

MINUTES**REGULAR MEETING**

Honorable Brandon M. Scott, President
Honorable Bernard C. "Jack" Young, Mayor
Honorable Joan M. Pratt, Comptroller and Secretary
Rudolph S. Chow, Director of Public Works
Andre M. Davis, City Solicitor - **ABSENT**
Matthew W. Garbark, Deputy Director of Public Works
Dana P. Moore, Deputy City Solicitor
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The August 07, 2019 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiency of these hearings, persons who are disruptive to the hearing will be asked to leave the hearing room. 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 5, 2019, 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 the items on the routine agenda."

Comptroller: "I Second."

President: "All those in favor say AYE. All opposed, say NAY. The Motion carries. The routine agenda items have been adopted."

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

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

BMW Construction Specialists, Inc.	\$ 2,000,000.00
Cossentino Contracting Co., Inc.	\$ 8,000,000.00
Freyssinet, Inc.	\$63,670,000.00
Milton Electric Co. Inc.	\$ 1,500,000.00
Mo Construction, Inc.	\$ 1,500,000.00
Sunrise Safety Services, Inc.	\$ 1,500,000.00
Titan Industrial Services, Inc.	\$98,040,000.00

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:

CV, Inc.	Landscape Architect Engineer Land Survey
ECO Integration, Inc.	Engineer
Environmental Systems Analysis, Inc.	Landscape Architect
Forella Group, LLC	Architect

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

Jerryn J. McCray, Architect	Architect
Lardner/Klein Landscape Architects, P.C.	Landscape Architect
Levin/Brown & Associates, Inc.	Architect
MK Consulting Engineers, L.L.C.	Landscape Architect Engineer
RMF Engineering, Inc. P.C.	Engineer
RRMM Architects, PC	Architect
Smolen-EMR-Ilkovitch Architects, Inc.	Architect
The Wilson T. Ballard Company	Engineer Land Survey
Toole Design Group, LLC	Landscape Architect Engineer
Waldon Studio, Architects & Planners, P.C.	Architect
Zest LLC	Engineer

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

MINUTES

Department of Law - Settlement Agreement and Release

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Dolly Davis, Plaintiff against the Mayor and City Council of Baltimore and Lexington Market, Inc. ("LMI").

AMOUNT OF MONEY AND SOURCE:

\$155,000.00 - 2044-000000-1450-703800-603070

BACKGROUND/EXPLANATION:

The Plaintiff alleges that a defective condition in the parking lot of Lexington Market caused her to trip and fall, causing serious injuries.

On August 18, 2017, the Plaintiff, then 73-years old, was walking from the parking pay station across the lot of Lexington Market to her car. As she crossed the lot, she tripped on cracked/broken asphalt, landing on her outstretched arms. As a result of her fall, she sustained serious bodily injuries, including to her right shoulder, which required surgery to repair a torn rotator cuff.

In order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation, the parties have agreed to a payment to Ms. Davis of \$155,000.00, for complete settlement of the case, including attorney's fees. In return, the Plaintiff has agreed to dismiss and release all claims against the City and LMI, and their employees, agents and representatives.

MINUTES

Department of Law - cont'd

Based on a thorough review of the circumstances surrounding the incident and the availability of defenses to this claim by the Settlement Committee of the Law Department, it is recommended that the Board of Estimates approve the settlement of this case as in the best interest of the City.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Settlement Agreement and Release for the action brought by Dolly Davis, Plaintiff against the Mayor and City Council of Baltimore and Lexington Market, Inc.

MINUTES

Department of Real Estate - Deed

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Deed with Two Farms, Inc., for the closing of Eastbourne Avenue and a 10-foot alley and to convey a former bed of Eastbourne Avenue and a 10-foot alley all its interests in certain parcels of land known as the former bed of Eastbourne Avenue, extending westerly 284 ft., more or less, from a 10-foot alley, to the westernmost extremity of it-10-foot alley, extending westerly 56.4 feet, more or less, from Elrino Street and no longer needed for public use.

AMOUNT OF MONEY AND SOURCE:

\$26,000.00

BACKGROUND/EXPLANATION:

On August 17, 2017, the City entered into a closing agreement with Two Farms, Inc., to close and acquire a former bed of Eastbourne Avenue. The proposed street closing and conveying will allow Two Farms, Inc., (The parent organization of Royal Farms) to consolidate lots and renovate an existing Royal Farms Store.

The closing and sale were authorized by means of Sales Ordinance Nos. 18-173 and 18-157 both approved on June 8, 2018. 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 with Two Farms, Inc., for the

MINUTES

Department of Real Estate - cont'd

closing of Eastbourne Avenue and a 10-foot alley and to convey a former bed of Eastbourne Avenue and a 10-foot alley all its interests in certain parcels of land known as the former bed of Eastbourne Avenue, extending westerly 284 ft., more or less, from a 10-foot alley, to the westernmost extremity of it-10-foot alley, extending westerly 56.4 feet, more or less, from Elrino Street and no longer needed for public use.

MINUTES

Space Utilization Committee - Transfer of Jurisdiction

ACTION REQUESTED OF B/E:

The Board is requested to approve the transfer of jurisdiction for the property located at SS 25 ft. alley 1st S. of Federal Street (Block 1488, Lot 47) from the inventory of the Department of Real Estate to the inventory of the Department of Housing and Community Development.

BACKGROUND/EXPLANATION:

At the request of the Department of Housing and Community Development, the lot will be adopted by the Fort Washington Inspire Elementary School project. It will be used as open space for the use of the school.

The Space Utilization Committee approved this transfer of jurisdiction at its meeting on July 23, 2019.

UPON MOTION duly made and seconded, the Board approved the transfer of jurisdiction for the property located at SS 25 ft. alley 1st S. of Federal Street (Block 1488, Lot 47) from the inventory of the Department of Real Estate to the inventory of the Department of Housing and Community Development.

MINUTES

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with Baltimore International Academy, Inc., Tenant, for the rental of the property known as 4300 Sidehill Road (formerly known as Rognel Heights Elementary School), containing 2.89 acres, which has a floor area of 108,910 sq. ft. The period of the lease is effective upon Board approval for five years, with the right to renew for three five-year periods.

AMOUNT OF MONEY AND SOURCE:

The annual rent shall be \$1.00, if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used as a Charter School operated by the Baltimore International Academy, Inc., for students in Kindergarten through 8th grade.

During Years 1 and 2, the City will provide up to \$25,000.00 per year (or \$50,000.00) in capital improvements for the building provided Tenant provides a written request for the work within the 24 month time frame and includes an explanation of need to be reviewed by the Department of General Services. Any work above the \$50,000.00 limit will be the responsibility of the Tenant.

The Tenant accepts the premises "as is", and is responsible for building structural defects, foundation, roof, walls, gutters, downspouts, air conditioning, ventilating & heating systems, water, and electric supply lines. The Tenant will paint the interior and exterior, is responsible for ADA compliance, perform routine maintenance and emergency maintenance of existing doors. The Tenant is also responsible for liability insurance, telephone/computer services and will not keep gasoline or other

MINUTES

Space Utilization Committee - cont'd

flammable, ignitable or explosives on the leased premises. The Tenant is responsible for capital improvements, maintenance and repairs and upkeep of the outside playground area of F Lot 16. The Tenant is responsible for all equipment, licenses, janitorial services, maintenance, utilities, snow removal, trash removal, and security. The Tenant has an option to purchase at any time, if no event of default exists.

The Tenant will exercise its option to purchase by tendering notice not less than 180 days prior to the termination date of this Lease. The purchase price will be the "Fair Market Value" as determined by an appraisal based on comparable sales as of the date of Board approval of this Lease Agreement.

The Department requests a waiver of the City's Appraisal Policy, which requires negotiations to begin six months of the date of the appraisal report because the improvements on the property are not in existence at this time.

The Space Utilization Committee approved this Lease Agreement on June 25, 2019.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Baltimore International Academy, Inc., Tenant, for the rental of the property known as 4300 Sidehill Road (formerly known as Rognel Heights Elementary School), containing 2.89 acres, which has a floor area of 108,910 sq. ft.

MINUTES

Mayor's Office of Immigrant Affairs - Safe Network Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Safe Network Agreement with the Vera Institute of Justice, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$150,000.00 - 1001-000000-1250-775700-603051

BACKGROUND/EXPLANATION:

Since 2018, Baltimore City has been a member of the SAFE (Safety and Fairness for Everyone) Network, a diverse group of local jurisdictions from around the country committed to due process and access to legal representation. Convened by the Vera Institute of Justice, Inc. SAFE Network facilitates the provision of universal representation to localities seeking to expand legal services to its residents. As a result, Vera Institute of Justice, Inc., will be awarded funds from the City of Baltimore as a grant to subcontract to Capital Area Immigrants' Rights Coalition, a legal service non-profit qualified to do business and is in good standing in the State of Maryland.

MBE/WBE PARTICIPATION:

The funds are for staffing, therefore, there is no opportunity to segment.

MWBOO GRANTED A WAIVER ON JULY 5, 2019.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Mayor's Office of Immigrant Affairs - cont'd

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Safe Network Agreement with the Vera Institute of Justice, Inc.

MINUTES

Department of General Services (DGS) - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Strong City Baltimore, Inc. The period of the agreement is effective upon Board approval for 36 months.

AMOUNT OF MONEY AND SOURCE:

\$246,900.00 - 1001-000000-1981-194700-603026

BACKGROUND/EXPLANATION:

This agreement will provide for three Fellows to work with the Fiscal and Strategic Management Division. The Fellows will work under the supervision of the lead for intra-agency process improvement. They will provide support for various critical agency-wide functions and projects central to the Department of General Services.

The Fellows areas of responsibility and projects will include, public private pipeline development for the agency, implementation of asset management best practices, and development and implementation of a data governance program and standards for the DGS operational metrics.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

MINUTES

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds to the Baltimore City Foundation (BCF).

