

MINUTES**REGULAR MEETING**

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

President: "Good morning. The March 14, 2018 n, meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings, persons who are disruptive to the hearings will be asked to leave the hearing room immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting. Failure to comply may result in a charge of trespassing. I would to direct the Board members attention to the memorandum from my office dated March 5, 2018, identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

MINUTES

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

Comptroller: "Second."

President: "All those in favor say AYE. All opposed, NAY. The Motion carries. The routine agenda has been adopted. Before we um -- start, I want to recognize Councilwoman Shannon Sneed who has joined us."

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

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

A/C Power, Inc.	\$ 8,000,000.00
Absolute Underground, Inc.	\$ 1,500,000.00
Bay Town Painting, Inc.	\$ 1,500,000.00
CC'S Industries, LLC	\$ 1,500,000.00
Corman Kokosing Construction Company (Work Capacity Rating Underwritten by Blanket Guarantee of \$50,000,000.00 from the Parent Company Kokosing, Inc.)	\$ 50,000,000.00
Savin Engineers, P.C.	\$100,570,000.00

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:

CWD Consulting, LLC	Engineer
Hatch Associates Consultants, Inc.	Engineer

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

MINUTES

Department of Real Estate - Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Noble Realty Advisors, LLC for an amount that is less than the lien amount for the property located at 1509 W. Baltimore Street.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Appraised Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Assignment Amount</u>
1509 W. Baltimore Street	\$10,000.00	\$8,564.78	\$423,762.35	\$10,000.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for 1509 W. Baltimore Street in May 2016 for \$423,762.35.

Noble Realty Advisors, LLC has offered to purchase the Tax Sale Certificate for \$10,000.00, file the petition to foreclose, acquire title to the property and return it to productive use. The assignment amount of \$10,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on this property.

UPON MOTION duly made and seconded, the Board approved the assignment of the Tax Sale Certificate to Noble Realty Advisors, LLC for an amount that is less than the lien amount for the property located at 1509 W. Baltimore Street.

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

The Board is requested to approve and authorize execution of the Lease Agreement with CBAC Borrower, LLC dba Horseshoe Casino, Landlord, for the rental of the property known as Horseshoe Casino Parking Garage, 1555 Warner Street, consisting of approximately 431 sq. ft., being on the 1st floor. The Lease Agreement is effective upon Board approval for five years with the option to renew for an additional two one-year periods.

AMOUNT OF MONEY AND SOURCE:Annual Rent

\$5,000.00 - years 1, 2, and 3

\$1.00 - years 4 and 5

BACKGROUND/EXPLANATION:

The use of space will be for municipal purposes in conjunction with the Baltimore City Police Department Casino Mini District.

The Landlord will provide all systems in working condition (heating, air conditioning, ventilation, electrical), maintain the roof, exterior structural elements of the building, walls, gutters, downspouts, heating systems, and electrical supply lines except for damage caused by the negligence of the City. The Landlord will pay all utilities including gas & electric and pest control. Prior to the commencement date, the City will shampoo and steam clean the carpet. The City will supply the use of a microwave, mini refrigerator and water cooler. The Landlord will construct a wall with a new door to divide the present office space to create a locker room.

The City is responsible for payment of computer and telephone services, and cable services, if applicable; security, janitorial,

MINUTESSpace Utilization Committee - cont'd

trash being removed from the premises, and providing and installing lockers for the locker room. The City will also provide liability insurance under the City's self-insurance program.

The Space Utilization Committee approved this Lease Agreement on February 27, 2018.

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with CBAC Borrower, LLC dba Horseshoe Casino, Landlord, for the rental of the property known as Horseshoe Casino Parking Garage, 1555 Warner Street, consisting of approximately 431 sq. ft., being on the 1st floor.

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

The Board is requested to approve and authorize execution of the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant, for the rental of a portion of property known as ES S. Hanover Street 113'2 S W Wells Street (Block 1036, Lot 9/11) containing .284 acres. The period of the Lease Agreement is January 1, 2018 through December 31, 2018, with the option to renew for an additional one-year period.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$15,450.00	\$1,287.50

BACKGROUND/EXPLANATION:

The space is being used as storage for the City's trailer and the Tenant's construction equipment.

The City will be responsible for giving the Tenant five business days' notice in writing or verbally for any purpose of constructing or servicing its utilities. Any paving material dug up or disturbed will be replaced by the City at its expense. The City retains the right to utilize said premises for maintaining or repairing any utilities or proposed utilities that may be installed in the future.

