryland Science Center to access funds appropriated in the FY 19 capital budget to renovate the Kids Room, including new interactive activities for early learners.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Jose Espinal	1346 Mosher Street	F/S	\$ 54,450.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.			
2. Mark A. Reed, Trustee of the Second Amended and Restated Declaration of Trust	2203 Henneman Avenue	L/H	\$ 31,750.00
3. Mark A. Reed, Trustee of the Second Amended and Restated Declaration of Trust	2235 Henneman Avenue	L/H	\$ 31,800.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demolition Site.			
4. Hassan Majied	2204 Druid Hill Avenue	L/H	\$119,167.00
Funds are available in account no. 9910-908636-9588-900000-704040, Druid Hill Project.			
5. Tridack, LLC	838 Edmondson Avenue	G/R \$69.00	\$ 633.00
Funds are available in account no. 9910-908044-9588-900000-704040, Upton West Project.			

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnations</u>			

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

6. William Carter, Jr.	3004 Woodland Avenue	F/S	\$ 2,000.00
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Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.

7. Thurston O. Butler LLC and Sandra P. Butler (deceased)	1134 W. Saratoga Street	F/S	\$ 45,000.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

8. RMN Ground Rents, LLC	2530 E. Biddle Street	Sub-G/R \$240.00	\$ 1,250.00
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Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

9. Pedro Gomez	2701 Hugo Avenue	L/H	\$ 54,500.00
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Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick/Hugo/28th Street Project.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
10. Harry Litt and Reva Litt	2005 Greenmount Avenue	G/R \$84.00	\$ 700.00
11. Virginia M. Hemelt	2530 E. Biddle Street	G/R \$90.00	\$ 750.00
12. Estates of Stanley M. Lipsitz and Alvin F. Lipsitz	1332 Mosher Street	G/R \$60.00	\$ 750.00

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

13. Arno Company	1034 Sarah Ann Street	G/R \$33.00	\$ 220.00
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Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

14. Mary Gossard Monteith	1824 Division Street	G/R \$54.00	\$ 900.00
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Funds are available in account no. 9910-908044-9588-900000-704040.

15. Ann Uhlar Friedman	555 Laurens Street	G/R \$65.00	\$ 541.00
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Funds are available in account no. 9910-908044-9588-900000-704040.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions</u>			
16. Morris Lew Scherr	562 Wilson Street	G/R \$60.00	\$1,000.00
Funds are available in account no. 9910-908044-9588-900000-704040.			
17. Percy L. Warren and Eugenia R. Warren	507 Robert Street	G/R \$80.00	\$1,333.00
Funds are available in account no. 9910-908044-9588-900000-704040.			
18. Stuart C. Carmody	1101 N. Bradford Street	G/R \$42.00	\$ 280.00
Funds are available in City Bond Funds, account no. 9910-907079-9588-900000-704040, Tax Sale Ground Rents Project.			

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

Department of Law - Payment of Settlement

19. William A. Welch, Jr.	2851 Prospect Street	F/S	\$7,500.00
Funds will be drawn from account no. 9910-908636-9588-900000-704040, FY16 Whole Block Demo Area.			

On May 15, 2018, the City filed a condemnation action to acquire the Fee Simple interest in the real property located at 2851 Prospect Street. The Board previously approved \$20,000.00 to acquire the subject property's Fee Simple

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - cont'd</u>			
<p>interest based upon the higher of two independent appraisal reports. Mr. Welch filed an Answer contesting the fair market value and provided a report that appraised the property at \$35,000.00. The parties agreed to a settlement amount of \$27,500.00. Thus, the Board is requested to approve an additional \$7,500.00 (\$27,500.00 less the previous approval amount of \$20,000.00). The previous Board approval date was February 28, 2018.</p>			
<u>DHCD - Rescission and Approval of Option</u>			
20. Mattie Sykes	908 E. Eager Street	L/H	\$22,704.00

On January 24, 2018, the Board approved the acquisition of the leasehold interest, by condemnation, in the property located at 908 E. Eager Street for \$20,640.00. Since the original Board approval, the owner, Mattie Sykes has negotiated a sale price and would like to proceed with voluntary settlement. Therefore, the Board is requested to rescind the previous approval of January 24, 2018 and approve the option to purchase the leasehold interest in 908 E. Eager Street for \$22,704.00.

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.

Funds are available in City Funds, account 9910-906126-9588-900000-704040, FY17 CORE Demo Project. This is a part of the Ambrose Kennedy Park Expansion Project in Johnston Square.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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UPON MOTION duly made and seconded, the Board approved the Options, the Condemnations, the Condemnations or Redemptions, the Payment of Settlement and the Rescission and Approval of Option.

MINUTES

Mayor's Office of Criminal Justice - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$49,500.00 - The appropriation will be placed in the State fund detailed number - 510319

BACKGROUND/EXPLANATION:

On July 27, 2018, the Governor's Office of Crime Control and Prevention awarded the City a grant to garner city residents' feedback regarding community-police relations. This is a requirement of the Consent Decree agreement made between the United States Department of Justice and the City.

The funds will be used to partner with a local university to conduct several community-based conversations in order to: 1) identify best practices to garner community feedback, 2) provide safe space for communities to share their sentiments regarding community/police relations, and 3) report on community satisfaction of police services.

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.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 10 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$38,722.38 - 9938-911083-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for the stabilization of the Clyburn Carriage House.

MBE/WBE PARTICIPATION:

Including this task, the Contractor has achieved the following percentages:

MBE: 30.45%

WBE: 19.20%

MWBOO FOUND VENDOR IN COMPLIANCE.

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

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$20,000.00	9938-910083-9475	9938-911083-9474
1 st Parks &	FY 17 Historic	FY17 Historic Park
Public	Park Facility	Facility Renovations
Facilities	Renovations	Active
	Reserve	

This transfer will cover the cost of Project No. 1234 Task # 10 to Murphy & Dittenhafer, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 10 to Murphy & Dittenhafer, Inc. under Project No. 1234, On-Call Architectural Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Department of Recreation and Parks - Cooperative Agreement and
Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notice of Grant Award (NGA) and approve and authorize execution of the Cooperative Agreement with the United States Environmental Protection Agency. The period of the Cooperative Agreement is October 1, 2017 through September 30, 2020 or when all payments of the Agreement have been made, whichever occurs sooner.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 9938-910102-9474

BACKGROUND/EXPLANATION:

The Baltimore City Department of Recreation and Parks together with the Baltimore Development Corporation applied for the Environmental Protection Agency Grant to aid in funding the Assessment of City-wide Park Brownfields. This grant was identified in Recreation and Parks FY 18 Capital Budget and approved July 1, 2017. On September 13, 2017 the Department of Recreation and Parks was notified that the Environmental Protection Agency was approving the grant to the City. After conferring with the Bureau of the Budget and Management Research, Capital Finance and the Law Department about how to share responsibility with the Baltimore Development Corporation, it was determined that the best way to proceed was to complete a transfer of funds and have the City accept the Environmental Protection Agency's Corporation Agreement. Clarification on this question took several months to accomplish. At present, Baltimore City Department of Recreation & Parks is partnering with the Baltimore Development Corporation to begin brownfield site assessment work. Accepting this Cooperative Agreement will allow for the completion of Brownfield Assessments of Park Property including Ridgley's Cove and Reedbird Park.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$200,000.00	9938-909102-9475	9938-910101-947
Federal	FY 2018 Park	FY 18 Park
Revenue	Rehabilitation	Rehabilitation
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with implementing the Brownfield Assessment Grant from the United States Environmental Protection Agency for City-wide park property with hazardous substances. Baltimore City Department of Recreation and Parks is partnering with the Baltimore Development Corporation to implement this grant.

UPON MOTION duly made and seconded, the Board approved acceptance of the Notice of Grant Award and approved and authorized execution of the Cooperative Agreement with the United States Environmental Protection Agency. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

MINUTES

Police Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention for the Gun Violence Reduction Grant Award GVRG-2019-0013. The period of the grant award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$89,000.00 - 5000-504219-2013-804700-600000

BACKGROUND/EXPLANATION:

The Baltimore Police Department's Gun Violence Reduction Program assists in development of and implementing strategies specifically intended to reduce gun related crimes in the state of Maryland. The goal is to reduce firearm related crimes by supporting the Multi-Jurisdictional Gun Trace Task Force and Baltimore's Gun Offender Registry. This award funds positions for a Data Entry Operator and Gun Trace Analyst within the Crime Laboratory Firearms Unit and overtime expenses.

This request is late because the award documents were recently received.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Police Department - cont'd

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 Gun Violence Reduction Grant Award GVRG-2019-0013.

MINUTES

Department of Human Resources - Agreement - Battalion Fire
Chief Promotional Assessment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Express Agreement (USA) - Short Term Meeting with the Hilton Baltimore for the Battalion Fire Chief Promotional Assessment. The event is scheduled for September 4 - 7, 2018. The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses for 13 subject matter experts who will administer the assessment.