AMOUNT OF MONEY AND SOURCE:

From: \$225,000.00 - 1001-000000-1250-775600-603051
 7,700.00 - 1001-000000-1250-775600-603022
 To: **\$232,700.00** - 221-00 - MOWBD - Baltimore Main Street

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the City's General Fund to the BCF on behalf of the Baltimore Main Streets Coordinating Program (Program). This funding is to support transactions related to the operations of the Program. The Baltimore Development Corporation previously administered the Program, but as of July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the Program. As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, the BCF was selected to serve as the fiscal agent for the Program.

The funds will be dispersed by the BCF to provide:

- i. each designated 501 (c)(3) organizations on a quarterly basis, following the receipt and review of a quarterly reports which details Baltimore Main Streets related work performed by the organization, for the period which commenced on July 1, 2019 and ends on June 30, 2020;

MINUTES

Mayor's Office of Minority and Women-Owned Business Development - cont'd

- ii. payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program; and
- iii. staffing, web-hosting, Main Street district training and technical assistance services.

The funding was previously transferred to BCF, as fiscal agent for the Program, for fiscal years 2018 and 2019. The Mayor's Office of Minority and Women-Owned Business Development now wishes to transfer funds to the BCF to serve as fiscal agent for the Program for fiscal year 2020.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved the Transfer of Funds to the Baltimore City Foundation.

MINUTES

Mayor's Office of Children - Community Services Block
and Family Success Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Community Services Block Grant Agreement with the Maryland Department of Housing and Community Development. The period of the Community Services Block Grant Agreement is October 1, 2018 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$2,474,321.00 - 5000-586220-1191-607200-404001

BACKGROUND/EXPLANATION:

The Mayor's Office of Children and Family Success, formerly the Mayor's Office of Human Services has been awarded funds under the Community Service Block Grant Award (CSBG) program operated by the Maryland Department of Housing and Community Development. Through the CSBG, the City will operate the Community Action Partnership Program to provide assistance to low income individuals and families in the City of Baltimore.

MBE/WBE PARTICIPATION:

N/A

The Community Services Block Grant Agreement is late because of delay in receiving the grant agreement from State Government.

APPROVED FOR FUNDS BY FINANCE

MINUTES

Mayor's Office of Children - cont'd
and Family Success

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Services Block Grant Agreement with the Maryland Department of Housing and Community Development.

MINUTES

Mayor's Office of Homeless Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Project PLASE, Inc. The period of the agreement is July 1, 2019 through September 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 70,720.92 - 1001-000000-3572-780400-603051

BACKGROUND/EXPLANATION:

Project PLASE, Inc. will utilize the funds to provide rental assistance to 13 individuals and/or families in Baltimore City who are experiencing homelessness. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Project PLASE, Inc.

MINUTESBaltimore Police Department - First Amendment Consultant Agreement

The Board is requested to approve and authorize execution of the First Amendment to Consultant Agreements (First Amendment). The First Amendment will extend the period through June 30, 2021.

1. **BRIAN J. HORTON** **\$160,000.00**

2. **EARL MAISEL** **\$160,000.00**

Account: 1001-000000-2003-195500-603026

Messrs. Horton and Maisel will continue to provide the expert polygraph services required by the Department.

The Maryland Police and Correctional Training Commissions require that every applicant for the position of police officer or as needed basis of any sworn officials as a tool used in the vetting process of the Department undergo a polygraph examination before completing the hiring process.

Currently, the Department utilizes the services of two independent, contractual consultants, who are qualified, expert Polygraph Examiners.

On July 11, 2018, the Board approved the original Consultant Agreement, which provided that the total compensation would not exceed \$80,000.00.

This First Amendment will increase the amount to \$160,000.00 to allow the consultants to continue providing services to the Department.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Baltimore Police Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Consultant Agreements.

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:

3627 - 3628

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing & Community Development</u>		
1. \$1,000,000.00	9910-923019-9587	
3 rd Community & Economic Development Bonds	Baltimore Homeownership Incentive (Reserve)	
\$ 250,000.00	-----	9910-903292-9588 Baltimore City Employee Program
150,000.00	-----	9910-903294-9588 Buy Into Baltimore
300,000.00	-----	9910-905290-9588 Live Near Your Work Program
<u>300,000.00</u>	-----	9910-907109-9588 Booster Program V2V
\$1,000,000.00		

This transfer will provide funds for the Homeownership Incentive Program for fiscal year 2020.

2. \$1,393,793.64	9980-918989-9587	9980-915410-9593
Community Development Block Grant 45	Loan Repayment (Reserve)	East Baltimore Development Initiative 108

This transfer will provide appropriation authority for the repayment on the HUD Section 108 loan for fiscal year 2020.

MINUTES**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
3. \$2,900,000.00	9962-932007-9563	9962-926020-9562
Others	Construction Reserve Conduit Construction	Structure & Improvements Central at Ave. Br. Conduit

This transfer will cover the deficit and move the funds for the difference for the conduit share of the project, "Central Avenue Bridge Conduit."

4. \$ 291,659.23	9962-932007-9563	9962-914059-9562
Others	Construction Reserve Conduit Construction	Structure & Improvements Dundalk Ave. - Conduit

This transfer will cover the deficit of the project, "Dundalk Avenue - Conduit."

Department of Recreation & Parks

5. \$ 25,000.00	9938-904126-9475	9938-907740-9474
General Funds	Park Trail Network (Reserve)	Jones Falls Greenway Phase V (Active)

This transfer will provide funds to cover the costs associated with construction fees from MD State Highway Administration for Jones Falls Trail - Phase V, TR 11319.

MINUTES

Department of Human Resources - Group Sales Agreement for Police Sergeant Promotional Examination

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Group Sales Agreement with OTO Development, LLC d/b/a Hampton Inn & Suites, Baltimore Inner Harbor. The Board is also requested to approve the payment, by expenditure authorization, of airfare, per diem, and ancillary expenses for 33 subject matter experts that will administer the examination. The period of the agreement is August 25, 2019 through August 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$ 11,340.00	Rental of Baltimore Convention Center Room Rate 4 Ballrooms @ \$3,150.00 per room per day @ 1 day ($\$3,150.00 \times 4$) = \$12,600.00 @ a *10% discount *(for multiple event bookings - Police Sgt. & Police Lt.)
25,064.55	Hampton Inn & Suites Downtown Baltimore Inner Harbor: Mon. Aug. 26th - Fri. Aug. 30th Oral Examination Overnight Guestrooms Sun. August 25th - Sat. August 31st 35 rooms x 6 nights x \$109.00 net rate = \$22,890.00 $\$22,890.00 \times 9.5\%$ occupancy tax = \$2,174.55
7,161.30	Exam/Interview Rooms (converted guestrooms) Tues. August 27th - Fri. August 30th 15 rooms x 4 days x \$109.00 net rate = \$6,540.00 $\$6,540.00 \times 9.5\%$ occupancy tax = \$621.30
7,350.00	Valet Sun. August 25th - Sat. August 31st 35 cars x 6 nights x \$35 per day

MINUTES

Department of Human Resources - cont'd

3,050.00	<p>Training/Registration Room Mon. August 26th – Fri. August 30 (Mon. 8/26 = 40 pp.)/(Tues. 8/27 – Fri. 8/30 20 pp. @ a time) \$500 rental x 1 day x 5 days = \$2,500 \$2500 + 22% service fee \$550.00</p>
1,090.62	<p>Hospitality Suite/Break Room Tues. August 27th – Fri. August 30th \$249.00 rental x 4 days = \$996.00 \$996.00 + 9.5% service fee = \$94.62</p>
290.36	<p>Coffee Service & Light Snacks (training day) Mon. August 26th 40 attendees x \$5.95 per person x 1 day = \$238.00 \$238.00 + 22% service fee = \$52.36</p>
1,016.26	<p>Coffee Service Beverage/Snack Break Tues. August 27th – Fri. August 30th 35 attendees x \$5.95 per person x 4 days = \$833.00 \$833.00 + 22% service fee = \$183.26</p>
244.00	<p>Audiovisual Equipment (training day) Mon. August 26th Screen & Projector Rental: \$200.00 x 1 day + 22% = \$44.00</p>
24,750.00	<p>Examiners' Airfare (Roundtrip): Thirty - three (33) examiners traveling from various locations @ \$750.00</p>
16,401.00	<p>Per Diem Meal Allowance Per Diem Rate - \$71.00 per day x 7 days = \$497.00 33 Examiners - \$497.00 x 33</p>
6,600.00	<p>Ancillary expenses - 33 Examiners x \$200.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)</p>

\$104,358.09 - 1001-000000-1603-172500-603026

MINUTES

Department of Human Resources - cont'd

The Police Sergeant promotional assessment is scheduled for August 26 - August 30, 2019. The examination occurs annually. The assessment includes written and oral exam components and is scheduled to take place on June 29, 2019 and August 26 through August 30, 2019, respectively. Fifty rooms will be necessary to administer the exam.

Thirty-five rooms will be rented for overnight accommodations for the 33 examiners and two assessment administrators. Fifteen rooms will be rented for administration of the exam. The rooms will be utilized for training of examiners, candidate interview preparation, for candidates to prepare responses to interview questions and to conduct panel interviews. The 2019 number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component, administered on June 29, 2019 at the Baltimore Convention Center is scored by the Department of Human Resources and the test vendor. A testing schedule for the oral exam will be created after July 31, 2019 and the number of testing days will be confirmed.

Room reservations for this function must be arranged many months in advance. The submitted Sales Agreement is based upon the maximum usage requirements, and may be reduced. 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, August 25, 2019. The oral component will begin on Monday, August 26, 2019 with training/orientation and run through Friday, August 30, 2019. Most examiners will depart the hotel the morning of Saturday, August 31, 2019, due to the length of testing on Friday and the distance back to their respective jurisdictions.

MINUTES

Department of Human Resources - cont'd

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. The 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.**

President: "Uh -- Madam Deputy Comptroller."

Deputy Comptroller: "Yes. Uh -- Good Morning. Thank you. Uh -- after the routine agenda was passed uh -- it came to my attention there's a request for the item that was deferred which is pages 18 - 21 uh -- that was deferred for one week. The submitting agency, the Department of Human Resources, has requested that this item not be deferred because of the time sensitive nature of this item. Uh -- for the Board to consider that item, it would be necessary for it to be recalled uh -- and that there be a motion not to defer it and that it be voted on as part of the non-routine agenda."