The Tenant will be responsible for erecting a fence around the premises, if applicable. No permanent storage building or shed may be erected, flammable ignitable or explosive substances may not be stored, and no repair of vehicles or equipment is permitted. The Tenant will also be responsible for snow removal. The premises

MINUTESSpace Utilization Committee - cont'd

will not be used for any illegal or unlawful purposes and must have liability insurance.

The Lease Agreement is late due to the administrative process.

The Space Utilization Committee approved this Lease Agreement on January 16, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution the Lease Agreement with Precision Pipeline Solutions, LLC, Tenant, for the rental of a portion of property known as ES S. Hanover Street 113'2 S W Wells Street (Block 1036, Lot 9/11) containing .284 acres.

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

The Board is requested to approve and authorize execution of a Lease Agreement with Loyola University Maryland, Inc., Tenant, for the rental of a portion of the property known as 3301 Waterview Avenue, for use of 19% of the space in the lower level, containing 56 seats and rowing related equipment. The period of the Lease Agreement is November 16, 2017 through November 15, 2018, with the option to renew for one, 1-year period.

AMOUNT OF MONEY AND SOURCE:

\$2,415.00 - Annual rent

BACKGROUND/EXPLANATION:

The rent for the first renewal period will be based upon the 2018 seat rate and boathouse allotment dated, November 2017.

The Tenant will use the property for the storage of boats on the lower level and rowing related equipment. The Tenant will have the right to use on a daily basis the locker rooms, toilets, shower rooms and ergometer room on the upper level. The Tenant, at its own expense, may perform some modifications to the leased premises to make it suitable for the purpose of storing boats, which must be approved by the Landlord. The Tenant may use the parking area; however, the Facility Manager will have the sole discretion to restrict access to the parking at any time for purposes of other events and activities at the facility.

Trailers may be parked outside of the leased premises, with prior approval for the purpose of loading and unloading of boats. The Tenant must move or use a boat at least 2 times during the year, the boat will be put out of building into the Pen area if not moved. The Tenant must use a daily log for the boats.

MINUTESSpace Utilization Committee - cont'd

The Tenant must notify the Facility Manager of practices and special events at least 6 months in advance. The Facility Manager will conduct meetings with the Tenant on a quarterly basis. If a boat is removed and/or replaced with another boat, the Tenant must notify the Facility Manager. The Tenant is responsible for liability insurance.

The Lease Agreement is late because the negotiations to determine the best use for the storage of the boats and use of the facility took longer than anticipated.

The Space Utilization Committee approved the Lease Agreement on February 27, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution the Lease Agreement with Loyola University Maryland, Inc., Tenant, for the rental of a portion of the property known as 3301 Waterview Avenue, for use of 19% of the space in the lower level, containing 56 seats and rowing related equipment.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Allen & Son Moving and Storage, Inc. (Tenant) for the premises containing 12,369 total rentable square feet, warehouse/flex floor area at 2901 Druid Park Drive. The period of the Lease Agreement is March 1, 2018 through February 28, 2023, with one 5-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Annual</u>	<u>Monthly Installments</u>
\$37,725.45	\$3,143.79

BACKGROUND/EXPLANATION:

The Tenant will use the premises for an administrative office and warehouse space and for no other purpose.

The base rent is payable to the City for the first year of the lease term, escalating at four percent annually thereafter.

The rent schedule of the lease is contingent upon the Tenant creating and maintaining a specified number of jobs to be certified through annual reporting during the life of the lease.

The Lease Agreement is late due to the administrative process.

UPON MOTION duly made and seconded the Board approved and authorized execution of the Lease Agreement with Allen & Son Moving and Storage, Inc. for the premises containing 12,369 total rentable square feet, warehouse/flex floor area at 2901 Druid Park Drive.

The Comptroller **ABSTAINED**.

MINUTESBaltimore Development Corporation - Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Lease Agreement with Taylor Made Transportation Services, Inc. (Tenant) for the premises containing 1,357 total rentable square feet, at 2901 Druid Park Drive. The period of the Lease Agreement is February 1, 2018 through January 31, 2020, with an additional two-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Year 1</u>	<u>Monthly Installments</u>
\$22,351.20	\$1,862.60
<u>Year 2</u>	<u>Monthly Installments</u>
\$23,245.20	\$1,937.10

BACKGROUND/EXPLANATION:

The Tenant will use the premises for an administrative office and for no other purpose.

The base rent is payable to the City for the first year of the Lease Term, escalating at four percent annually thereafter.

The Lease Agreement is late due to the administrative process.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Lease Agreement with Taylor Made Transportation Services, Inc. for the premises containing 1,357 total rentable square feet, at 2901 Druid Park Drive.