AMOUNT OF MONEY AND SOURCE:

	Sept. 4th - Sept. 7 th
	Oral Assessment
	Overnight Guestrooms
	15 Guest Suites x 4 nights
	@ \$160.00 net rate = \$9,600.00
\$10,512.00	(\$9,600.00 x 9.5% occupancy tax)
	Interview/Test Rooms
	Sept. 6th - Sept. 7 th
	*10 rooms x *3 days
	@ \$160.00 net rate = \$4,800.00
5,256.00	(\$4,800.00 x 9.5% occupancy tax)
	Storage Rooms
	2 Guestrooms x 3 days @ \$160.00 net rate = \$960.00
1,051.20	(\$960.00 x 9.5 % occupancy tax)
	Furniture Removal Fee
800.00	Interview Test Rooms/Guestroom 8 @ \$100.00 per room

MINUTES

Department of Human Resources - cont'd

	Self-Parking
	Sept. 4th – Sept. 7th
	15 cars x 4 nights
	@ \$33.00 per day
1,980.00	(\$495.00 x 4 days)
	Training/Registration Room x 3 days
	@ (Complimentary)
	Hospitality Suite 15 guests x 2 days @
	(Complimentary)
	Coffee Service - Training day
	Sept. 5th
	20 attendees x 1 day
	@ (\$22.00 per person + 25%
550.00	service/gratuity)
	Coffee Service Beverage/Snack Break
	Sept. 6th – Sept. 7th
	15 attendees
	@ (\$22.00 per person x 2 days + 25%
825.00	service/gratuity)
	Audiovisual Equipment (Training day) Sept.
	5th Screen & Projector Rental @ 1 day =
1,100.00	\$880.00 (\$880.00 x 25% service/gratuity)
	Examiners' Airfare (Roundtrip): 13
	examiners traveling from various locations
7,150.00	@ \$550.00

MINUTES

Department of Human Resources - cont'd

	Per Diem Meal Allowance
	Per Diem Rate - \$69.00 per day x 5
	days = \$345.00
4,485.00	13 Examiners - \$345.00 x 13

	Ancillary expenses -
	13 Examiners x \$150.00 Each
	for (reimbursement of travel expenses,
	luggage fees, cab/shuttle
	fees, to and from the airport,
<u>1,950.00</u>	parking)

\$35,659.20 - 1001-000000-1603-172500-603026
 (Total Estimated
 Expenses)

BACKGROUND/EXPLANATION:

The Battalion Fire Chief Promotional Assessment occurs every two years. The assessment includes written and oral exam components and is scheduled to take place on September 4 - 7, 2018. Twenty-five rooms will be necessary to administer the exam.

Fifteen rooms will be rented for overnight accommodations for the 13 examiners and two Test Administrators.

Ten rooms will be rented for administration of the exam. The rooms will be utilized for the training of examiners, candidate interview preparation rooms for candidates to prepare responses to interview questions, and to conduct panel interviews. The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component is administered on September 4, 2018. A testing schedule for the oral exam will be created immediately following administration of the written component based upon the number of candidates that report and the number of testing days will be confirmed. Room reservations for this function must be arranged

MINUTESDepartment of Human Resources - cont'd

many months in advance. The Express Agreement (USA) - Short Term Meeting is based upon the maximum usage requirements and may be reduced. Approval is requested for other expenses such as travel (personal vehicle reimbursement, airfare, etc.) and meal allowance (per diem checks) for examiners.

Most examiners will arrive in Baltimore on Tuesday, September 4, 2018. The oral component will begin on Wednesday, September 5, 2018 with training/orientation and run through Friday, September 7, 2018. Most examiners will depart the hotel the morning of Saturday, September 8th, 2018 due to the length of testing on Friday and the distance back to their respective jurisdictions. Due to the early start time and long working hours (between 6:30 AM and 10:00 PM each day); a beverage break will be made available to the examiners each morning. Estimated costs for hotel parking for the examiners (at the hotel) is also included as some examiners will have vehicles. Audio visual equipment which is required for training at the hotel is also included.

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 Express Agreement (USA) - Short Term Meeting with the Hilton Baltimore for the Battalion Fire Chief Promotional Assessment. The Board also approved payment by expenditure authorization for airfare, per diem, and ancillary expenses for 13 subject matter experts who will administer the assessment.

MINUTES

Department of Human Resources - Express Agreement (USA) - Short
Term Meeting - Fire Pump
Operator and Emergency Vehicle
Driver Promotional Assessments

AMOUNT OF MONEY AND SOURCE:

The Board is requested to approve and authorize the execution of a Group Sales Agreement with Hilton Baltimore d/b/a Hilton Baltimore for the Fire Pump Operator and Emergency Vehicle Driver (Performance Test) promotional assessments. The events are scheduled for September 17 - 22, 2018. The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses for 17 subject matter experts who will administer the examination.

AMOUNT OF MONEY AND SOURCE:

	Sept. 16th - Sept. 22nd
	19 Overnight Guestrooms/1 Business Usage Room
	20 Guest Suites x 7 nights
	@ \$160.00 net rate = \$22,400.00
\$24,528.00	(\$22,400.00 x 9.5% occupancy tax)
	Self-Parking
	Sept. 16th - Sept. 22nd
4,620.00	20 cars x 7 nights @ \$33.00 net rate
	Examiners' Airfare (Roundtrip): Seventeen (17)
	examiners
9,350.00	traveling from various locations @ \$550.00
	Per Diem Meal Allowance
	Per Diem Rate - \$69.00 per day x 7 days \$483.00
8,211.00	17 Examiners @ \$483.00 x 17

MINUTES

Department of Human Resources - cont'd

	Ancillary expenses -
	17 Examiners x \$150.00 Each
	for (reimbursement of travel expenses, luggage
	fees, cab/shuttle
2,550.00	fees, to and from the airport, parking)
<u>\$49,259.00</u>	- 1001-000000-1603-172500-603026
	(Total
	Estimated
	Expenses)

BACKGROUND/EXPLANATION:

The Fire Pump Operator and Emergency Vehicle Driver assessments occur on an as needed basis. The assessments include a written multiple choice component which took place on July 30, 2018 and July 31, 2018.

The Room rental will be necessary for business usage (the business usage room will be utilized for examiners and the Test Administrators to convene and discuss ratings, any anomalies during the performance test, scoring inquiries, etc.), one room, overnight accommodations for seventeen 17 examiners, and two Test Administrators.

The written multiple-choice portions of the assessments were administered at the War Memorial at no cost due to the fact that they were administered during weekdays before 4:30 p.m. The number of candidates who will be scheduled for the performance test portion of the exams will not be available until after the written, multiple-choice portions are scored by DHR and the test vendor. The performance tests will be administered at the Baltimore Fire Training Academy.

A testing schedule for the performance test will be created after August 10, 2018, and the number of testing days will be confirmed. Room reservations for this function must be arranged in advance. The Express Agreement (USA) - Short Term Meeting is based upon the maximum usage requirements, and may be reduced.

MINUTES

Department of Human Resources - cont'd

Board approval is also requested for other expenses such as travel (personal vehicle reimbursement, airfare, etc.) and meal allowance (per diem checks) for examiners.

Most examiners will arrive in Baltimore on Sunday, September 16, 2018. It is anticipated that the Performance Test process will begin on Monday, September 17, 2018 with training/orientation and run through Saturday, September 22, 2018. Some examiners will depart the hotel the morning of September 23, 2018 due to the length of testing on Saturday and the distance back to their respective jurisdictions.

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 Group Sales Agreement with Hilton Baltimore d/b/a Hilton Baltimore for the Fire Pump Operator and Emergency Vehicle Driver promotional assessments. The Board also approved payment by expenditure authorization for airfare, per diem, and ancillary expenses for 17 subject matter experts who will administer the examination.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|--------------|---------|
| 1. INTUITIVE CONTROL
SYSTEMS, LLC t/a
ALL TRAFFIC SOLUTIONS | \$ 88,528.00 | Renewal |
| Contract No. 08000 - Traffic Suite for Speed Sentry Units -
Department of Transportation - P.O. No. P535444 | | |

On May 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$21,815.00. The award contained two renewal options. On June 14, 2017, the Board approved the first renewal in the amount of \$20,700.00. This final renewal in the amount of \$88,528.00 is for the period June 1, 2018 through May 31, 2019.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 2. COOPER WILLIAMS, WMD,
P.C. | \$ 18,000.00 | Renewal |
| Contract No. 06000 - Mounted Unit Veterinary Services -
Baltimore Police Department - P.O. No. P536592 | | |

On August 22, 2016, the City Purchasing Agent approved the initial award in the amount of \$18,000.00. The award contained five 1-year renewal options. On August 9, 2017, the Board approved the first renewal in the amount of \$18,000.00. This second renewal in the amount of \$18,000.00 is for the period September 1, 2018 through August 31, 2019, with three 1-year renewal options 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>
---------------	------------------------	--------------------

Bureau of Procurement

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 3. COURTSMART DIGITAL
SYSTEMS, INC. | \$ 45,103.00 | Renewal |
| Contract No. 08000 - Maintenance Support - Circuit Court for
Baltimore City - P.O. No. P541879 | | |

On November 22, 2017, the Board approved the initial award in the amount of \$235,893.60. The award contained four 1-year renewal options. This first renewal in the amount of \$45,103.00 is for the period August 1, 2018 through July 31, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------|---------|
| 4. ALTURA COMMUNICATION
SOLUTIONS, LLC | \$ 17,069.33 | Renewal |
| Contract No. B50004991 - Voice Mail Maintenance - Municipal
Telephone Exchange - P.O. No. P532057 | | |

On June 13, 2017, the Board approved the initial award in the amount of \$17,069.33. The award contained two 1-year renewal options. This first renewal in the amount of \$17,069.33 is for the period July 1, 2018 through June 30, 2019, 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:

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

5. UNIVAR USA, INC.

<u>BRENNTAGE NORTHEAST, INC.</u>	<u>\$ 0.00</u>	<u>Renewal</u>
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Contract No. B50004593 - Sodium Hydroxide (Caustic Soda) Solution - Department of Public Works - Water and Wastewater - P.O. Nos. P536252 and P536253

On July 13, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained four 1-year renewal options. On July 19, 2017, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period July 15, 2018 through July 14, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 30, 2018, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

6. SCHNEIDER LABORATORIES		Ratification
<u>GLOBAL, INC.</u>	<u>\$50,000.00</u>	<u>and Renewal</u>

Contract No. B50003873 - Laboratory Services - Lead Testing - Health Department - P.O. No. P531603

On May 27, 2015, the Board approved the initial award in the amount of \$52,170.00. The award contained two 1-year renewal options. Due to an administrative error, the contract was not

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

renewed prior to the start of the renewal option period. This renewal will allow for continuation of lead testing to improve the health and safety of Baltimore's housing to reduce lead exposure, asthma and other health related hazards. The ratification is for the period May 27, 2018 through August 21, 2018. The period of the renewal is July 22, 2018 through May 26, 2019, with one 1-year renewal option remaining.