MINUTES

Department of Human Resources - cont'd

President: "Thank you."

Deputy Comptroller: "You're welcome."

President: "I make a Motion to recall this item."

Mayor: "Second."

President: "All those in favor say AYE. Those opposed, NAY." The President Votes **NO**. Uh -- all in vo -- all those in favor of approving this item, say AYE. Those opposed, say NAY. The President Votes **NAY**. Thank you."

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UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with OTO Development, LLC d/b/a Hampton Inn & Suites, Baltimore Inner Harbor. In addition, the Board approved the payment, by expenditure authorization, of airfare, per diem, and ancillary expenses for 33 subject matter experts that will administer the examination. The President Voted **NO**.

MINUTES

Department of Transportation - Report to the Board on Emergency Repairs to the Bridge at Warren Road over Gunpowder Falls

ACTION REQUESTED OF B/E:

The Board is requested to Note the report and approve and authorize payment to Allied Contractors, Inc. for the emergency repairs to the Bridge at Warren Road over Gunpowder Falls.

AMOUNT OF MONEY AND SOURCE:

\$941,000.00 - 9960-915601-9557-900000-702064

BACKGROUND/EXPLANATION:

On April 10, 2019, an inspection of the bridge at Warren Road over Gunpowder Falls found the bridge to be structurally compromised, creating an imminent public safety issue. The bridge required immediate closure. The Department of Transportation prepared and implemented all detour requirements. The closure of the bridge had significant impacts to traffic.

On Thursday, April 11, 2019, the Director of Finance granted approval to the Department of Public Works to acquire a qualified contractor to perform the necessary repairs expeditiously. The City secured the services of Allied Contractors, Inc. under the Department of Transportation contract TR 17007, Structural Repairs on Bridges Citywide JOC 2. The total cost of the work is estimated to be \$941,000.00.

IT IS HEREBY CERTIFIED THAT PURSUANT TO ARTICLE VI, §11(e)(ii) OF THE CHARTER, THE EMERGENCY WAS OF SUCH A NATURE THAT THE PUBLIC WELFARE WOULD BE ADVERSELY AFFECTED BY AWAITING THE APPROVAL OF THE BOARD OF ESTIMATES PRIOR TO OBTAINING THE SUPPLIES, MATERIALS, SERVICES, OR PUBLIC WORK. ON APRIL 11, 2019, THE DIRECTOR OF FINANCE APPROVED THE REQUEST OF THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO PROCEED WITH THIS WORK.

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Transportation - cont'd

ITEM	DESCRIPTION	
105	Mobilization Lump Sum	\$69,000.00
401	Construction Labor 1600 Hrs. @ \$46.00	73,600.00
402	Materials for Preservation & Repairs Lump Sum	200,000.00
404	Semi-Skilled Labor 800 Hrs. @ 46.00	36,800.00
405	Equip. for Structure Preservation & Minor Rehab Lump Sum	200,000.00
406	Welder 2400 Hrs. @ \$100.00	240,000.00
407	Bridge Repair Foreman 800 Hrs. @ \$99.00	79,200.00
408	Skilled Labor 800 Hrs. \$53.00	42,400.00

Department of Public Works/Office of Engineering & Construction

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$603,568.69	9960-902070-9558	
Water Revenue Bond	Watershed Bridge Maintenance	
412,711.31	9960-902070-9558	
County Revenue	Watershed Bridge Maintenance	
<hr/>		
\$1,016,280.00	-----	9960-915601-9557-2 Extra Work

The transfer will cover costs of emergency work on Warren Road Bridge under TR 17007, Structural Repairs on Bridges Citywide JOC II. This emergency work was necessary for the continuation of BC 6510 Warren Road Bridge Replacement.

MINUTESDepartment of Transportation - cont'd

The Board **NOTED** the report and approved and authorized payment to Allied Contractors, Inc. for the emergency repairs to the Bridge at Warren Road over Gunpowder Falls. 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 Transportation - Memorandum of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Agreement (MOA) with the Maryland Transit Administration (MTA) and the BaltimoreLink Capital Improvements. The period of the MOA is effective upon Board approval for five years. The MOA will automatically renew for two additional one-year periods at the end of the initial term.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - 9950-905190-9527-000000-490358

BACKGROUND/EXPLANATION:

The BaltimoreLink is intended to be a complete overhaul and rebranding of the MTA's core transit system operating within Baltimore City and throughout the greater Baltimore region.

The goals of the project are to improve service quality and reliability, maximize access to high-frequency transit, strengthen connections between the MTA's bus and rail routes, align the transit network with existing and emerging job centers, and engage riders, employers, communities, and elected officials in the planning process.

Capital Improvements such as the installation and improvement of dedicated bus lanes, audio-visual safety signs, transfer facility improvements, transit signal priority, and bus stop modifications are being implemented to support the goals of the BaltimoreLink.

The MTA will reimburse the City \$500,000.00 for the installation of Dedicated Bus Lanes on Pratt and Lombard Streets upon receipt of an invoice.

MINUTES

Department of Transportation - cont'd

Execution of this MOA by the City may be expressly conditioned upon the MTA applying for and obtaining a franchise(s) from the Baltimore City Council within 18 months of the date of Board approval of this MOA. The Board must approve this MOA before the MTA may obtain the franchise(s) from Baltimore City Council.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Agreement with the Maryland Transit Administration and the BaltimoreLink Capital Improvements.

MINUTES

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to STV, Inc./PB Americas, Inc. under Project 1217, On-Call Construction Project. The period of the task is approximately one year.

AMOUNT OF MONEY AND SOURCE:

\$115,315.20 - 1001-000000-1911-192100-603026

BACKGROUND/EXPLANATION:

The task provides for the extension of the right-of-way support services for the Department.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED THE EAR ON JULY 17, 2019.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 021 to STV, Inc./PB Americas, Inc. under Project 1217, On-Call Construction Project.

MINUTES

Department of Transportation - Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) under Project 1217, On-Call Construction Project Management Services with Johnson, Mirmiran & Thompson, Inc. The Amendment No. 3 will extend the period of the agreement through May 12, 2023.

AMOUNT OF MONEY AND SOURCE:

\$2,000,000.00 - increase in upset limit

BACKGROUND/EXPLANATION:

On May 13, 2015, the Board approved the original agreement in the amount of \$2,000,000.00, which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects.

On November 22, 2017, the Board approved Amendment No. 1 for a one-year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines.

On November 14, 2018, the Board approved Amendment No. 2 for a one-year time extension and an increase to the upset limit by \$2,000,000.00, to continue staffing of ongoing capital projects to meet State and Federal Highway Administration as well as City standards and guidelines.

MINUTES

Department of Transportation - cont'd

The Department is now requesting a three-year time extension and an increase to the upset limit by \$2,000,000.00, for continuous extra work and staffing for ongoing capital projects to meet Federal and State Highway and Highway Administration and Baltimore City standards and guidelines.

This approval will make the total upset limit \$7,000,000.00 and extend the period of the agreement through May 12, 2023.

MBE/WBE PARTICIPATION:

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

MBE: 29%

WBE: 10%

The performance to date is: **MBE:** 19% and **WBE:** 7%

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement under Project 1217, On-Call Construction Project Management Services with Johnson, Mirmiran & Thompson, Inc.

MINUTES

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement (Amendment No. 1) under Project No. 1249, On-Call Bridge Design Services with Prime AE Group, Inc./Hardesty & Hanover, LLC Joint Venture. The Amendment No. 1 will extend the period of the agreement through July 11, 2022.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 12, 2017, the Board approved the original agreement in the amount of \$2,000,000.00, for a period of two years to assist with the scope of services which includes, but is not limited to site inspection, analysis/recommendations, and final design for bridges and various types of structures.

The Department is now requesting a three-year time extension to fully complete extra work needed on existing assignments. This approval will result in an expiration of the agreement on July 11, 2022.

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 1 to Agreement under Project No. 1249, On-Call Bridge Design Services with Prime AE Group, Inc./Hardesty & Hanover, LLC Joint Venture.

MINUTESDepartment of Transportation - Minor Privilege Permit Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	1319 E. North Avenue	Verona Douglas	Awning w/signage 33.3 sf.
	\$ 210.90 - Flat charge		
2.	1100 S. Charles Street	1100 Charles LLC	Two single face electric signs, one @ 108 sf., one @14 sf.
	\$1,928.10 - Flat charge		
3.	3232A Eastern Avenue	Taylor Associates, LLC	Outdoor eating 20' x 4'
	\$ 337.50 - Annual charge		
4.	923 Washington Boulevard	Paul's Place Community Kitchen, LLC	ADA ramp and steps 45' x 4.5'
	\$ 281.30 - Flat charge		

MINUTES

Department of Transportation - cont'd

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
5.	704 E. Chase Street	Greenmount LIHTC, LLC	Three planters 50 sf. ea., one ADA ramp/ stairs 92 sf., one set of stairs 43 sf.

\$ 876.70 - Annual charge

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

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

MINUTES

Circuit Court for Baltimore City - Grant Award and
Acceptance Form

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Award and Acceptance Form with the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services. The period of the Grant Award is July 01, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,712,459.97 - 5000-500819-1100-804000-405001

BACKGROUND/EXPLANATION:

The Circuit Court for Baltimore City has received a FY 2020 grant from the Administrative Office of the Courts, Department of Juvenile and Family Services, whose budget is approved by the Maryland State Legislature, to staff and operate a Family Division under Maryland Rule 16-307 within the Circuit Court for Baltimore City.

Funds cover personnel costs, contracts for services, supplies, and program costs, including parenting education, mediation (2 programs), supervised visitation, instant paternity testing and custody evaluation services (listed under "other direct costs"). The request is late because of delays in administrative process.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Circuit Court for Baltimore City - cont'd

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

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Grant Award from the State of Maryland Governor's Office of Crime Control and Prevention. The period of the Grant Award is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$102,115.00 - 5000-504820-1150-118000-405001

BACKGROUND/EXPLANATION:

The funds will support the Gun Violence Reduction Initiative program. Funding will support the salary of one cross-designated Assistant State's Attorney to the U.S. Attorney's Office assigned to handle the prosecution of gun cases as a part of the citywide effort to reduce gun violence.