MINUTES

Department of Law - Increase in the Tax Sale Deed Fee

ACTION REQUESTED OF B/E:

The Board is requested to approve an increase in the fee paid for reviewing and processing Tax Sale Deeds.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

In 1995, the Board of Estimates established a fee at a rate of \$60.00. In May 2005, the Board of Estimates approved an increase to \$75.00. The Maryland Annotated, Tax-Property Code §14-847(b) provides that a tax sale certificate holder shall pay "all expenses incident to the preparation and execution of the deed".

The Law Department reviews an average of 501 deeds per year. This process is time sensitive and often requires communication with the tax sale certificate holder's attorney to have deeds corrected and resubmitted. The review must be done by an attorney and the City's cost has increased since 2005. Accordingly, an increase of the fee to \$125.00 is warranted to cover the expenses associated with the performance of this service on behalf of professional investors, speculators and their lawyers. The City will see an increase in revenue of approximately \$25,050.00 per year.

UPON MOTION duly made and seconded, the Board approved the increase in the fee paid for reviewing and processing Tax Sale Deeds. The President voted **NO**.

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:

939 - 945

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>Baltimore City Health Department</u>		
1. \$500,000.00	9926-905329-9313	9926-911335-9312
1 st Public Building Loan	Eastern Health Center HVAC	1200 E. Fayette Renovation

The Baltimore City Department of Health received a State grant for upgrades to the 1200 E. Fayette Street building. These City funds will serve as a match for that grant. The funds are coming from a project that is no longer necessary, since the Eastern Health Center will be relocating to 1200 E. Fayette Street.

Department of Housing and Community Development

2. \$350,000.00	9910-918038-9587	9910-904154-9588
2 nd Community & Economic Development	Ambrose Kennedy Park - 2 nd Community & Economic Develop- ment	Ambrose Kennedy Park - 2 nd Community & & Economic Development Bonds

This transfer will provide appropriations so that the City can acquire and demolish vacant property in the 900 block of E. Eager Street and the 100 block of Valley Street in furtherance of park renovation and expansion.

3. \$ 50,000.00	9910-912014-9587	9910-907079-9588
1 st Community & Economic Development	Ground Rent Acquisition - 1 st Community & Economic Develop- ment	Ground Rent Acquisition - 1 st Community & Economic Development

This transfer will provide appropriations in the FY 2018 Ordinance of Estimates to support the Ground Rent Acquisition projects and programs of the Department of Housing and Community Development.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
4. \$750,000.00 1 st Community & Economic Development	9910-904967-9587 Johnston Square (Reserve) - 1 st Community & Economic Develop-	9910-910715-9588 Johnston Square Housing - 1 st Community & Economic Development

This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates for costs related to the Johnston Square Project.

5. \$ 50,000.00 1 st Community & Economic Development	9910-926013-9587 Acquisition - Tax Sale (Reserve) - 1 st Community & Economic Develop-	9910-907653-9588 Acquisition - Tax Sale FY 15 - 1st Community & Economic Development
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This transfer will provide appropriations approved in the FY 2018 Ordinance of Estimates to support the projects and programs of the Housing and Community Development and in particular to acquire vacant property on blocks and in neighborhoods through the tax sale process.

6. \$100,000.00 2 nd Community & Economic Development Bonds	9910-907109-9588 Booster Program V2V	
100,000.00 31 st Community Development Bonds	9910-923019-9587 Baltimore Homeowner Incentive (Reserve)	
<hr/> \$200,000.00	-----	9910-905290-9588 Live Near Your Work Program

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
This transfer will provide funds for Baltimore Housing's Homeownership Incentive Programs.		
7. \$ 73,886.49	9910-9600-902483	
22 nd Eco. Dev. Loan	South Baltimore Commercial	
4,647.66	9910-9600-904982	
19 th Eco. Dev. Loan	Commercial Revitalization	
939.61	9910-9600-904982	
21 st Eco. Dev. Loan	Commercial Revitalization	
185,461.61	9910-9600-904982	
22 nd Eco. Dev. Loan	Commercial Revitalization	
500,000.00	9910-9600-920031	
24 th Eco. Dev. Loan	Crossroads/CSX Intermodal	
38,111.52	9910-9600-994001	
19 th Eco. Dev. Loan	Unallocated Reserve	
175,658.92	9910-9600-994001	
20 th Eco. Dev. Loan	Unallocated Reserve	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
47,106.23	9910-9600-994001	
21 st Eco. Dev.	Unallocated	
Loan	Reserve	
61,024.12	9910-9600-994001	
22 nd Eco. Dev.	Unallocated	
Loan	Reserve	
3,530.18	9910-9600-994001	
23 rd Eco. Dev.	Unallocated	
Loan	Reserve	
297,169.99	9910-9600-994001	
24 th Eco. Dev.	Unallocated	
Loan	Reserve	
70,000.00	9910-9587-901961	
31 st Comm. Dev.	Green Open Space	
Loan		
92,051.01	9910-9587-903978	
29 th Comm. Dev.	Reservoir Hill	
Loan	Acquisition & Stabilization	
60,000.00	9910-9587-904968	
31 st Comm. Dev.	Red Line Comm.	
Loan	Dev.	
102,000.00	9910-9587-906970	
31 st Comm. Dev.	Urban Agricultural	
Loan	Matching Grant	