MBE/WBE PARTICIPATION:

On March 10, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 7. POINT DEFIANCE | | |
| AIDS PROJECTS | \$ 41,976.81 | Low Bid |
| Solicitation No. B50005502 - Sterile Water - Health Department - Req. No. R793901 | | |

Vendors were solicited by posting on CitiBuy. On July 27, 2018, four bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. This contract is for sterile water solution for respiratory therapy.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|-------|
| 8. HERTRICH FLEET SERVICES | \$ 39,198.00 | Award |
| Solicitation No. B50005508 - Buick Lacrosse Sedan - Department of General Services, Fleet Management - Req. No. R798092 | | |

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

Vendors were solicited by posting on CitiBuy. On July 23, 2018, the sole bid received was opened and was found to be fair and reasonable. Award is recommended to be made to the responsive and responsible bidder. The amount of \$39,198.00 is for the purchase of one car and will be financed through the City's master lease program administered by the Bureau of Treasury Management. This is one-time purchase.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|-----------------|
| 9. BTNX INC. | \$ 47,975.00 | Selected Source |
| Contract No. 06000 - Fentanyl Test Strips - Department of Health - Req. No. R800219 | | |

The Baltimore City Health Department is taking part in a study evaluating the role that BTNX Rapid Response Urine Test Strips can play in reducing overdose fatality.

In the study's first phase, the Fentanyl Overdose Reduction Checking Analysis Study tested the accuracy of BTNX test strips against a Gas Chromatograph/Mass Spectrometer. The test determined that the strips are accurate, simple to use and easy to read. The BTNX strips are the only strips of their kind that have been tested against this gold standard. This is one-time procurement. 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 procurement of the equipment and/or service is recommended.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

10. THE MIDDLETON AND

MEADS COMPANY	\$ 0.00	Extension
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Contract No. 06000 - O.E.M. Parts and Service for Seagrave Fire Apparatus - Department of General Services, Fleet Management - P.O. No. P534308

On August 14, 2013, the Board approved the initial award in the amount of \$600,000.00. The award contained two renewal options. Subsequent actions have been approved and both renewal options have been exercised. An extension is necessary to continue OEM Parts and Service for Seagrave Fire Apparatus to Fleet Management while a new agreement is being negotiated. The contract expires on August 31, 2018. The period of the extension is September 1, 2018 through October 30, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 10, 2018, it was determined that no goals would be set because of no opportunity to segment the contract. Manufacturer's proprietary parts and diagnostic analysis equipment are required for repairs and must be provided by manufacturer's authorized and certified mechanics.

MWBOO GRANTED A WAIVER.

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

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

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

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

UPON MOTION duly made and seconded,
awarded the formally advertised contracts
listed on the following pages:

3647 - 3648

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

The Transfers of Funds were approved
SUBJECT to receipt of favorable reports
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

Item nos. 1 and 2 were **DEFERRED** for one week.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONSDepartment of Public Works

1.	SC 965, Improvements to the Sanitary Sewer in the North East Area of Baltimore City	Spiniello Companies	\$8,933,000.00	
	DBE/MBE: Machado Construction Co.		\$1,607,940.00	18.00%
	DBE/WBE: Advantage Manhole & Concrete Services, Inc.		\$1,036,254.00	11.60%
	R&R Contracting Utilities, Inc.		<u>393,026.00</u>	<u>4.40%</u>
			\$1,429,280.00	16.00%

LETTERS OF PROTEST WERE RECEIVED ON BEHALF OF ANCHOR CONSTRUCTION CORPORATION FROM MILES & STOCKBRIDGE, PC AND LEONARD A. WHITE ATTORNEY FOR ANCHOR CONSTRUCTION CORPORATION.

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$9,647,640.00	9956-903569-9549	9956-903578-9551-6
Wastewater Revenue Bonds	Sanitary Sewer Replace/Rehab	Construction

The transfer will cover costs of Project SC 965, Improvements to the Sanitary Sewers in the North East Area of Baltimore.

Bureau of Procurement

3.	B50005445, Skid Steer Loaders	Metro Bobcat, Inc.	\$586,084.70
	(Dept. of General Services, Fleet Management)		

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Bureau of Procurement - cont'd**MBE/WBE PARTICIPATION:**

On April 12, 2018, MWBOO determined 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 repairs.

MWBOO GRANTED A WAIVER.

- | | | | |
|----|--|-----------------------------------|--------------|
| 4. | B50005475, Service
Truck with Crane
and Utility Body | Century Ford of
Mt. Airy, Inc. | \$161,300.00 |
|----|--|-----------------------------------|--------------|

(Dept. of General Services,
Fleet Management)

MBE/WBE PARTICIPATION:

On April 12, 2018, MWBOO determined 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 repairs.

MWBOO GRANTED A WAIVER.

MINUTESHealth Department - Agreement and Amendment to Agreement

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

AGREEMENTS

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$2,357,827.00**

Account: 4000-421019-3080-294600-603051

Healthcare Access Maryland, Inc. assists persons applying for Medicaid and provides general information regarding Health Choice, the managed care program for pregnant women, children, and families. The Eligibility Determination Program also provides information on Federal Qualified Health Centers, and other resources linked to the Maryland Department of Social Services, WIC, and other government and local support organizations.

The Maryland Children's Health Program (MCHP) Eligibility Determination Program assists consumers who apply for Medicaid services. The majority of Medicaid recipients are walk-in consumers, but Healthcare Access Maryland, Inc. also processes mail and fax applications. The period of the agreement is July 1, 2018 through June 30, 2019.

2. **HEALTHCARE ACCESS MARYLAND, INC.** **\$1,537,416.00**

Account: 4000-421119-3080-294600-603051

Healthcare Access Maryland, Inc. will continue to assist City residents in accessing comprehensive health care services. Healthcare Access Maryland, Inc. works closely with Managed Care Organizations to assist Medicaid/Medicaid eligible clients obtain proper and adequate health care services through their insurance and serve as a local resource for information to eligible residents in the City. The period of the agreement is July 1, 2018 through June 30, 2019.

The agreements are late because of the delays in the Department's administrative review process.

MINUTES

Health Department - cont'd

3. **ROSEMARIE MANOR, LLC** **\$ 171,600.00**

Account: 5000-534019-3254-767800-607001

This agreement will allow the Department to disburse State Subsidized Assisted Housing Funds for low-income residents at Rosemarie Manor, LLC located at the following facilities: 3809 Belle Avenue, Baltimore, Maryland 21215, 3300 Alto Road and 3333 Alto Road, Baltimore, MD 21216.

These facilities are enrolled in the Senior Assisted Living Group Home Subsidy Program and provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2018 through June 30, 2019.

This agreement is late because the Department was waiting on information and signatures from the Provider.

MWBOO GRANTED A WAIVER.

4. **BALTIMORE POLICE DEPARTMENT AND HEALTH DEPARTMENT** **\$ 34,500.00**

Account: 4000-484516-3160-308600-603051

The Baltimore Police Department, Community Collaboration Division's Chaplaincy Program will provide community-based, trauma focused treatment and support services for young males of color, between the ages of 14-24, who are survivors of violence, in the Community Statistical Area of Madison/East End. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because budget revisions delayed processing.

MINUTES

Health Department - cont'd

5. **BALTIMORE ANIMAL RESCUE AND ANIMAL CARE SHELTER, INC. (BARCS)** **\$1,227,786.00**

Account: 1001-000000-2401-271300-603051

On July 16, 2014, the Board approved the original agreement with BARCS in the amount of \$1,182,265.00, for the period of July 1, 2014 through June 30, 2015 with an option to renew for four additional 1-year periods.

On April 15, 2015, the Board approved the first amendment for the operating agreement in the amount of \$57,000.00, making the new total amount of \$1,239,265.00.

On August 12, 2015 the Board approved a one-year extension for the period of July 1, 2015 through June 30, 2016 in the amount of \$1,262,910.00. On April 6, 2016, the Board approved the second amendment in the amount of \$54,000.00 making the new total amount \$1,316,910.00.

On July 13, 2016, the Board approved the extension to the agreement in the amount \$1,185,115 for the period of July 1, 2016 through June 30, 2017, with two 1-year renewal options remaining.

On July 26, 2017, the Board approved the extension to the agreement in the amount of \$1,287,628.00 for the period of July 1, 2017 through June 30, 2018, with two 1-year renewal options remaining.

This is the first of the two 1-year renewal options for the period of July 1, 2018 through June 30, 2019.

This request is late because of the administrative review process.

MWBOO GRANTED A WAIVER.

MINUTES

Health Department - cont'd

6. **STRONG CITY BALTIMORE, INC.** **\$ 110,200.00**

Account: 5000-508219-3031-579200-603051

The Strong City Baltimore, Inc. will provide the services of two associates to assist the Department with the implementation of Childhood Lead Poisoning Prevention and Environmental Case Management Program services. The goal of the program is to improve health outcomes and reduce disparities for eligible children with either blood lead exposure, moderate to severe persistent asthma, or both. The period of the Agreement is July 1, 2018 through June 30, 2019.

This Agreement is presented at this time because budget revisions delayed processing.

AMENDMENT TO AGREEMENT

7. **PROGRESSUS THERAPY, LLC** **\$100,625.00**

Account: 1001-000000-3080-288700-603051

On April 11, 2018, the Board approved the original agreement in the amount of \$316,500.00 for the period July 1, 2017 through September 30, 2018.

Because of the need for additional services, the Department is increasing the agreement by \$100,625.00. This increase will make the total agreement amount \$417,125.00.

This Amendment to Agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements and amendment to agreement.

MINUTES**CLERK'S CORRECTION**

On August 15, 2018, the Department of Transportation submitted the Developer's Agreement for Woodbourne Center, Inc. for the Board's approval (Page 15, Item No. 5). The agenda incorrectly identified this item as Developer's Agreement No. 1588. The correct Developer's Agreement No. is 1589. The Clerk requests approval of the corrected Developer's Agreement number. The Clerk apologizes for this clerical error.

UPON MOTION duly made and seconded, the Board approved the Clerk's correction to the Developer's Agreement number from Developer's Agreement No. 1588 to Developer's Agreement No. 1589.

MINUTES

Health Department - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Abell Foundation, Inc. The period of the Grant Award is August 1, 2018 through July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$208,651.00 - 6000-616019-3100-295900-406001

BACKGROUND/EXPLANATION:

Under the terms of the award, the funding will support the Vision for Baltimore Initiative, aimed at providing eyeglasses for Baltimore City elementary and middle school students. This initiative capitalizes on the significant experience of the Department's School Health Program. Currently, school health performs vision screening for pre-kindergarten, the first grade, and eighth grade students in schools.