The Grant Award is late because of a delay in the administrative 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 and authorized 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 Adjustment Notice
for Baltimore City (SAO)

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) with the Baltimore Child Abuse Center (BCAC). The GAN will extend the period of the grant through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$40,582.99 - 4000-482417-1156-117900-405001

BACKGROUND/EXPLANATION:

On March 1, 2017, the Board approved the original grant for the period of October 1, 2016 through September 30, 2019 in the amount of \$274,000.00.

The BCAC and the SAO formed a partnership to serve the unique needs of child witnesses to homicide. The partnership serves to not only effectively prosecute criminals, but to serve the child witnesses and their non-offending caretakers with a goal of preventing further trauma. Grant funds will provide salary support and related expenses.

APPROVED FOR FUNDS BY FINANCE

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Grant Adjustment Notice with the Baltimore Child Abuse Center.

MINUTES

Department of Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 002 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$142,622.55 (60.3254%) - Baltimore City
93,799.50 (39.6746%) - Baltimore County
\$236,422.05 - 9960-914990-9557-900020-703032

BACKGROUND/EXPLANATION:

The Department needs to conduct inspection, prepare a report of the inspections, and make recommendations for any repairs or improvements resulting from the inspection of each of the following City Earthen Dams: Lake Montebello, Montebello Washwater Lake, Ashburton Lake, Ashburton Washwater Lake, and Druid Lake.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED THE EAR ON MARCH 11, 2019.

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

MINUTES

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$154,032.35 (Revenue Bond)	9960-907158-9558 (Dam Rehabilitation)	
101,303.46 <u>(County Revenue)</u>	9960-907158-9558 (Dam Rehabilitation)	
\$255,335.81	-----	9960-914990-9557-3 Design

This transfer will cover the costs of Project 1254W, On-Call Environmental Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering 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 Public Works - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$107,274.93 (60.3254%) - Baltimore City
70,552.20 (39.6746%) - Baltimore County
\$177,827.13 - 9960-924983-9557-900020-703032

BACKGROUND/EXPLANATION:

The Consultant is providing engineering services for inspection and repair design for sedimentation basins 5, 6, and 7 at Montebello Water Filtration Plant 2.

MBE/WBE PARTICIPATION:

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

MWBOO APPROVED ON THE EAR MARCH 11, 2019.

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

MINUTES

Department of Public Works - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$115,856.92	9960-903733-9588	
Water Revenue	(Sedimentation Basin	
Bond	Improv. Mon.)	
76,196.38	" "	
<u>County Revenue</u>		
\$192,053.30	-----	9960-924983-9557-3 Design

This transfer will cover the costs of Project 1254W, On-Call Environmental Engineering Services.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 003 to Whitman, Requardt & Associates, LLP under Project 1254W, On-Call Environmental Engineering 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 Public Works/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the Assignment of Task No. 003 to KCI Technologies, Inc., under Project No. 1266K, (SC 866) On-Call Wastewater Engineering Services. The original contract will expire on June 27, 2021. The period of this task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$238,943.51 - 9956-904951-9551-900020-703032

BACKGROUND/EXPLANATION:

KCI Technologies, Inc. will provide field and technical engineering support for wastewater engineering projects managed by the Office of Engineering and Construction.

MBE/WBE PARTICIPATION:

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

MBE: 27.00%

WBE: 10.00%

MWBOO APPROVED THE EAR ON JULY 12, 2019.

MINUTES

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

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$308,058.99	9956-905609-9549	9956-904951-9551-3
Wastewater Revenue	SW Diversion	Design
Bond	Pressure Sewer	
IM		

This transfer will cover design costs of Project 1266K (SC 866) On-Call Wastewater Engineering Services Task 003.

UPON MOTION duly made and seconded, the Board approved the Assignment of Task No. 003 to KCI Technologies, Inc., under Project No. 1266K, (SC 866) On-Call Wastewater Engineering 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

Health Department - Notice of Grant Award and Cooperative Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Notice of Grant Award and approve and authorize execution of a Cooperative Agreement from the U.S. Department of Health and Human Services, Office of Adolescent Health, Teen Pregnancy Prevention (TPP) Program. The period of the Grant Award and Cooperative Agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$1,749,000.00 - 4000-480620-3080-279200-404001

BACKGROUND/EXPLANATION:

The Grant Award and Cooperative Agreement will provide funding to support the "Baltimore City U Choose Evidence-Based TPP" services in the City.

The Notice of Grant Award and Cooperative Agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Notice of Grant Award and approved and authorized execution of a Cooperative Agreement from the U.S. Department of Health and Human Services, Office of Adolescent Health, Teen Pregnancy Prevention Program.

MINUTES

Health Department - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Daniel Kadiri for expenses incurred during the month of December 2018.

AMOUNT OF MONEY AND SOURCE:

\$160.23 - 4000-427719-3023-599601-603001 - mileage
60.00 - 4000-427719-3023-599601-603003 - parking
\$220.23

BACKGROUND/EXPLANATION:

Mr. Kadiri submitted his employee expense statement and appropriate back up documents on time, but it was inadvertently misplaced due to oversight.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the Employee Expense Statement to reimburse Mr. Daniel Kadiri for expenses incurred during the month of December 2018.

MINUTES

Department of Recreation and Parks - On-Call Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the assignment of Task No. 18 to Murphy & Dittenhafer, Inc. under Project 1234, On-Call Architectural Design Services. The period of the task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$ 28,596.90 - 9938-917022-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Mount Pleasant Ice Rink.

MWBOO APPROVED THE EAR ON JULY 23, 2019.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 30,000.00	9938-916022-9475	9938-917022-9474
General Fund	Community Center Master Plan and Implementation (Reserve)	Community Center Master Plan and Implementation (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #18 to Murphy & Dittenhafer, Inc.

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 18 to Murphy & Dittenhafer, Inc. under Project 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 - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 021 to GWWO, Inc. under Project 1234, On-Call Design Services. The period of the task is approximately 18 months.

AMOUNT OF MONEY AND SOURCE:

\$375,909.74 - 9938-908784-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include design services for Middle Branch Fitness & Wellness Center in Cherry Hill.

MBE/WBE PARTICIPATION:

The Consultant has achieved the following percentages: MBE 14.98% and WBE: 22.87%.

MWBOO APPROVED THE EAR ON JULY 23, 2019.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$380,000.00	9938-906784-9475	9938-908784-9474
Rec. and Parks 25 th Series	Cherry Hill Rec. Center (Reserve)	Cherry Hill Rec. Center (Active)

MINUTESDepartment of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task No. 21.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 021 to GWWO, Inc. under Project 1234, On-Call 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 - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Engineering Design Services.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - increase in the upset limit

BACKGROUND/EXPLANATION:

On July 20, 2016, the Board approved the original agreement for three years in the amount of \$1,500,000.00, which provided engineering design services for renovation and improvement of various Parks and Recreation facilities. On January 30, 2019, the Board approved Amendment No. 1 to allow for an additional one-year time extension with an ending period of July 20, 2020 to continue providing engineering design services for renovation and improvement of various Parks and Recreation facilities.

The Department is now requesting an increase to the upset limit by \$500,000.00 to ensure enough capital for the continued engineering design services for ongoing tasks under Amendment No. 2 and increases the total upset limit is \$2,000,000.00.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Recreation and Parks - cont'd

MBE: 25%

WBE: 10%

The performance to date is: **MBE:** 28.41% and **WBE:** 8.57%

MWBOO completed a compliance review on July 16, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Engineering Design Services.

MINUTES

Department of Recreation and Parks - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement with GWWO, Inc. under Project 1234, On-Call Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

On January 13, 2016, the Board approved the original agreement for three years in the amount of \$4,500,000.00 with GWWO, Inc., which provided architectural design services for renovation and improvement of various Parks and Recreation facilities.

On January 30, 2019, the Board approved Amendment No. 1 to allow for an additional one-year time extension with the period ending January 13, 2020 to continue providing architectural design services for renovation and improvement of various Parks and Recreation facilities.

The Department is now requesting an increase to the upset limit by \$1,000,000.00 to ensure enough capital for continued architectural design services for ongoing tasks under Amendment No. 2 and increases the total upset limit is \$5,500,000.00.

MBE/WBE PARTICIPATION:

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

MINUTES

Department of Recreation and Parks - cont'd

MBE: 20%

WBE: 10%

The performance to date is: **MBE:** 14.98% and **WBE:** 22.87%

MWBOO completed a compliance review on July 23, 2019.

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

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 2 to Agreement with GWWO, Inc. under Project 1234, On-Call Architectural Design Services.

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:

3667 - 3668

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

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

1. GS 17811, Northeastern District Police Station Improvements and Roof Replacement Ruff Roofing and Sheet Metal, Inc. \$ 470,125.00

MBE: Couser Supply, Inc. \$14,103.75 3%

WBE: Tegeler Source, LLC \$ 4,701.25 1%

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 10, 2019.

Bureau of Procurement

2. B50005696, Community Planning Survey
- REJECTION:** The Board is requested to reject all bids submitted in response to Solicitation Number B50005696. Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in the local newspaper. On April 10, 2019, two bids were received from Untold Research, LLC and Schaefer Center of Public Policy, University of Baltimore. Untold Research proposed a survey methodology that would not satisfactorily acquire a representative sample of City residents. The University of Baltimore's bid price was considered excessive and unreasonable.

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement - cont'd

Therefore, it is recommended that all bids be rejected to allow an opportunity for the Bureau of Procurement to work with the BBMR to revise the solicitation to enhance competition.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

On August 17, 2016, the Board approved the initial award in the amount of \$50,000.00. The award contained four 1-year renewal options. Three renewals have been exercised. The Wastewater Facilities Maintenance Division requires Endress & Hauser parts and equipment for replacement and repair of existing installed equipment in order to maintain compatibility. Endress & Hauser has confirmed that the sole area supplier of its equipment and parts in the State of Maryland is Eastern Controls, Inc. of PA. The period of the renewal is August 17, 2019 through August 16, 2020. The above amount is the City's estimated requirement.

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

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

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------------|------------------------|
| 2. <u>DRAEGER, INC.</u> | <u>\$97,087.50</u> | <u>Selected Source</u> |
| <u>Contract No. 06000 - PASS Devices - Fire Department - Req.</u> | | |
| <u>No. R822424</u> | | |

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

These devices are attached to firefighters. The device sounds an alarm for other team members to hear when the wearer becomes motionless or distressed. These units work in conjunction with the Draeger Self Contained Breathing Apparatus currently in use by the Fire Department. The purchase is funded by FEMA Grant EMW-2017-FO-06070. These devices are only available from Draeger, Inc. This is a one-time purchase. The above amount is the City's estimated requirement.

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On July 23, 2019, MWBOO issued a waiver with the determination of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 23, 2019.

3. MARYLAND FIRE EQUIPMENT CORPORATION	\$ 0.00	Renewal
Contract No. B50005111 - Aluminum Alco-Lite Fire Ladders and Repairs - Fire Department - P.O. No. P540914		

On September 13, 2017, the Board approved the initial award in the amount of \$33,423.02. The award contained three 1-year renewal options. On October 17, 2018, the Board approved the first renewal in the amount of \$50,000.00. This second renewal in the amount of \$0.00 is for the period September 13, 2019 through September 12, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

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| 4. FERNO-WASHINGTON,
INC. | \$ 50,000.00 | Renewal |
| Contract No. B50004989 - Custom Wheeled Stretchers - Fire
Department - P.O. No. P5440075 | | |

On June 28, 2017, the Board approved the initial award in the amount of \$48,460.70. The award contained two 1-year renewal options. This first renewal in the amount of \$50,000.00 is for the period July 1, 2019 through June 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 5, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON APRIL 5, 2017.

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| 5. WESTERN MICROSYSTEMS,
INC. d/b/a DESERTMICRO | \$ 0.00 | Ratification
and Renewal |
| Contract No. B50003687 - ScaleHouse Software - Department of
Public Works, Bureau of Solid Waste - P.O. No. P529202 | | |

On October 22, 2014, the Board approved the initial award in the amount of \$112,719.17. The award contained two renewal options. On October 18, 2017, the Board approved the first renewal in the amount of \$50,000.00. The period of the ratification is October 23, 2018 through August 6, 2019. This final renewal is for the period August 7, 2019 through October 22, 2019. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

On August 1, 2014, MWBOO determined that no goals would be set due to no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 1, 2014.

6. PREMIER MAGNESIA, LLC	\$540,000.00	Sole Source/ Increase
Contract No. 08000 - Thioguard Chemical Application Technology - Department of Public Works - Water and Wastewater - P.O. No. P529232		

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On October 29, 2014, the Board approved the initial award in the amount of \$2,000,000.00. The award contained three renewal options. All renewal options have been exercised. This increase in the amount of \$540,000.00 is necessary to allow for continuous supply of a proprietary chemical application technology required for water treatment. Thioguard Chemical Application is not available from other suppliers. This increase will make the award amount \$5,540,000.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

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| 7. JOSEPH HEIL COMPANY,
INC. | \$1,400,000.00 | Increase |
| Contract No. B50004741 - Drain Cleaning Services - Department of General Services, Department of Public Works and others - P.O. No. P537436 | | |

On November 2, 2016, the Board approved the initial award in the amount of \$500,000.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$1,400,000.00 is necessary to provide sufficient funding for services covered by the contract for the remainder of the current term. This increase will make the award amount \$3,200,000.00. The contract expires on December 31, 2019 with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 26, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON AUGUST 26, 2016.

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|--|--------------|---------|
| 8. TIDEWATER DISTRIBUTORS,
LLC | \$ 54,111.10 | Low Bid |
| Solicitation No. B50005790 - SWAT Wet & Cold Gear - Baltimore Police Department - Req. No. R812503 | | |

Vendors were solicited by posting on CitiBuy. On June 11, 2019, one bid was received and opened. The bid is found to be fair and reasonable. The period of the award is August 8, 2019 through August 7, 2020, with two 2-year renewal options. 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 - cont'd

MBE/WBE PARTICIPATION:

On July 9, 2019, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JULY 9, 2019.

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| 9. PS FURNITURE, INC. | \$ 332,781.20 | Sole Source |
| Contract No. 08000 - PS Furniture for the Baltimore Convention Center - Baltimore Convention Center - Req. No. R828219 | | |

This non-competitive procurement meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The vendor is the manufacturer's sole authorized source of these products which must be compatible with previously installed furniture. This is a one-time purchase. The above amount is the City's estimated requirement.

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

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

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

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|--|--------------|-------------|
| 10. SELEX ES INC. | \$ 64,070.00 | Sole Source |
| Contract No. 08000 - Mobile License Plate Readers - Baltimore Police Department - Req. No. R828652 | | |

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT.

The vendor is the sole source of the software which must be compatible with currently installed equipment used by the Police Department. This grant is funded from Bloomberg Philanthropies for continuing maintenance and support of the 25 mobile license plate readers that are currently in service. The period of the award is March 31, 2019 through October 18, 2020.

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

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

11. J.G.B. ENTERPRISES, INC.	\$ 50,000.00	Extension
Contract No. B50003531 - Various Hoses and Accessories - Department of Public Works - P.O. No. P527911		

On June 25, 2014, the Board approved the initial award in the amount of \$248,656.71. The award contained two renewal options. Both renewals have been exercised. An extension is necessary while a new solicitation is being prepared. The period of the extension is August 1, 2019 through December 16, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 1, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 1, 2014.

12. a. DENVER-ELEK, INC. b. J.F.FISCHER, INC.	\$250,000.00	Extension
Contract No. B50003484 - Maintenance and Repair Services for Central Chilled Water Systems - Department of General Services - P.O. No. P527798		

On June 25, 2014, the Board approved the initial award in the amount of \$3,000,000.00. The award contained one renewal option. On May 31, 2017, the Board approved the sole renewal in the amount of \$0.00. An extension is necessary to continue

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 - cont'd

to maintain chilled water services in various City buildings while a new solicitation is created. The period of the extension is August 16, 2019 through December 15, 2019.

MBE/WBE PARTICIPATION:

On April 4, 2014, MWBOO set goals of 27% MBE and 0% WBE. On June 20, 2019, Denver-Elek was found in compliance. On July 12, 2019 J.F. Fischer, Inc. was found in compliance.

a. Denver-Elek, Inc.

	<u>Commitment</u>	<u>Performed</u>
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MBE: See note below

WBE: N/A

Per contracting agency, the vendor has to date performed less than \$50,000.00 of work on this contract.

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 20, 2019.

b. J.F. FISCHER, INC.

	<u>Commitment</u>	<u>Performed</u>
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MBE: Horton Mechanical Contractors, Inc.	27%	\$209,208.63 26.7%
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WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 12, 2019.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement - cont'd

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts, and Extensions. The Comptroller **ABSTAINED** on item no. 12 b.

MINUTES

Department of Audits - Audit Reports

The Board is requested to **NOTE** receipt of the Audit Report and Special Audit Report for:

1. Mayor's Office of Human Services Biennial Financial Audit Fiscal Years Ended June 30, 2018 and 2017.

President: "The first item on the non-routine agenda can be found on page 59, Department of Audits, item one, Mayor's Office of Human Services Biennial Financial Audit, Fiscal Years Ended 20 -- June 30, 2018 and 2017. Will the parties please come forward?"

City Auditor: "Good morning Mr. Mayor, Mr. President, Madam Comptroller, and Board members. My name is Josh Pasch. I am the City Auditor. I'm here to present the Mayor's Office of Human Resour -- Human Services Bienn -- Biennial Financial Audit for Fiscal Years Ended June 30, 2018 and 2017. The Department of Audits has issued a qualified opinion. The basis of that opinion is Finding One, which is the federally funded Head Start and Continuum of Care grant programs reported cash balances of \$20,000,000.00 and \$18,000,000.00, respectively for FY 2018. The state funded

MINUTESDepartment of Audits - Audit Reports

Community Centers grant program reported a cash balance of \$6,900,000.00. And these are grant programs that are administered on an expenditure reimbursement basis. So, they shouldn't have significant cash there. Those balances are significantly overstated. Finding Two, was a significant deficiency, which is a repeat Finding from a 2017 Management Comment issued by the Department of Audits and it is regarding Service Organization Control Reports. Specifically, the Agency used a number of softwares provided by third parties and did not obtain an external report on the security of the information contained in those systems. A SOC or Service Organization Control Report is a report which is provided by a third party IT vendor. So, ADP will be providing us external services and in order for us to gain comfort that that data is secure, accurate, that ADP or the other vendor would provide an audit of that system and as our users -- as us being a user of that system, we would like to obtain that report to ensure that they have the proper controls over it and MOHS has

MINUTES

Department of Audits - Audit Reports

not re -- uh -- obtained those reports and that is our second Finding."

Director of Finance: "Good morning President Scott, Mayor Young, Comptroller Pratt, Honorable members of the Board. I'm Henry Raymond, Director of Finance. We acknowledge receipt of the Biennial Audit for the Mayor's Office of Human Services conducted by the Department of Audits. We concur with the Finding related to grant cash balances at June 30, 2018. The Finance Department continues to adjust grant accounts and has made significant progress as evidenced by the unmodified opinions on the 2016, 2017, and 2018 Comprehensive Annual Financial Reports. We recognize more work needs to be done. We will adjust these balances after confirmation is received that the grantors are due no funds. Additionally, I'd to state that the Grants Management Office is fully established -- has issued administrative policies regarding grants management. We expect that these guidelines should help agencies avoid these types of issues as we move forward. And finally, uh -- this Board approved of an Enterprise Resource

MINUTES

Department of Audits - Audit Reports

Planning contract with two vendors, Workday and Sierra Cedar for essentially new grant accounting system, as well as general ledger, payroll system, etc. The point is that uh -- this new product -- this new ERP platform would be of significant assistance to agencies that have grant funds. The software that we have selected is specifically designed and geared for governments in the management of grant funds. So, we think as we move forward, as we implement the new system uh -- this will be a tremendous aid to agencies on properly uh -- managing their grants and avoiding the types of issues that uh -- are presently occurring. Thank you. You have Finding 2."