The funding from the Abell Foundation, Inc. will allow school health to expand its capacity to screen the remaining, non-mandated grades in 50 schools annually and look for ways to sustain the initiative beyond the grant period.

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

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 acceptance of the Grant Award from the Abell Foundation, Inc.

MINUTES

Health Department - Revised Notices of Awards

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the first, second, and third revised Notices of Awards (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled, Integrated HIV Surveillance and Prevention Programs.

AMOUNT OF MONEY AND SOURCE:

\$1,059,448.00 - 4000-499018-3023-513200-404001
2,118,894.00 - 4000-499018-3023-513200-404001
\$3,178,342.00

BACKGROUND/EXPLANATION:

On April 4, 2018, the Board approved acceptance of the initial NoA in the amount of \$1,059,448.00 for the period January 1, 2018 through December 31, 2018.

On March 28, 2018, the Department received the first revised NoA for additional funding in the amount \$1,059,448.00, making the total award \$2,118,896.00.

On June 25, 2018, the Department received the second revised NoA, which approved the revised budget, submitted as required, in the original NoA, dated December 14, 2017.

On June 28, 2018, the Department received the third revised NoA for additional funding in the amount \$2,118,894.00. This made the total award amount \$4,237,790.00.

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

MINUTES

Health Department - cont'd

MBE/WBE PARTICIPATION:

N/A

The revised NoAs are late because of the delays at the administrative level.

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 first, second, and third revised Notices of Awards from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled, Integrated HIV Surveillance and Prevention Programs.

MINUTES

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Agreement with Total Health Care, Inc. The period of the Agreement was July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$77,238.00 - 5000-569718-3023-273351-603051

BACKGROUND/EXPLANATION:

Total Health Care, Inc. provided Medical Nutrition Therapy services for patients who are HIV positive and currently receiving care at Total Health Care. The Nutritionist provided on-site individual screenings and assessments of patients identified by the medical team and developed a nutrition plan.

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 narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board ratified the Agreement with Total Health Care, Inc.

MINUTES

Department of Housing and - Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with The Central Baltimore Partnership, Inc. (CBP). The period of the Grant Agreement is effective upon Board approval through October 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$73,887.56 - 9910-906240-9588

BACKGROUND/EXPLANATION:

The CBP was established in 2006 to spur revitalization in Central Baltimore through partnerships with nonprofit organizations, funders, private developers, and investors. Revitalization efforts include physical redevelopment, neighborhood grants, tours, planning efforts, and marketing. Since its organization, the CBP has initiated Spruce-Up grants, Explore the Core and the HCPI Strategic Acquisition fund.

The CBP relies on grants to support their key staff and operations that make the above efforts possible. The Department of Housing and Community Development has agreed to make \$73,887.56 available to offset operating costs. The funds are being used to fund a portion of the executive director's salary.

THE TRANSFER OF FUNDS IN THE AMOUNT OF \$73,887.56 WAS APPROVED BY THE BOARD OF ESTIMATES ON MAY 9, 2018.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Agreement with The Central Baltimore Partnership, Inc.

MINUTES

Department of Transportation - Partial Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement with Highlander Contracting Co., LLC.

AMOUNT OF MONEY AND SOURCE:

\$44,135.75 - 9962-907066-9562-000000-200001

BACKGROUND/EXPLANATION:

All work on Contract No. TR 15018R is substantially completed and all punch list items complete. The City is holding \$46,135.75 in retainage on this contract. The Contractor requested a Partial Release in the amount of \$44,135.75. The remaining \$2,000.00 is sufficient to protect the interests of the City. Pursuant to Section 10.04-81 of Specifications, a "Conditional Inspection" for Contract No. TR 15018R Conduit System New Construction @ Various Locations Citywide (JOC) was held on August 9, 2017.

MBE/WBE PARTICIPATION:

Highlander Contracting Co., LLC has demonstrated a good faith effort towards achieving both the MBE and WBE goals.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Partial Release of Retainage Agreement with Highlander Contracting Co., LLC.

MINUTES

Department of Transportation - Baltimore City B'More Bright Led Conversion and New Installation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Baltimore City B'More Bright LED Conversion and New Installation Agreement with Baltimore Gas and Electric Company (BGE). The BGE will complete the work by or before March 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$3,530,975.00 - Master Lease and Energy Savings

BACKGROUND/EXPLANATION:

The City desires to convert approximately 34,150 high intensity discharge luminaires at various locations within the boundaries of the City and install approximately 6,000 new LED luminaires at various locations within the boundaries of the City.

The BGE will provide the services to complete the City's desired LED conversions and new installations. The City will procure, pay for, and supply to the BGE LED luminaires as approved and evaluated by the BGE prior to installation. Also, the City will supply the hardware and material required for the permanent installation of the LED luminaires as specified and approved by the BGE.

The BGE will commence and perform the work upon execution of the Agreement by both parties, the issuance of a Baltimore City Reference in accordance with Section 1.2.12, and delivery of the materials and equipment described in Section 1 (Scope of Work) to the Drop Areas in sufficient quantity and type to support the work completion schedule. The BGE will complete the work by or before March 31, 2021.

MINUTES

Department of Transportation - cont'd

MBE/WBE/DBE PARTICIPATION:

Baltimore Gas & Electric Company will comply with Article 5, Subtitle 28 of the Baltimore City Codes and MBE and WBE goals.

MWBOO SET GOALS OF 13% MBE AND 11% WBE.*

MBE: Day and Sons, Inc.	Total	\$514,500.00	14.60%
WBE: Traffic Engineering Services, LLC		\$ 5,915.00	0.17%
CR Services US LLC dba C.R. Services		<u>191,245.00</u>	<u>5.42%</u>
	Total	\$197,160.00	5.59%

*Bidder requested a waiver of the WBE goal. Bidder exercised a good faith effort in meeting the WBE goal.

MWBOO FOUND VENDOR IN COMPLIANCE.

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 Baltimore City B'More Bright LED Conversion and New Installation Agreement with Baltimore Gas and Electric Company.

MINUTES

Bureau of the Budget and - Agreement
Management Research (BBMR)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of an Agreement with Strong City Baltimore, Inc. The period of the Agreement is effective upon Board approval for 12 months, unless terminated earlier in accordance with Agreement.

AMOUNT OF MONEY AND SOURCE:

\$172,500.00 - 1001-000000-1411-160400-603026

BACKGROUND/EXPLANATION:

The purpose of this professional services agreement is to place two Baltimore Corps Inc. Fellows with the BBMR for one year. Strong City Baltimore, Inc. acts as the fiscal agent for Baltimore Corps Inc.

The Fellows will be working on automation of the budget book, exploratory analysis on budget and performances, community outreach, and developing potential equity framework for the budgeting process.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP). The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,955,951.00 - 5000-501519-1150-118000-601001

BACKGROUND/EXPLANATION:

The GOCCP awarded these funds to the State's Attorney Office to support the prosecution of non-fatal shootings, recidivist gun offenders, gun trafficking cases, and homicide cases in Circuit Court. The Grant Award covers the salary and benefits of 17 full-time employees.

The Grant Award is late because the award letter was recently received from the State of Maryland.

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 acceptance of the Grant Award from the State of Maryland - Governor's Office of Crime Control and Prevention.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award renewal from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP) entitled Family Bereavement Center-Survivors of Homicide Grant Program. The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$50,604.00 - 5000-580119-1156-117900-601001

BACKGROUND/EXPLANATION:

The GOCCP awarded this grant to the office of the State's Attorney for Baltimore City's Family Bereavement Center to address the needs of homicide survivors. The program provides individual counseling, support groups, court accompaniment, and other related services. The Grant Award provides for salary support.

This Grant Award is late because the award letter was recently received from the State of Maryland.

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 acceptance of the Grant Award renewal from the State of Maryland - Governor's Office of Crime Control and Prevention entitled Family Bereavement Center-Survivors of Homicide Grant Program.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award renewal from the State of Maryland - Governor's Office of Crime Control and Prevention (GOCCP) entitled Inter-Agency War Room Coordination. The period of the Grant Award is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$611,451.00 - 5000-504919-1152-137200-601001

BACKGROUND/EXPLANATION:

The project funded through the GOCCP provides a focused response to violent offenders in the City through a comprehensive program of electronic information sharing that identifies the most violent offenders in Baltimore City upon arrest. Currently the program determines and tracks probation and parole status, apprehension and service of search warrants, judicial prioritization, and criminal case flow management. The Grant funds provide for the cost of personnel.

The Grant Award is late because the award letter was recently received from the State of Maryland.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Office of the State's Attorney - cont'd
for Baltimore City

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of a Grant Award renewal from the State of Maryland - Governor's Office of Crime Control and Prevention entitled Inter-Agency War Room Coordination.

MINUTES

Mayor's Office of Human Services - Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with AIDS Interfaith Residential Services, Inc. The period of the Provider Agreement is May 1, 2018 through April 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,385,650.00 - 4000-494218-3573-780300-603051

BACKGROUND/EXPLANATION:

The AIDS Interface Residential Services, Inc. will use funds to provide rental assistance and case management to HIV positive homeless individuals as part of the "At the Door" program. AIDS Interfaith Residential Services, Inc. will serve approximately 35 households. The funds will be used to cover personnel costs, rent and client transportation.

The Provider Agreement is late because of a delay in receiving the final grant award notice from the U.S. Department of Housing and Urban Development.

MWBOO GRANTED A WAIVER.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Provider Agreement with AIDS Interfaith Residential Services, Inc.

MINUTES

Bureau of the Budget and - Carryover of Unexpended
Management Research Appropriations for Fiscal 2018

ACTION REQUESTED OF B/E:

The Board is requested to approve the final recommendations for carryovers for Fiscal 2018 for the General Fund and Other Funds, based upon availability of funds.

AMOUNT OF MONEY AND SOURCE:

The source of funds for those appropriations will come from unexpended balances in the respective departments.