Mr. Terry Hickey: "Good morning President Scott, Mayor Young, Comptroller Pratt, and the rest of the Board. Uh -- I'm here to address Finding No. 2. I'm Terry Hickey, former Head of the Mayor's Office of Human Services. Uh -- first and foremost I want to acknowledge from the Auditor's report how seriously we take

MINUTES

Department of Audits - Audit Reports

the imposition of fiscal controls and also the protection of personally identifying information in any of the systems in which we use to serve clients. We acknowledge that obtaining the annual SU -- SOC reports from the applicable software vendors as noted by the Auditors is an important element in our overall risk management work. However, I do want to briefly clarify a couple things for the record. In this particular audit, the SOC report that is applicable to Baltimore City Head Start were indeed performed by the appropriate people and copies were requested and provided to the Auditors during their on-site review. Moving forward, we will make sure these reports are requested and available in advance. So, we see that as a procedural issue that we've cured by putting on the Executive Director's calendar, the requesting of those SU -- SOC Reports prior to the visit of the Auditors. But, I want to emphasize that they were done and they were provided. Secondly, the Homeless Services Program has made it a practice in the past

MINUTES

Department of Audits - Audit Reports

to request SOC reports and did so most recently in FY 2016. In this particular situation, the sale of the vendor of our software to another company -- we were told very recently that the SOC reports were not available. Uh -- we have continued to demand those and will move forward making sure that those are available in future years or we'll have to consider uh -- moving to another vendor for this. But, ah -- we believe we've addressed both of these issues."

President: "Thank you. Questions?"

Comptroller: "So Noted."

President: "So Noted. Thank you."

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MINUTES

Department of Audits - Audit Reports

2. Special Audit Report for Associated Black Charities, Inc. January 31, 2018 through April 30, 2019.

President: "The second item on the non-routine -- routine agenda can be found on page 59, Department of Audits, item 2, Special Audit Report Associated Black Charities, Inc. January 31, 2018 through April 30, 2019. Will the parties please come forward?"

City Auditor: "Good morning, President Scott, Mayor Young, Madam Comptroller Pratt, and Board members. I'm here to present the Special Audit of Baltimore City Children and Youth Fund adminis - - administered by and through the Associated Black Charities. The Department of Audits has one Finding and three recommendations for improvement. The first Finding cites inconsistent documentation with regards of the grantee selection, specifically when grantees ranked lower than other candidates in the original ranking, there was no documenta -- there was inconsistent documentation to support it. We understand that ABC disagrees with this Finding citing additional factors taken into account in the awarding process. In some of these cases, we were provided documentation of these additional factors, but in seven of 19 such cases, we could not

MINUTES

Department of Audits - Audit Reports

find any documentation or notes to support the selection of the lower scored grantees. In essence, the documentation was inconsistent and our recommendation is that they tighten it up and make it universal across the board. The first opportunity for improvement was, the MOU required that ABC or its designee -- designee provide a site visit of all grantees within 12 months to evaluate performance and compliance. Our audit scope only included nine of those 12 months and during those nine months, we did not see any site visits performed by ABC. Now as the MOU requires only within the first 12 months, this is not an audit Finding because it is not a compliance issue. However, it is a recommendation for improvement because the Office of Audits found and believes that waiting until the end of the 12 months to do a site visit, is a risk of not capturing issues that might be going on with the grantee in the program. ABC requested that we consider Technical Assistance, also known as TAs, involvement with the grantees as monitoring in place of the site visits. We did not consider these for the following reasons: No. 1; only Level 1 grantees are required to have Technical Assistance. There was three levels.

MINUTESDepartment of Audits - Audit Reports

Level 1 was grantees issued between \$5,000.00 and \$20,000.00 in grants. Level 2 were grantees issued between \$21,000.00 and \$250,000.00, and Level 3 was \$251,000.00 to \$500,000.00. So, even though other grantees may have been offered Technical Assistance, not all grantees received it and therefore, we do not consider it as a monitoring. The second point is that the Technical Assistance was more involved with meeting the goals to provide program and reporting not with the program itself. In other words, it was to help the grantee have administrative functions and get them up to speed in that. Now, we realize that part of the program was to build capacity to provide Youth Funding, Youth Programs, and we agree with that. However, there is also an aspect that the City of Baltimore wants to make sure that the Youth Programs are actually delivering services to the youth and we did not see that as being taken care of through the TA Program. The third point is our position is that the function of monitoring which was the site

MINUTESDepartment of Audits - Audit Reports

visit, should be independent of the function that help builds core operations. So, the Technical Assistants who were there to help the grantees build up the functionality and the capacity to provide services do not make a good fit for the monitoring of those services being offered. Opportunity for Improvement No. Two: As of April 30, 2019, which was our nine-month period of audit ending, five grantees that were selected as grantees in August 2018, with grantee amounts of \$263,000.00, had not met the grant requirements, and as such, had not been issued funds. Considering the objective of the program and that the award letter states that not meeting the award requirements could lead to rescinding the award, we see this as an opportunity for improvement and recommended that procedures be put in place to evaluate and if necessary rescind the award so that the money can be used to provide services, as the goal of the program is to provide services for the youth. At any rate, whatever ABC decides that they should have a documented reason of sticking with the grantee, whether they took a long time

MINUTESDepartment of Audits - Audit Reports

to be able to meet the uh -- requirements of the grant or moving forward. Opportunity for Improvement Three: the program was designed to distribute funds in either two or three payments. The basis of this was apparent to us as we did not want to put all of eggs in the basket at once. We didn't want to give all the money up front with an advance payment at one time. We noted that some grantees received second payments before the first payment advance was fully spent. A few had not spent any of the money and/or very little of the funds and so our recommendation for improvement, not a Finding, is that we recommend that when issuing the second or additional payments, ABC consider how much of the prior advance was already spent before issuing the payment. And the idea there is not to forward too much money which was our understanding of the idea of actually splitting the grant payments into two or three payments. Thank you."

MINUTES

Department of Audits - Audit Reports

Mr. Dayvon Love: "Excuse me. My name is Dayvon Love. I am the Director uh -- Coordinator of Community Outreach for the Baltimore City Children and Youth Fund. Uh -- so, I am a Contractor with the effort. Diane Bell-McCoy, the President and CEO of Associated Black Charities can't be here as a result of a family medical emergency uh -- so, I'll be here kind of in her place. Uh -- and really the purpose of me being here is really -- we appreciate -- you know -- the work that the Auditors did. We think it's important that the public understand that the intention of the Baltimore City Children and Youth Fund was to cultivate a process that was transparent, from which there's entryways for the community to participate in the nature of how the process operated uh -- and so I just wanted to address a few of the things that were mentioned by the Auditors uh -- you know -- just provide greater context both for the public and you all as people presiding over the Board of Estimates. Uh -- so starting with the particular Finding around the inconsistent documentation the Auditor found as a result of the rationale as to why grantees that were scored lower ended up getting awards. One of the things that was the charge of the grant review team, which

MINUTES

Department of Audits - Audit Reports

is a team of individuals from the community from a variety of different walks of life, it was their charge to make sure that the total portfolio was reflective of the needs -- the comprehensive needs of children and youth in Baltimore City, and so there was a process by which after the scores were made, that those scores then were weighed by a grant review team that looked at the total portfolio -- and for instance, they may find that there were too many mentoring programs for the portfolio, so they may take some folks down and move some folks up as a way to make sure the portfolio is as responsive to the needs of children and youth in Baltimore as possible. Uh -- and so those were conversations we had with the grant review team, the members of the grant review team, it was public uh -- and so these were conversations with the team -- the Youth Fund -- the Baltimore City Children and Youth Fund team and we're willing to entertain and have conversations with folks throughout the community as to the nature of the conversations that were had during that process. One of the other

MINUTES

Department of Audits - Audit Reports

things I also want to mention about this is that this is -- this is an innovation -- you know -- one of the purposes of the Baltimore Children and Youth Fund is to provide the community an opportunity to participate in making decisions about where resources go that impact their lives, and so, this is an innovation when you think about the larger philanthropic human social service sector where often times the community uh -- is not seen as an asset to their community, but rather they're seen as people to be acted upon by institutions outside of their neighborhoods and communities. So, this is an innovation and again we appreciate the Auditors looking into and investigating, looking at the work the Baltimore City Children and Youth Fund does because we hope that this sparks a larger conversation about the importance of innovation as it relates to how we do grant making uh -- in the non-profit and in the larger philanthropic sector."

MINUTES

Department of Audits - Audit Reports

Ms. Danielle Torain: "Hi Everyone. Good morning. Uh -- Danielle Torain, also a Contractor with the Baltimore Children and Youth Fund. I came into this work from the Casey Foundation doing a lot of work around community investment issues in Baltimore. This work uh -- that we are doing actually builds from years of piloting uh -- a number of different models around Baltimore City and learning from the strengths and weaknesses of those processes. When the Auditors say that the -- there was inconsistent docu -- documentation or that there was no documentation, it's just simply not accurate. The note taking approach and the documentation approach uh -- was actually very intentional and uh - actually structured with transparency in mind -- the possibility of an audit in mind, and also the hope that all of the notes from all of the deliberations by the reviewers that we would actually be able to share a lot of the -- the discussions that took place between reviewers to make these decisions. As Dayvon shared, the first step in uh -- actually scoring the proposals was using a system.

MINUTES

Department of Audits - Audit Reports

The system was called Submittable. So, as you guys know, we has an intergenerational panel -- a lot of different folks with different levels of -- of -- of comfort with technology. But, we had to actually find a system that actually suited the majority of those reviewers. The first step in review was for them to actually work with their either paper applications or those electronic applications and score via the Submittable system. So, every reviewer for every application actually scored in that system. The second uh -- step in the process was for the -- the uh -- reviewers to actually be broken down by level. So, as you guys know, the grants were broken into Level 1, Level 2, Level 3. Each of the reviewers actually had an opportunity to fully discuss those uh - applications, but in the -- in that structure. So, when the Auditors are saying there wasn't actually -- there wasn't documentation, there is a difference uh -- in philosophy or perspective in terms of what constitutes actual documentation. The truth is that there is actually detailed -- there are detailed

MINUTES

Department of Audits - Audit Reports

notes on every discussion that took place. That was all of our roles, so we actually had upwards of uh -- five to ten people in the room simply for the purpose of note taking and also to help to support -- to support the -- the grant reviewers in this process. That was separate and apart from the folks who were actually charged with facilitation and that was separate and apart from the team that actually managed the system. This was all because we wanted to make sure that there was no possibility of uh -- undue bias whatso -- in terms of different parts of the process and that uh -- there were very clear notes. So, what we said to the Auditors was that uh -- the notes are there. But, you actually have to look at the notes uh -- in addition to what is in the Submittable System to understand the full process. We are trying to educate the Auditors as well as the general public on the -- the importance of a participatory approach to grant making. This means that you cannot solely rely on what you're gonna actually see in a technical

MINUTES

Department of Audits - Audit Reports

system. This is the limitation of the philanthropic sector, at current. So, this was an intentional point of deviation from the norm in the sector and so I just want to make sure that that is clear because a part of what this is about is about systems change and it's about educating everyone on why these points these points of process are intentionally different and I think we are doing the public a disservice when we actually lead them to believe there is no documentation for a process that is this important for Baltimore."

President: "Thank you. Ms. Torain, to that point ah -- with the Auditors -- when you guys tried to give that information, is this a systems issue that Submittable won't allow those notes to be included or how does that work?"

Ms. Torain: "Exactly. So, Submittable was never intended to be the system that we used to actually document notes from the deliberations. It was never -- like that was not a part of the design. So, it was always intended that Submittable would only serve as a

MINUTES

Department of Audits - Audit Reports

system that we would use for the first phase of scoring. But, that we would actually give reviewers the opportunity to delib -- deliberate and actually have those notes reflect their -- the -- the more nuanced discussions. Right? So, the -- the point of the audit is that they wanted to see all of those notes in the actually in the Submittable System and we -- our response was how? That was not what the system was actually -- that's not what it's built to do. That was not -- that's not what it's intended to do and we don't want to set the precedent for future teams that that is what they should do. Uh -- if we actually have detailed notes on every discussion and those are uh -- clearly filed, and in a way where folks can actually track the discussion, we -- we believe that is sufficient uh -- and that is what we actually turned over to the Auditors. But, that was not considered uh -- in uh -- developing the Findings that you guys and the public uh -- are actually reading and relying on."

MINUTES

Department of Audits - Audit Reports

President: "Mr. Auditor, can you uh -- explain why just knowing that this program was created uh -- basically to give organizations who never get any help -- never get any assistance and to reach those people, that why that stuff wouldn't be included?"

City Auditor: "Right. So, I want to clarify. So, No. 1; we did not find any bias in the awarding selection. We looked at the selection process from a technical prospective and we -- they were informed and we understood and we agreed that there was multi-phases in the selection process. There was a scoring process and then there was an evaluation process. So, the way an audit works is -- we get that -- we see the process and then once -- the scoring process was very clear. The grantees are awarded to that -- they were the highest ranked -- they were selected. That made sense. We moved on to the Second Tier of which the grantees did not score the highest and other factors were taken into consideration. There were 19 such grantees. ABC and the program had prepared a document to explain why those grantees were selected above and we saw that there was actually a process -- a deliberation to go ahead and

MINUTES

Department of Audits - Audit Reports

select those. However, as we were going through the documentation to support it, seven of the 19 that's on the category, we couldn't find anything that was supporting and saying this is why we moved them up and that is the basis of our Finding. So, it's not a Finding of they don't have a process. It's not a Finding of they have bias. It's a Finding that their documentation wasn't complete. So, of the 80 something grantees, we see seven where there's this wiggle room of like okay, why did we select them? And it needs to be tightened up because this is an important program and we presented those seven of the 19 to ABC saying, 'how did we come up with these? 'and we were given a summary of the ones that were selected and the rationale behind them. We said, 'what about these seven?' And we weren't provided additional notes saying here these were in a separate file and we didn't have these. So, if they exist, they were not provided to the Auditors and we believe that we had uh -- ample time to get those and that's really the basis of our report saying that for a program that is funded through

MINUTES

Department of Audits - Audit Reports

grants, that full documentation, consistent across the board is important, and we didn't see that here."

Ms. Torain: "Mr. President, can I address one additional point? So this is about uh -- centering equity in our choice of process -- in our choice of faci -- facilitating this type of uh -- effort. Uh --holding equity even in -- in how we structure systems is really an important part of what this is all about. So, the choice of not limiting the reviewers to one form of documentation was actually important -- important because really, again, we have folks with different levels of comfort with these different systems. So, the use of the Submittable System was first step, but we also said to the reviewers, take your notes in whatever way you need to and bring those notes into those deliberations because we will actually do the work of capturing those dialogues. That's important. So, that's one. So, accounting for the different ways that folks process uh -- come into uh -- come into the different levels of comfort with process, is actually a part of what it means

MINUTES

Department of Audits - Audit Reports

to actually center equity in your choice of facilitations. So, that's one. The other thing that we actually think is really important for the public to understand about the way this uh -- the first year pilot was conducted was that, again, centering equity in the decision making process meant that the first step was to actually go with the raw scores. The raw scores were actually uh -- a detailed analysis of those scores -- was actually done -- they were distributed across Tier One, Tier Two, Tier Three. All of the applicants who actually appeared in uh -- Tier One, were automatically ac -- accepted. Tier Two and Tier Three were subject to additional discussion because this is also recognizing that what happens in traditional process is that if you don't -- don't have a beautiful kind of technical proposal -- if you don't have the resources to actually hire a grant writer -- usually just based off of your raw scores, you are axed out of the -- the process. So, what we actually said to the reviewers is actually have a discussion about that and also have a discussion

MINUTES

Department of Audits - Audit Reports

about the overall distribution of this portfolio. When you take a step back and look at the Tier One scores and whose awarded there and what's missing. And then for the reviewers make sure you're actually centering your charge of making sure there's equitable distribution of opportunity across this City. So, what neighborhoods are absent? What youth populations are absent? What types of services are underrepresented? And then come back to us with a -- a detailed response and justification for what's missing. Now, this is not to say that we got it all right. Right? Because part of the challenge of the first year was the volume. The decision to deploy \$10.8 million was not of ours. But, we understood the -- the importance of doing that and that actually placed more stress on the process. But, what the reviewers did very intentionally, I want to lift this up because they did a lot of work, was to actually think very carefully about whose missing and so that's actually how they made those additional recommendations. So, ABC did not work outside of any authorization

MINUTES

Department of Audits - Audit Reports

by that grant review team. So, any choices that were made by uh -
- the team to actually move organizations up that were serving
those underrepresented populations were -- that was actually the
subject of those -- those reviewers and those notes do exist and
those notes were turned in to the Auditors."

President: "Mr. Mayor."

Mayor: "Yea uh -- first of all, I want to thank uh - the Auditor
for the job that uh -- he performed. But, I do know that one of
the reasons why I asked for an audit was to make sure there was no
political influence and I didn't hear that. Uh - and this is a new
process and I think that your team and the Auditors need to get
together so that they can learn your process and know exactly what
is required because I don't think they -- they knew that. Uh --
because this is a program that just started and I know we started
late getting money out the door so there couldn't be really any
site visits because the people was just receiving the funds. I
didn't hear that. So, I just want to say that I think that it's
moving in the right direction as we -- as the Council uh -- atten

MINUTES

Department of Audits - Audit Reports

-- you know -- intended for it to move and I just say, keep up the good work. I think we all need to get together and so they can learn your processes because this is a new thing."

Ms. Torain: "Absolutely."

President: "Madam Comptroller."

Comptroller: "Yea. The Auditor said that what created the Finding was that there were seven items that were not provided to the Auditors. Were those seven items presented to the Auditors?"

Ms. Torain: "Yes, because at minimum all -- all applications went through uh -- a baseline of scoring. Right? So that --"

Comptroller: "But -- but -- sp - sp -- -- um -- I -- what I'm trying to say is -- the Auditor is saying that there are items that were not presented. But the question is, were those items presented?"

Ms. Torain: "Yes. Yes because they're in the -- the scores are in the Submittable System and there are also notes from the deliberations. However, if they did not fully review the notes

MINUTES

Department of Audits - Audit Reports

from the deliberations, they would not have been able to find that justification."

Comptroller: "Can you respond to that, Josh?"

City Auditor: "Sure. So, the way that our process works is we went and the Submittable System -- we didn't have any issues with that. The deviation or the additional considerations after the Submittable System -- that is what -- where the finding lies. And so we found seven grantees and we were provided a document to summarize the entire program saying why these grantees were selected and of that, there was no notes and no documentation to say these were -- these seven grantees were elevated and granted above higher scoring other applicants for whatever reason. Now, that's seven of 19. So, there was twelve that did have the documentation there. We presented this to ABC and said, "Hey, we have these seven", and ABC explained to us verbally well this is why they were selected. But, as Auditors, we need to see the documentation from that period of time to justify it -- to explain

MINUTES

Department of Audits - Audit Reports

it and to give that documentation. Uh -- if these seven which were presented -- the -- the seven are not a surprise. We told ABC which -- who the seven were - uh -- if there was some kind of back notes or something -- another file -- they were not presented to us. We did see them in the Submittable System. We do know that they were -- they were ranked. Uh -- and we don't have any question there. The ranking was -- however -- there were others ranked above them in that system and the justification of elevating them above other high in rankings, that we didn't see documentation to support that and I --"

Comptroller: "Is that correct?"

City Auditor: "Seven of 19 --"

Ms. Torain: "So, what I cannot address is the --"

Comptroller: "I just need you to answer the question. Were -- were -- did we receive --"

Ms. Torain: "I'm just being clear that I am a Contractor, so I can't address the conversation that took place directly with the Auditors --"

MINUTES

Department of Audits - Audit Reports

Comptroller: "No. Was it written documentation? Was it written documentation? He's look --"

Ms. Torain: "Yes."