**General Fund Carry-Forward Requests
 Fiscal 2018 Unencumbered Appropriation to Fiscal 2019**

Agency	Dynamics Account	Purpose	Amount
Circuit Court	1001-000000-1100-109500-605001	Furniture	\$ 158,125.00
Circuit Court Total			158,125.00
City Council	1001-000000-1000-104800-605001	Furniture	20,000.00
	1001-000000-1000-104800-605003	Computer equipment	30,000.00
City Council Total			50,000.00
Convention Center	1001-000000-5311-391300-603026	Fiscal 2018 audit	20,000.00
	1001-000000-5311-391300-603050	Contractual performance incentives	100,000.00
	1001-000000-5311-391300-605007	Furniture	251,933.00
	1001-000000-5311-391500-605007	Furniture	50,000.00
	1001-000000-5311-391600-603016	Maintenance of real property	626,290.00
	1001-000000-5311-391600-603026	Carpet tiles	69,000.00
Convention Center Total			1,117,223.00

MINUTES

Bureau of the Budget and - cont'd
Management Research

Agency	Dynamics Account	Purpose	Amount
Elections	1001-000000-1801-184300-601002	Temporary personnel	943,555.00
	1001-000000-1801-184300-603005	Telephone expenses	34,695.00
	1001-000000-1801-184300-603007	Printing	156,366.00
	1001-000000-1801-184300-603013	Real property rental	36,388.00
	1001-000000-1801-184300-603018	Consulting services	22,861.00
	1001-000000-1801-184300-603029	Voting machines services	734,519.00
	1001-000000-1801-184300-603064	State payroll salaries	223,586.00
	1001-000000-1801-184300-603083	Transportation services	31,273.00
	1001-000000-1801-184300-606003	Computer Equipment	15,000.00
Elections Total			2,198,243.00
Finance	1001-000000-7100-691400-603026	Tax credit system	396,542.00
Finance Total			396,542.00
General Services	1001-000000-1982-192500-603016	Elevator upgrades	700,000.00
General Services Total			700,000.00
Health	1001-000000-3070-286400-603050	Naloxone	75,000.00
Health Total			75,000.00
Housing	1001-000000-1776-179302-602087	Contractual salaries and benefits	388,000.00
	1001-000000-5822-409100-603008	Educational supplies	20,000.00
	1001-000000-5822-409100-603016	Maintenance of real property	60,000.00
	1001-000000-5822-409100-605003	Computer Equipment	5,000.00

MINUTES

Bureau of the Budget and - cont'd
Management Research

Agency	Dynamics Account	Purpose	Amount
	1001-000000-5824-408900-603016	Maintenance of real property	50,000.00
	1001-000000-5824-408900-603018	Consulting services	62,408.00
	1001-000000-5824-408900-605002	Office machines	5,000.00
	1001-000000-5824-408900-605003	Computer equipment	52,000.00
	1001-000000-5832-412800-603080	Office upgrades	9,000.00
	1001-000000-5832-412800-603098	Software maintenance	92,000.00
	1001-000000-5832-412800-604003	Clothing and footwear	3,500.00
	1001-000000-5832-412800-605003	Computer Equipment	17,000.00
Housing Total			763,908.00
Planning	1001-000000-1877-187400-603026	Office upgrades for conference room	12,000.00
Planning Total			12,000.00
Recreation and Parks	1001-000000-4783-363600-603026	Emerald Ash Borer management	580,000.00
Recreation and Parks Total			580,000.00
Employment Development	1001-000000-6331-472215-601002	Youth interns	24,283.00
	1001-000000-6396-484805-603051	Training	20,000.00
Employment Development Total			44,283.00
Police	1001-000000-2024-212600-604005	Crime Lab digital innovation project	110,000.00
Police Total			110,000.00
Grand Total			6,205,323.00

MINUTES

Bureau of the Budget and - cont'd
Management Research

BACKGROUND/EXPLANATION:

This action is required to carry forward unexpended funds into Fiscal Year 2019.

Unexpended capital project funds and special funds have been carried forward for their original purpose, as is customary. All General Fund appropriations that have been determined to be encumbered have been carried forward, and all General Fund appropriations not recommended for carryover have been reverted to fund balance.

To the extent possible and pursuant to the Board's approval, appropriations have been transferred within agency budgets to counteract such deficits in specific budget programs.

UPON MOTION duly made and seconded, the Board approved the final recommendations for carryovers for Fiscal 2018 for the General Fund and Other Funds, based upon availability of funds.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>			
1. Nicole Belle	Shooting Incident	Asset	\$ 5,092.80
Sarah Lombard	Reconstruction	For-	
Shelby Litz	Fairfax, VA	feiture	
Erica Schmidt	Sept. 9 - 14, 2018	Fund	
	(Reg. Fee \$600.00 ea.)		

The registration fee in the amount of \$600.00 for each attendee was prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. The attendees will travel by a departmental vehicle.

Ms. Litz will share a hotel room with Ms. Belle. Ms. Schmidt will share a hotel room with Ms. Lombard. The Department is requesting subsistence for the hotel costs and \$40.00 per day for food and incidentals for each attendee. The amount to be disbursed to Ms. Belle and Ms. Lombard is \$1,146.40 each. The disbursement to Ms. Litz and Ms. Schmidt is \$200.00 each.

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

MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
2. Kimberly Lagree Jonathan Gross William Kellibrew IV Dana Carr* Artez Harris* Gloria Marfo* Robert Washington* Nzinga Conaway* David Baker*	Healing Justice Alliance Annual Conference Denver, CO Sept. 11 - 14, 2018 (Reg. Fee \$270.00 each*)	Depart- ment of Justice/ Office for Vic- tims of Crime: Support- ing Male Survivors of Violence Baltimore Grant	\$13,003.09

The subsistence rate for this location is \$249.00 per night. The hotel cost is \$180.00 per night plus hotel taxes of \$28.35 per night.

Ms. Lagree, Program Coordinator, will arrive September 10, 2018, at her own expense, to prepare for her team's arrival.

The hotel and airfare for all attendees were prepaid using a City-issued procurement card assigned to Mr. Steven Radosevich. The Healing Justice Alliance will cover the registration fees for Ms. Lagree and Messrs. Gross and Kellibrew. The registration fees for all other attendees were prepaid using a City-issued procurement card assigned to Mr. Steven Radosevich.

Therefore, the amount to be disbursed to each attendee is \$267.00.

MINUTES**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
3. Carole Young	National ADA Symposium Pittsburgh, PA Jun. 17 - 20, 2018 (Reg. Fee \$900.00)	Internal Service Fund	\$2,010.06

Ms. Young attended the National ADA Symposium in Pittsburgh, Pennsylvania on June 17, 2018 through June 20, 2018.

The subsistence rate for this location was \$183.00 per day. The hotel rate was \$155.00 per night, plus \$21.70 per night for hotel taxes.

The airfare in the amount of \$406.96, the registration fee in the amount of \$900.00, and the hotel and hotel taxes were prepaid on a City-issued credit card assigned to Ms. Tereina Galloway. Ms. Young personally incurred the costs of meals and incidentals and ground transportation. Therefore, the total reimbursement is \$173.00.

MINUTES**TRAVEL REQUESTS****TRAVEL REIMBURSEMENT**

\$120.00 - Meals and incidentals (@ \$40.00 x 3)
53.00 - Ground Transportation
\$173.00 - Total Reimbursement

The retroactive travel approval and reimbursement is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Travel Requests and Retroactive Travel Approval/Reimbursement.

MINUTES

Department of Transportation - Pilot Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Pilot Agreement (Agreement) with Neutron Holdings, Inc. d/b/a Lime, LLC. The period of the Pilot Agreement is August 15, 2018 through February 28, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Agreement will allow the City to evaluate the potential benefits to the City and feasibility of deploying dockless vehicles in the City for an extended period of time and over a greater geographic range than permitted by this Agreement. The City may enter into similar pilot agreements with other dockless business entities at its sole discretion and Neutron Holdings, Inc. d/b/a Lime, LLC will take no action to interfere with any other dockless vehicle pilot programs that the City may institute.

This Agreement will establish rules and requirements for the Pilot Project that allows for the operation of a dockless bike share, dockless electric bike share, or dockless scooter share, or combination thereof, in the City. These rules and requirements are meant to ensure that the operation of such a system is consistent with the safety and wellbeing of all users of the public right-of-way, including users of the system in question, bicyclists, pedestrians, motorists, and people accessing or using transit.

Upon expiration, the dockless business will have no legal right to continue to operate in the City unless expressly permitted by the City. Upon expiration of its legal right to operate in the City the dockless business will have 72 hours to remove all dockless vehicles from the City right-of-way and to cease operation or be subject to all appropriate legal remedies.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Pilot Agreement with Neutron Holdings, Inc. d/b/a Lime, LLC.

MINUTES

Department of Transportation - Pilot Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Pilot Agreement (Agreement) with Bird Rides, Inc. The period of the Pilot Agreement is August 15, 2018 through February 28, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

This Agreement will allow the City to evaluate the potential benefits to the City and feasibility of deploying dockless vehicles in the City for an extended period of time and over a greater geographic range than permitted by this Agreement. The City may enter into similar pilot agreements with other dockless business entities at its sole discretion and Bird Rides, Inc. will take no action to interfere with any other dockless vehicle pilot programs that the City may institute.

This Agreement will establish rules and requirements for the Pilot Project that allows for the operation of a dockless bike share, dockless electric bike share, or dockless scooter share, or combination thereof, in the City. These rules and requirements are meant to ensure that the operation of such a system is consistent with the safety and wellbeing of all users of the public right-of-way, including users of the system in question, bicyclists, pedestrians, motorists, and people accessing or using transit.

MINUTES

Department of Transportation - cont'd

Upon expiration, the dockless business will have no legal right to continue to operate in the City unless expressly permitted by the City. Upon expiration of its legal right to operate in the City the dockless business will have 72 hours to remove all dockless vehicles from the City right-of-way and to cease operation or be subject to all appropriate legal remedies.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Pilot Agreement with Bird Rides, Inc.

MINUTES

Department of Audits - Audit Reports

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

1. Performance Audit Report of Baltimore City Health Department Fiscal Years Ended June 30, 2017 and 2016.

President: "The first item on the non-routine agenda can be found on Page 65, item one, Department of Audit's Performance Audit Report of Baltimore City Health Department, Fiscal Years Ending June 30, 2017 and 2006 -- 2016. Will the parties please come forward? Health Department is here? Anybody from Health Department? Anybody from Health Department?"

Comptroller: "He's coming."