Comptroller: "-- the Auditors --"

Ms. Torain: "Yes."

Comptroller: "Can you provide it to this Board at our next Board meeting?"

Ms. Torain: "Absolutely."

Comptroller: "Okay."

Ms. Torain: "Absolutely."

President: "Thank you. Thank you guys. Duly Noted."

The Board **NOTED** receipt of the Audit Report for the Mayor's Office of Human Services Biennial Financial Audit Fiscal Years Ended June 30, 2018 and 2017 and the Special Audit Report for Associated Black Charities, Inc., January 31, 2018 through April 30, 2019.

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MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Ronnie Waters	Basic Motor Officer's School MPCTC Driver Training Course Sykesville, MD Sept. 9 - 20, 2019 (Reg. Fee \$0.00)		\$ 0.00

The Maryland State Police will pay all costs of this training. City funds will not be expended.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it 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.

2. Sara Lombard	Cellebrite Mobile Forensics Fundamentals and Cellebrite Certificate Operator Aug. 18 - 22, 2019 Elmhurst, IL (Reg. Fee \$2,695.00)	Asset Forfeiture Fund	\$4,036.19
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The subsistence rate for this location is \$174.00 per night. The cost of the hotel for August 18, 2019 is \$129.00, plus occupancy tax of \$15.40. The cost of the hotel for August 19, 2019 is \$149.00, plus occupancy tax of \$15.40. The Department is requesting additional subsistence of \$15.00 for meals and incidentals for August 19, 2019.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department - cont'd</u>			
<p>The cost of the hotel for August 20, 2019 and August 21, 2019 is \$169.00 per night, plus occupancy taxes of \$15.40 per night. The Department is requesting additional subsistence of \$35.00 for meals and incidentals on August 20, 2019 and August 21, 2019.</p>			
<p>The airfare cost of \$438.59, registration fee of \$2,695.00, and hotel costs of \$677.60 were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Lombard is \$225.00.</p>			
<p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
<u>Department of Recreation and Parks</u>			
3. Jaleel Nash	ISA Annual International Conference and Trade Show Knoxville, TN Aug. 11 - 14, 2019 (Reg. Fee \$0.00)	General Funds	\$ 514.68
<p>The subsistence rate for this location is \$153.00 per night. The hotel cost is \$107.52 per night plus total hotel taxes of \$55.68. Mr. Nash is driving his personal vehicle and is not seeking mileage. Therefore, Mr. Nash will be disbursed \$514.68.</p>			

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
4. Scott Myers	ISA Annual International Conference and Trade Show Knoxville, TN Aug. 11 - 14, 2019 (Reg. Fee \$0.00)	General Funds	\$ 474.86

The subsistence rate for this location is \$153.00 per night. The hotel cost is \$135.00 per night plus total hotel taxes of \$69.86. Mr. Myers is only requesting hotel costs. Therefore, Mr. Myers will be disbursed \$474.86.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it 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.

Baltimore City Council

5. John Bullock	Maryland Association of Counties Annual Summer Conference 2019 Aug. 14 - 17, 2019 Ocean City, MD (Reg. Fee \$325.00)	Elected Official Expense Account	\$1,412.55
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MINUTES**TRAVEL REQUESTS**

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

The subsistence rate for this location is \$311.00 per night. The cost of the hotel is \$299.00 per night for August 14 - 15, 2019 and \$320.00 for August 16, 2019, plus hotel taxes of \$41.32 per night and the room safe fee of \$1.49 per night. Mr.

Bullock is requesting additional subsistence in the amount of \$9.00 for August 16, 2019 for the hotel, \$28.00 per day for August 14, 2019 and August 15, 2019 for meals and incidentals, \$40.00 for August 16, 2019 for meals and incidentals and \$4.00 for tolls. Mr. Bullock will travel using a City-issued vehicle.

Mr. Bullock personally incurred the hotel costs and registration fee. Therefore, Mr. Bullock will be disbursed \$1,412.55.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it 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.

Department of Transportation

6. Steven Sharkey	Maryland Association of Counties Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$375.00)	General Funds	\$1,480.84
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The subsistence rate for this location is \$311.00 per day. The hotel rate is \$242.10 each night for August 14 and 15, 2019, and \$341.10 for August 16, 2019 plus a 10.5% hotel tax.

MINUTES**TRAVEL REQUESTS**

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

The Department of Transportation is requesting additional subsistence for August 16, 2019 in the amount of \$30.10 to cover the hotel costs, and \$40.00 to cover the cost of food and incidental expenses. The additional subsistence totaling \$70.10 has been added to the total.

The registration fee in the amount of \$375.00 was paid using a City-issued credit card assigned to Ms. Dhirendra Sinha. Therefore, the disbursement amount to Mr. Sharkey will be \$1,262.60.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or if it 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.

Office of Inspector General

7. Michelle Phillips	Certified Inspector	General	\$2,984.63
	General Investigator	Funds	
	Training		
	New York, NY		
	Aug. 11 - 16, 2019		
	(Reg. Fee \$1,150.00)		

The transportation cost in the amount of \$108.00, the hotel accommodations and hotel taxes, in the amount of \$1,216.63, and registration fee in the amount of \$1,150.00 were paid using a City-issued credit card assigned to Ms. Yvonne K. Brooks. Therefore, the disbursement amount to Ms. Phillips will be \$510.00.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Office of Inspector General - cont'd</u>			
Pursuant to AM 240-3, the Board of Estimates must take action on a travel request if the City representative's absence will exceed five work days or if it 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.			
8. Fleet Justin Bowman	Certified Inspector General Investigator Training New York, NY Aug. 11 - 16, 2019 (Reg. Fee \$1,150.00)	General Funds	\$2,984.63

The transportation cost in the amount of \$108.00, the hotel accommodations and hotel taxes, in the amount of \$1,216.63, and registration fee in the amount of \$1,150.00 were paid using a City-issued credit card assigned to Ms. Yvonne K. Brooks. Therefore, the disbursement amount to Mr. Bowman will be \$510.00.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Health Department</u>			
9. Letitia Dzirasa	Maryland Association of Counties Ocean City, MD Aug. 14 - 17, 2019 (Reg. Fee \$325.00)	General Funds	\$1,535.42

The subsistence rate for this area is \$311.00 per day. The hotel rate is \$195.10 each night for August 14 and 15, 2019, and \$349.00 for August 16, 2019, plus a 10.5% hotel tax. The Department of Health is requesting additional subsistence in the amount of \$38.00 to cover the hotel accommodations on August 16, 2019. The additional subsistence totaling \$38.00 has been added to the total.

The transportation cost for mileage is \$161.82. The hotel accommodations and hotel taxes in the amount of \$816.60, and the registration fee in the amount of \$325.00 were paid using a City-issued credit card assigned to Mr. Malcolm Green-Haynes. Therefore, the disbursement amount to Ms. Dzirasa will be \$393.82.

Pursuant to AM 240-3, the Board of Estimates must take action on a travel request or if it the City representative's absence will exceed five work days or if it 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>Department of Planning</u>			
10. Jennifer Leonard	NeighborWorks Training Institute Aug. 18 - 23, 2019 New Orleans, LA (Reg. Fee \$525.00)	General Funds	\$1,185.00

The hotel cost of \$400.00 and registration fee of \$525.00 were prepaid using a City-issued credit card assigned to Ms. Alice Kennedy. Therefore, the disbursement to Ms. Leonard is \$260.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it 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.

Department of Housing and Community Development

11. Nicole Hart	NeighborWorks Training Institute Aug. 18 - 23, 2019 New Orleans, LA (Reg. Fee \$525.00)	General Funds	\$1,185.00
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The hotel cost of \$400.00 and registration fee of \$525.00 were prepaid using a City-issued credit card assigned to Ms. Alice Kennedy. Therefore, the disbursement to Ms. Hart is \$260.00.

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

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Fire Department</u>			
12. Heather Cate	Camp Curtis National Guard Base Aug. 10-Sept. 23, 2019 Reading, MA (Reg. Fee \$0.00)	General Funds	\$7,867.97

The Department is requesting subsistence for the cost of the hotel, which is \$128.00 per night and \$40.00 for meals and incidentals each day, which totals less than the allowed daily subsistence rate of \$223.00.

The hotel cost of \$5,504.00 and hotel tax of \$643.97 were prepaid using a City-issued credit card assigned to Mr. James Fischer. Therefore, the disbursement to Ms. Cate is \$1,720.00.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it 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.

UPON MOTION duly made and seconded, the Board approved the foregoing travel requests. The Mayor **ABSTAINED** on item no. 5. The President **ABSTAINED** on item no. 5. Item no. 12 was **WITHDRAWN**.

MINUTES

President: "As there is no more business before the Board, we will recess until bid opening at 12 noon. The Board will also be in recess August 14, 2019. We will reconvene August 21st. Thank you."

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MINUTES

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

BIDS, PROPOSALS, AND CONTRACT AWARDS

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

Bureau of Procurement - B50005755, Heavy Duty Manual
Trans. & Differentials and
Rebuilt Heavy Duty Manual
Trans. & Differentials
BIDS TO BE RECV'D: 08/21/2019
BIDS TO BE OPENED: 08/21/2019

Bureau of Procurement - B50005834, Polyethylene
Liners
BIDS TO BE RECV'D: 08/21/2019
BIDS TO BE OPENED: 08/21/2019

Bureau of Procurement - B50005837, OEM Parts and
Services for Orion Buses
BIDS TO BE RECV'D: 08/21/2019
BIDS TO BE OPENED: 08/21/2019

MINUTES

Bureau of Procurement - B50005837, OEM Parts and
Services for Mack Trucks
BIDS TO BE RECV'D: 08/21/2019
BIDS TO BE OPENED: 08/21/2019

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

Department of General Services - GS 17815, Northwestern Police
Station - Second Floor Restroom
and Roof Renovations

Simpson of Maryland
Trionfo Builders, Inc.
Boulevard Contractors Corp.


Bureau of Procurement - B50005846, 16-Foot Wide Area
Rotary Mower

Turf Equipment and Supply
EZGo Textron -Jacobsen Textron

MINUTES

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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 21, 2019.



JOAN M. PRATT
Secretary