President: "Where is Dr. Wen?"

Mr. Malcolm Green Haynes: "Ah -- Dr. Wen is not able to uh -- attend this morning. She had a prior commitment."

President: "Okay. Alright."

City Auditor: "Good morning members of the Board, President Young, Mayor Pugh, Comptroller Joan Pratt. My name is Audrey Askew, City Auditor. The first Audit of the Baltimore Health Department was led by our Performance Audit Division. The purpose of that audit is the Biennial Audit Oversight Committee charged the Department of Audits with performing eight audits

MINUTES

this year. The first Finding is Environmental Health - Percent of Mandated Food Service Facility Inspections Completed. Finding No. One relates to Targets. The Baltimore City Health Department Environmental Health Services did not meet its targets for the percent of mandated food service facility inspections completed during fiscal years 2017 and 16. According to Baltimore City Health Department, there are three types of inspections: High Priority Facilities required by COMAR to be inspected three times a year, Moderate Priority Facility required by COMAR to be inspected twice a year, and Low Priority Facility required by COMAR to be inspected once every two years. For the target it was 65% both years. In 2017 actual was 40.2%, and in 16, 55.8%, they were below the target. According to Baltimore City Health Department, the total number of inspections required during fiscal years 17 and 16 was 8,665. However, Baltimore City Health Department did not have supporting documentation ah -- for the 8,665 inspections. Records provided by Baltimore City Health Department showed that 3,483 and 4,836 routine inspections were completed during fiscal years 2017 and 2016, respectively. Because Baltimore City Health Department reported that it did

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not meet its targets for fiscal years 17 and 16, the Baltimore City Health Department did not maintain records to support the total number of inspections that should have been done. We did not perform additional testing of the amounts reported by Baltimore City Health Department. The cause: Baltimore City Health Department had 13 food control inspectors during fiscal years 17 and 16. However, according to a State Department of Health and Mental Hygiene report, dated September 2016, Baltimore City Health Department would need 41 Food Control Inspectors to meet the required -- requirements of COMAR. Based on our interview with Environmental Health Services, staffing is not adequate as there are about 5,000 food service facilities with 13 Food Inspectors to perform the mandated inspection."

Mayor: "It doesn't make sense."

City Auditor: "Also, according to information Baltimore City Health Department provided to the Bureau of Budget and Management Research, the fiscal year 2017 decrease in the percentage of inspections completed was due to the reallocation of resources for the prevention of Zika virus. The Effect: By not meeting the target for mandated food services facility

MINUTES

inspections completed, there is potential risk the food service facilities did -- do not meet the requirements set forth by COMAR. This situation could result in potential public health problems and issues. We recommend Baltimore City Health Department consider the possibility of hiring more Food Control Inspectors in order to meet the targets for the number of inspections required by COMAR. We also recommend Baltimore City Health Department maintain records to support the number of inspections that should be conducted during the fiscal year. Do you want to comment now or do you --?"

Mr. Green Haynes: "Umm -- whatever the preference of the Board."

Comptroller: "State your name."

Mr. Green Haynes: "Uh -- my name is Malcolm Haynes, I'm Chief of Finance and Administration for the Baltimore City Health Department. Ah -- I'm representing the Department this morning. Ah -- if it pleases the Board, I'll respond to each Finding, piece by piece. Ah -- so the Department agrees with the -- this particular Finding, um -- especially with the -- ah -- finding's

MINUTES

associated with ah -- the inability to meet the targets related to the number of health inspections. Ah -- the Department has 13 ah -- Environmental Health Inspectors budgeted um -- in the current year budget. Um -- and a previous audit conducted by the State Department of Health ah -- found that we require 41 ah -- as ah -- uh -- Auditor Askew ah -- cited. The fact is simply that we don't have the budget dollars available in this particular service ah -- to support ah --."

Mayor: "According to your report though, you said you reallocated your dollars to accommodate the Zika virus issue, and so either you're not organized correctly to do what you're supposed to do. Because that's what the report says, that you reallocated the dollars for inspection, for Zika."

Mr. Green Haynes: "Correct, ah -- there were some dollars ah -- in the budget in fiscal 15, I believe, that were reallocated in response to the Zika outbreak that happened ah -- during that time. Um - and, you know, our resources being ah -- ah -- finite as they are, we didn't ah -- have an ability to back fill ah -- or reallocate, or you know, essentially ah -- replenish those resources that we do from the environmental ah -- inspection service."

MINUTES

President: "Okay."

City Auditor: "Finding No. two, Inconsistency"

Deputy City Solicitor: "I just, I just wanted to make one observation and just ask for clarification. With respect to your conclusion that the effect is that the um -- Health facilities are not inspected and that could result in poor health for Baltimoreans. Isn't it more accurate to say that some were not inspected and so that for those that were not inspected, there's a risk associated with just that 35% that were not inspected?"

City Auditor: "The effect is based on overall audit um -- finding."

Deputy City Solicitor: "Okay, and the overall Audit finding though is that 65% were inspected, 35% were not. Do I have that right?"

City Auditor: "The target was 65%."

Deputy City Solicitor: "So the target was 65%, and what percentage of the target was not um -- achieved?"

City Auditor: "The -- the results are in here --"

Deputy City Solicitor: "And could you just remind me of what that was?"

City Auditor: "Um -- on -- it's on Page 4."

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Deputy City Solicitor: "Could you just remind me of what that result was please?"

City Auditor: "On Page 4, it says 2017 was 40.2, and 16 was 55.8."

Deputy City Solicitor: "And how many restaurants or facilities does that translate to?"

City Auditor: "We only audit a sample."

Deputy City Solicitor: "Okay. So, of the sample um -- I -- I just want to understand your methodology. So you -- you audited a sample and from that, you extrapolate and apply it to all the facilities, or no?"

City Auditor: "We do not. We -- based on the finding, it states that we cannot continue, because the agency did not -- we cannot perform additional testing because they did not maintain the records to support."

Deputy City Solicitor: "Okay, so really what I'm looking at is the effect."

City Auditor: "And I'm saying --"

Deputy City Solicitor: "Because what the public hears is the effect."

MINUTES

President: "Um -- we're going to um -- you know move on."

Deputy City Solicitor: "Okay. Thank you."

City Auditor: "Inconsistency. Condition: The fiscal year 2016 actual amount was inconsistently reported in the fiscal year 2019 and 2018 budget books as 55.8% and 77%, respectively. Actual amounts for performance measures are normally reported two years after the applicable fiscal year. Criteria: Proper internal controls over information data being reported. The Cause: Baltimore City Health Department Environmental Health Services created a new reporting system during fiscal year 2016 in the Quality Management Software (QMS) system to extract data. The report indicated 77% inspection completed -- completion rate, 22% over the previous year. Baltimore City Health Department believed that the increase was attributed to a more accurate report that was generated by the QMS. According to Baltimore City Health Department, however, because the fiscal year 2017 data collected varied significantly from the fiscal year 2016 report, the 2 -- fiscal year 2016 report was re-run. Based on that re-run for fiscal year 2016, Baltimore City Health Department de -- determined that the correct amount should have

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been 55.8. The Effect: Providing incorrect data would cause performance results to be misleading. Recommendation: Prior year actual performance measure amounts should not be changed in subsequent year Budget Books without approval by the Department of Finance and adequate disclosure in the City's Budget Book by the Baltimore um -- the Bureau of Budget and Management Research, in order to avoid misleading performance results. We also recommend Baltimore City Health Department implement procedures to review reports and the data contained therein, especially those reported -- reports that support the performance measure results, for completeness and accuracy. I would like to add on this that I did meet with BBMR and I do know that they're going to add a clause in here to state all changes will be um -- documented in the book. So, I just want to state that for you. I'm -- I'm aware that they will be making changes to the Budget Book. What would you like to add?"

Mr. Green Haynes: "I -- and again the Department agrees with this particular finding. Ah -- ah -- as ah -- Auditor Askew ah -
- mentioned, the -- the main cause of this issue is ah -- the Department will do a migration of its uh -- Management Information System related to ah -- Environmental and

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and that ah -- ah -- caused ah -- the data essentially associated with health inspections ah -- of restaurants to ah -- to -- to become a little bit more accurate because you used the more ah -- ideal -- ah vendor. Um -- as a result, the actuals from Fiscal 16 changed from one budget book to the next. Um -- ah -- moving forward, I don't -- I don't anticipate this as being an issue, but does require ah -- more consistent and clear communication with BBMR as it relates to performance ah -- measure reporting."

City Auditor: "Finding No. Three: No written Policies and Procedures. Baltimore City Health Department did not have written policies and procedures available for monitoring, controlling, and reporting stockroom/storerroom inventories. Let me back-up. Finding No. Three relates to stockroom/storerroom policies and procedures. According to Baltimore City Health Department, there are 48 different locations for the various stockroom/storerroom inventories, and each of its own policies--"

President: "Why you --"

City Auditor: "-- and procedures. We visited seven of the 48 storerooms/stockrooms and requested written policies and procedures. Three of the stockrooms, two located at 620 N.

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Caroline and one stockroom lo -- located at 2901 Druid Hill -- Druid Park Drive were unable to provide the written policies and procedures to monitor, control, conduct physical inventories, and report inventory amounts. In addition, there were no centralized reports to account for total inventory amounts and dollar value of Baltimore City Health Department's total inventory. The Criteria: Per the City of Baltimore's Administrative Manual, Agencies or Bureaus shall physically count all materials, tools, and equipment at least once per fiscal year and establish a procedure for performing continuous cycle counts for high-theft and/or high-dollar items. Written policies and procedures were not available at the time of request. The Effect: The absence of written policies and procedures contributes to weak internal controls, inefficient operations, and assets that are not adequately secured and safeguarded against loss or unauthorized use. Recommendation: We recommend Baltimore City Health Department establish standardized basic inventory policies and procedures for all stockrooms in order to safeguard assets, to ensure that the stockrooms are operating effectively and efficiently, and to account for all additions to and withdrawals from inventory. We

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recommend Baltimore City Health Department maintain records to document periodic inventory counts. Compare those counts to the inventory records, and investigate any differences. We also recommend BCHD develop a centralized reporting system for total inventory amounts and the total value of those inventories."

Mr. Green Haynes: "And just for clarification, ah -- Finding Three through Eight I believe are all related to the Stock and Storeroom program within a Department. Um -- the Department is in agreement with all the findings associated with this particular ah -- problematic area and ah -- recognizes that there are some ah -- internal weaknesses related to stock and storeroom management. A lot of this is attributable to the fact that ah -- the Health Department is largely grant funded and the -- ah -- the separation of -- of various stockroom and storeroom materials is necessary and inherently complex. Ah -- the Department is ah -- actively ah -- promulgating policies internally to ah -- provide for ah -- more centralized ah -- more centralized ah -- control and ah -- management of the Department's inventory ah -- across various programs."

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City Auditor: "Okay. Finding No. Four Segregation of Duties: Duties for proper inventory control were not adequately -- so, do you want me to read four through --?"

Mr. Green Haynes: "Um --"

City Auditor: "Read all --"

President: "Why don't you just continue?"

City Auditor: "Okay. Duties for proper inventory control were not adequately segregated. During our audit of the procedures for each of the seven stockrooms we visited, we requested documentation from BCHD from -- for employees with stockroom access act -- actual custody, employees in charge of inventory records, employees that -- and employees that performed the actual inventory counts. For those seven stockrooms, five; two located at 620 N. Caroline, two stockrooms located at 842 Hillen, and one located at 7 E. Redwood showed that the designated employee responsible for physical inventory was also responsible for maintaining the inventory records. The other two stockrooms, 1001 E. Fayette and 2901 Druid Park Drive showed that there were two employees performing the physical inventory, but one of the -- those employees also maintained inventory records. Criteria: In a properly designed inventory system,

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duties should be adequately segregated to reduce the opportunity for someone to both perp -- perpetrate and conceal errors and irregularities in the normal course of duties. Baltimore City Health Department did not have written standardized procedures addressing adequate segregation of duties related to the stockroom operations. Without adequate desegregation of duties, assets held in the stockrooms become susceptible to loss or unauthorized use because of lack of controls. And we recommend Baltimore City Health Department segregate its key stockroom duties and responsibilities to different employees to secure the safeguard -- and safeguard assets against unauthorized use or risk of loss without being detected in a timely manner. Finding.

Five: Obsolete --"

Mayor: "I think --"

City Auditor: "Oh --"

Mayor: "I think um -- what he was sharing with you -- you were talking about inventory. No, you don't have to read that. You can go to --"

City Auditor: "So, go to eight?"

Mayor: "Yeah, uh -- hmm. You alright?"

President: "Uh huh."

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City Auditor: "Okay. Substance Abuse and Mental Health-Service 307-How successful is the Naloxone Program? Audit Results: Naloxone is a medication administered to reverse the effect of opioid overdose, and is commonly referred to by the brand name Narcan. In 2016, the Baltimore City Health Department's Stay Alive Program (SAP) started supplying Naloxone as the City has seen an increase in opioid-related deaths and overdoses. In June 2017, the Health Commissioner of Baltimore City issued an updated Standing Order, Blanket Prescription, to allow pharmacies to dispense Naloxone to anyone, regardless of whether the person has been trained by the Overdose Response Program. Naloxone has a low risk of side effects and has no potential for abuse. Baltimore City Health Department defines the success of the program in the number of reversals performed and collects its data through SAP in conjunction with its Needle Exchange pro -- Program. The performance measures for the Naloxone Program are determined by the State and do not include target numbers to achieve. Baltimore City Health Department, (BCHD) is only required to collect and tabulate data on the City-run ORP. Baltimore City Health Department also receives data -- the data from other Baltimore City ORPs on a monthly basis, and the aggregate data is reported to the State monthly.

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The Baltimore City Fire Department, EMS, and the Baltimore City Police Department (BCPD) also perform overdose reversals; however, their numbers are not included in the SAP-ORP data. BCPD recently started reporting its reversals to BCHD through the Opioid Education and Naloxone Distribution (OEND) data collection. BCFD - EMS reported reversals during the calendar years 2017 and 2016 of 5,125 and 4,253, respectively. The BCPD also reported its reversals for calendar years 2017 and 2016 as 108 and 81, respectively. Baltimore City Fire Department - EMS and Baltimore City Police Department are not considered as an Overdose Response Program. Now for calendar years um -- 2017, 2016, and 2015, the table um -- gives you data on the number of Naloxone ump -- Naloxone kits distributed. So, in 2017 it was 6,521, 2016; 4,721, 2015; 1,909 which was a total cumulative total of 13,151. The number of reversals reported in 2017 was 979, and in 2016; 460, no data on 2015, cumulative data of 1,439. The numbers shown in the chart above represents only Baltimore City Health Department do not include other Overdose Pro -- Response programs. Additionally, Baltimore City Health Department believes that the number of reversals shown above

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were under-reported since not all reversals performed were reported to Baltimore City Health Department. Based on the above information, the number of reversals performed has increased during the three-year period and indicates that apparently, the Nal -- the Naloxone Program is successful since more lives have been saved. And we do commend them on that. We did have two Findings, they're minor, but overall we believe that the program was successful. Finding No. Eight. In -- Incomplete Overdose Reversal Forms: Some of the Over -- Overdose Reversal Forms were missing key information. During our audit, we selected 20 Overdose Reversal Forms to review for completeness of data in key fields necessary to evaluate the success of the Naloxone Program. We found four of the 20 forms were missing some key information; for example, number of doses administered, whether the Naloxone worked, and whether it was reported by the person who administered the Naloxone. Proper control and processes should be designed to provide reasonable assurance regarding the effectiveness & efficiency of operations and reliability of reported amounts. While comple -- completing Overdose Reversal Forms, BCP -- BCHD staff did not complete all relevant key data

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fields. Lack of complete information could hinder the ability of BCHD to fully analyze data to determine the impact of the program. And we recommend Baltimore City Health Department establish procedures to ensure the completeness of information included on the Overdose Reversal Form, especially the key information to assess the success of the Nalox -- Naloxone Program. We also recommend Baltimore City Health Department communicate to the staff the need to completely and accurately fill out the forms."

Mr. Green Haynes: "Ah -- Again the Department is in agreement with ah -- Finding No. Eight related to the ah -- Overdose Reversal Forms um -- and moving forward, the Department is working actively to um -- revisit its training protocol for both internal staff and external service partners and ah -- in -- in many incidences um -- just uh -- focus on the everyday public to make sure that ah -- proper procedures are followed related to the completion of forms subsequent to the administering of Naloxone."

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City Auditor: "Finding Nine, Inaccurate Data Preparation. During our audit of the schedules to support the annual consolidated open -- Opioid Education and Naloxone Distribution State Report, we found various clerical or formula errors where data had not been correctly reported in the row or column totals for -- from the supporting schedules. Proper control processes should be designed to provide reasonable assurance regarding the effectiveness and efficiency of operations and reliability of reported amounts. The in -- inaccurate totals were due to errors in the formulas input into the Excel file, OEND Report, used to calculate the data. Errors in the input formulas will cause the data to calculate inaccurately -- incorrectly causing the required reporting fields in the State report to be inaccurate. We recommend that Baltimore City Health Department establish procedures to review the formulas for completeness and accuracy of information that supports the OEND State Reports."

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Mr. Green Haynes: "Ah -- and again the Department is in agreement with this particular Finding. Ah -- the Department has updated its Opioid ah -- Education Reporting to the State Department of Health and ah -- ah -- we'll do more ah -- quality control moving forward as subsequent reporting takes place."

President: "Okay. Well, we want within 90 days that you all come back before the Board and let us know how far you have gone with correcting these deficiencies. Thank you."

Mr. Green Haynes: "Alright."

Mayor: "Thank you."

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Department of Audits - cont'd

2. Performance Audit Report of Baltimore City Department of Recreation and Parks - Audit of Radecke Park Toilet Facility Contract RP 15826 and Playground Improvements Contract RP 17801 for Fiscal Years Ended June 30, 2018 and 2017.

President: "The next i -- the second item on the non-routine agenda can be found on Page 36 [SIC; Page 65], item no. 2, Department of Audits Performance Audit Report, Baltimore City Department of Recreation and Parks Contracts. Will the parties please come forward? Okay. Let's go."

City Auditor: "This Audit was led by our Special Projects Division. Just to let you know it was Contracts RP 15826 and RP um -- 17801, and for Finding Seven, Five, Six, and Seven they were repeat Findings on both contracts. So, in essence of time we just state the first four Finding -- Findings, related to the first Contract but again, the other contract did have repeat Findings, as well. Construction of Radecke Park Toilet Facility for Fiscal Year 17, Finding No. One, Supporting Documentation for Billings. Recreation and Parks was -- wasn't able to provide

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invoices or other acceptable documentation as proof of expenses incurred by the Contractor, DSM Properties, LLC, for each of its billings for the Radecke Park Facil -- Toilet Facility Contract. According to the City's Green Book, Progress Payment Procedures, where a lump-sum contract is involved, the Contractor shall submit, for the Engineer's approval, a schedule of payment outlining quantities, items values, etc., to be used in the calculation of monthly estimates. This section also states: costs incurred by the Contractor, as specified, may be included for payment in full on the first monthly voucher, provided such payment has been approved as outlined above, and provided that receipt -- receipted invoices, or other acceptable documentation presented for the Engineer's record as proof of expenses incurred. In addition, according to the Recreation and Parks' Project Manager, approval of contract billings was based on the percentage of work completed as reported and reviewed by Recreation and Parks Project Inspectors. The Cause: Recreation and Parks -- Parks Management did not require that Contractor to submit proof of expenses incurred. In addition, Recreation and

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Parks did not have Project Inspectors' reports to support percentage of work completed: billings or payments. In effect, without adequate documentation to support costs billed and percentage of work completed, there is no assurance that the contract was performed in accordance with the contract agreement and specifications. In addition, costs incurred in the contract cannot be validated. Recommendation: Recommend -- recommendation -- Recreation and Parks maintain records that support costs billed in the monthly billing estimates submitted by contractors. Such support should include invoices, project inspectors' reports, evidence of Project Manager's approvals, and any other documentation that supports the contractor's compliance with the contract costs and specifications."

Mr. Reginald Moore, Director of the Department of Recreation and Parks: "Good morning Board, while the agency do agree um -- this project, of course unfortunately was completed prior to -- to my arrival as well as my current Chief. Ah -- we have now put in place ah -- new requirements and those individuals who were Inspectors unfortunately, as they were doing this audit are

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no longer with this agency. So, we did find um -- inaccuracies but we are making sure that going forward that we dot our 'I's and cross all our 'T's when it comes to any contract."

City Auditor: "Finding No. Two, Waterproofing Membrane: DSM Properties, LLC did not apply the bituminous waterproofing membrane at the Radecke Park Toilet Facility as required by the contract. The approved change order for a different block design did not specify excluding application of the bituminous waterproofing membrane. Per City of Baltimore Specifications Green Book, the approved plan shall be performed in strict accordance with the Specifications and other Contract Documents. No deviation from the plans or Specifications should occur unless approved in advance by the Engineer and authorized in writing. Per Contract RP5 -- 15826, Guidelines and Summary of Work ah -- for DSM Properties, LLC was contracted to install at masonry cavity walls, cold-applied, emulsified-asphalt waterproofing membrane for the Construction of Radecke Park Toilet Facility located at 15 -- 5602 Radecke Avenue in Baltimore, MD. The Cause: DSM Properties, LLC stated the

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bituminous waterproofing membrane was a part of the original project specifications which required a smaller double block design. However, the original design was modified and approved by the Project Manager. The revised design required larger single blocks design and omitted waterproofing. The costs of the original double block and waterproofing was credited back to Baltimore City. The Effect: DSM Properties failed to comply with the project specifications that required bituminous waterproofing membrane be applied to the masonry cavity walls. This resulted in the failure to construct the toilet facility as required by the contract agreement and specifications. We recommend Recreation and Parks' Change Orders include all necessary and appropriate documentation to support revisions to the contract."

Mr. Moore: "Again, we do agree with this Finding and what we are adding as an additional step beyond just the Engineer, our Chief of Staff -- not -- I'm sorry Chief of Capital sign any Change Order, I also will now sign off on any Change Order and the architect will be the first one to review any Change Orders, ah -- going forward. We have reached out to this current firm,

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ah -- the architect, we haven't got a response back to confirm that they agree to this Change Order with the block that went to a bigger block, which they're stating did not require waterproofing. So, we're still, we're trying to get that information and confirm."

City Auditor: "Finding No. Three Contract Period: DSM Properties, LLC exceeded the consecutive calendar days (CCD) for completion of the contract by 222 days. According to the Contractor's Notice to Proceed, the contract period was 120 calendar consecutive calendar days effective January 23, 2017 with a completion date of May 23, 2017. The contract was billed through December 31, 2017. In accordance with the Green Book, the Contractor shall complete the work in the number of calendar days indicated in the Bid Book and Contract Documents, if subsequently amended by Change Order, or shall -- or shall be considered in default under the terms of the Contract. If the Contractor is so considered in default, the Contractor and its Surety shall then be required to pay the City an amount/sum equal to the daily amount of liquidated damages as specified in the Contract multiplied by the number of days work remained

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incomplete past the approved Contract completion date. Additionally, the Bid of Proposal specifies the completion time is 120 day -- consecutive days and the Liquidated Damages is \$200.00 per consecutive calendar day. Cause: Extension of time and/or a waiver of liquated damages was not approved for the contract. The Effect: DSM Properties, LLC owes the City of Baltimore \$44,400.00 in total liquated damages. Recommendation: We recommend DSM Properties, LLC pay the City an amount equal to the daily amount of liquidated damages as specified in the Contract multiplied by the 222 days the work extended beyond the contracted ending date of May 23, 2017."

Mr. Moore: "And we have researched ah -- the -- the Project Manager that was working this project. There's no documentation that shows where there was any kind of ah -- agreement of rain dates. Ah -- so we -- we're going to talk to legal and see how we go about proceeding um -- and talking to DSM at this point and time. But going forward, we're -- we're putting in ah -- our Project Manager has to document everything and -- and that's what we're stressing and -- and I'm making sure that our Chief

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of Capital that he stays on top of these different projects to make sure they're documenting before this ah -- payouts are coming to me for approval."

City Auditor: "Finding No. Four Certified Payroll. Condition: Recreation and Parks did not maintain completed copies of the weekly certified payroll documents as required in the Green Book. In accordance with section, and to -- according to the Green Book, Payroll and Basic Records, the Contractor and each of its Subcontractors shall maintain Payroll and Basic Records related therefore -- thereto during the course of the Work and shall preserve them for a period of three years thereafter for all laborers, mechanics and apprentices working directly upon the site of the work. The Contractor shall submit two complete copies of its weekly project payroll and the weekly project payroll for each of its Subcontractors, consecutive -- consecutively numbered, no -- not later than fourteen days from the end of their respective payroll periods. One copy to be sent to the Contracting agency. The other to the Wage Commission of Baltimore City, where the same will be available for public

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inspection during the regular business hours. Per section G. Enforcement 'It shall be the responsibility of the contracting agency to promptly examine all weekly project payrolls submitted by Contractors of the -- of this subtitle and the regulations prom -- promul-- to pursuance thereof and to report any irregularities to the Wage Commission.' Cause: Recreation and Parks was not able to ah -- provide copies of Certified Payroll documents as evidence in their examination for payroll as required by the contract. The Effect: Contractors should -- could have been paid below the minimum wage which would have resulted in a penalty paid to the City. We recommend Recreation and Parks maintain and review records of all weekly Certified Payroll as required for each of its general contractors and subcontractors in order to ensure rates are not paid less than the minimum wage."

Mr. Moore: "The agency do agree and we as an agency will complete copies of weekly Certified Payroll determined as required by the Green Book, going forward."

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President: "Okay. Thank you. The Audits have been **NOTED**. But um -- in the future um -- this Board wants um -- the Directors of each agency when they're um -- have their Performance Audit that they be here in attendance."

* * * * *

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

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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 **THERE WERE NO ADDENDA RECEIVED** extending the dates for receipt and opening of bids. There were no objections.

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 - B50005507, Multimedia Equipment

Insane Impact
System One Holdings, LLC dba
Team People

Department of Public Works - WC 1363, Allendale Neighborhood & Vicinity Water Main Rehabilitation

Spiniello Companies
Civil Construction, LLC.
J. Fletcher Creamer & Son,
Inc.
R.E. Harrington Plumbing &
Heating Co., Inc.

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Department of Public Works/ - RP 17821, Druid Hill Comfort
Department of Recreation & Parks Station in Grove # 3

C + N Associates, LLC

Deputy Comptroller: "Is there someone who wants to address the Board, if so please come forward and state your name and the company you represent. You can address on one of the mics there, please Ma'am."

Ms. Sirein Awadalla: "Thank you very much. Ah -- my name is Sirein Awadalla and I'm from Estime Enterprises, Inc. Um -- thank you for giving me the opportunity for to come up here and speak. Um -- so I arrived to submit the bid for um -- RP 17821, Druid Hill Comfort Station. I arrived about 35 seconds before 11:00 a.m. And um -- I was informed by um -- the -- Miss Cooper that I didn't have the full information for the business um -- or the -- the number. I had the um - title of the project and ah --literally by the time I finished writing them it was like two seconds or three seconds past the time. So, I'm just asking

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and requesting that my bid is accepted and I also wanted to note that there was an addendum um -- that was ah -- um -- ah -- ah assigned I guess or uh -- put on this project um -- sometime between end of business last night and -- and this morning when I got to the office and there was no change in the date which definitely contributed in why we were late. So that's my case. Thank you."

Deputy Comptroller: "Okay. Ms. Cooper."

Ms. Cooper: "Yes. At 10:58, Ms. Catherine from the Department of Real Estate put on the U.S. Government time that we use, played it on the speaker for everyone to hear. At 10:59 and 30 seconds Ms.--"

Ms. Awadalla: "Sirein Awadalla."

Ms. Cooper: "Ms. Sirein came in and she went to Michael Peters who works at the front desk downstairs. He informed her and Catherine did also that she had to bring the bid to me to accept. When she brought the bid to me, it was ten minutes 59 - ten minute -- ten hours -- ten o'clock 59 minutes and 35 seconds. I told her I was unable to accept the bid, because her

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company's information nor the solicitation information were on the envelope. When she gave -- she asked for a pen. Ms. Catherine gave her a pen at ten -- 10:59 and 30 -- 45 seconds. Cathy told her of the time. By the time she finished filling it out, it was 11:02 a.m. I was -- told her I was unable to accept the bid and she would be able to come to the bid meeting and pled her case."

Deputy Comptroller: "Alright. Um -- Thank you. Ms. Zoppo anything you want to add to that?"

Ms. Catherine Zoppo: "Just that at um -- it was 10:59 and 45 seconds when I handed her the pen, I informed her she only had 15 seconds. And at the time at 11:00 I yelled it's eleven o'clock and she still had the bid in her hand. So, it was like two seconds after she tried to hand the bid in and that's when Ms. Cooper informed her that we couldn't -- she couldn't accept it."

Deputy Comptroller: "Okay. Alright. Ah -- Ms. Awadalla, the instructions are -- are pretty clear and they are also stated in our City Charter that bids must be received by 11:00 a.m. So,

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this Board does not have discretion to accept your bid. We appreciate the effort you put forward and we understand that you had the addendum which didn't change the date. Sometimes they change the date, sometimes they -- they do not. Ah -- so um -- because of the Charter and the clear statement that you did submit it after 11:00 a.m. we're not able to accept it."

Ms. Awadalla: "Is that the final opinion of everybody, even though there was an addendum --"

Deputy Comptroller: "Please speak into the mike."

Ms. Awadalla: "and I was literally there on time?"

Deputy Director of Public Works: "Yes, the City Charter does state that they have to -- I'm sorry, the Charter is very clear and it does state that they have to be in by 11:00. And even though you may have been seconds after 11:00, it's after 11:00."

Ms. Awadalla: "Okay. Thank you."

Deputy Comptroller: "Thank you so much. Thank you Ms. Cooper and Ms. Zoppo. There being no further business, we are adjourned."

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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, August 29, 2018.

A handwritten signature in black ink that reads "Joan M. Pratt, CPA". The signature is written in a cursive style.

JOAN M. PRATT
Secretary