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
150,000.00 30 th Comm. Dev. Loan	9914-9588-917411 Acquisition Red Line	
196,341.03 19 th Eco. Dev. <u>Loan</u>	9910-9607-915030 Downtown Streetscape Improvements	
\$2,057,928.37		
239,100.21 19 th Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
175,658.92 20 th Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
48,045.84 21 st Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
320,372.22 22 nd Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
3,530.18 23 rd Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development - cont'd</u>		
797,169.99 24 th Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
92,051.01 29 th Eco. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
150,000.00 30 th Comm. Dev. Loan	-----	9910-9588-903241 Neighborhood Building & Market Support
232,000.00 31 st Comm. Dev. <u>Loan</u>	-----	9910-9588-903241 Neighborhood Building & Market Support

\$2,057,928.37

The Department of Finance worked with the Department of Planning to identify old, unspent funds appropriated through the capital budget in previous years. The amounts and sources above-listed were reviewed with City agencies, and it was determined that these funds could be put towards a new program. The new program will support neighborhood revitalization and market-building efforts by providing flexible capital funds that support equitable development and investment.

MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
8. \$16,000.00	9938-920026-9475	9938-921026-9474
Rec. and Parks	CC Jackson Pool	CC Jackson Pool
27 th Series	Improvements	and Park
	(Reserve)	Improvements
		(Active)

This transfer will provide funds to cover the costs associated with authorized change orders for CC Jackson Recreation Center RP 12813.

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlement</u>			
1. Stella Ford (Prior Owner)	423 E. Chase Street	L/H	\$23,000.00

On September 14, 2016, the Board approved the acquisition of the fee simple interest, by condemnation, in the real property located at 423 E. Chase Street. The Board previously approved \$22,000.00 to acquire the subject property's fee simple interest based upon the higher of two independent appraisal reports. The Owner filed an Answer contesting the fair market value and submitted an appraisal report valuing the property at \$105,000.00. The parties agreed to a settlement in the amount of \$45,000.00, an additional \$23,000.00. Thus, the Board is requested to approve an additional \$23,000.00 in settlement of this case.

Funds will be drawn from account no. 9910-910715-9588-900000-704040.

2. Robert L. Holmes, Leon C. Purnell, and Barry N. Chapman (Prior Owners)	1023-1025 Valley Street	F/S	\$25,800.00
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On March 1, 2017, the Board approved the acquisition of the fee simple interest, by condemnation, in the real property located at 1023-1025 Valley Street. The Board previously approved \$26,700.00 to acquire the subject property's fee simple interest based upon the higher of two independent appraisal reports. The Owners contested the fair market value and submitted an appraisal report valuing the property at \$140,000.00. The

MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payments of Settlement - cont'd</u>			

parties participated in a mediation session and agreed to a settlement in the amount of \$52,500.00; an additional \$25,800.00. Therefore, the Board is requested to approve an additional \$25,800.00.

Funds will be drawn from account no. 9910-910715-9588-900000-704040.

UPON MOTION duly made and seconded, the Board approved and authorized the foregoing Payment of Settlements.

MINUTES

Department of Housing and - Changes to the Inclusionary
Community Development Housing Fund and the Subordination
 and Intercreditor Agreement _____

ACTION REQUESTED OF B/E:

The Board is requested to approve changes to the existing Inclusionary Housing Fund for the Union Mill Apartments project, located at 1500 Union Avenue and the Subordination and Intercreditor Agreement (or similar agreement) between the City and the State.

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

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On September 1, 2010 (2010 Board Memo) the Board approved a \$1,000,000.00 loan from the City's Inclusionary Housing Fund (City Loan) to Union Avenue Manager, LLC (the Borrower), an entity controlled by Seawall Development Company LLC (Seawall Development).

The proceeds of the City Loan (City Loan Proceeds) were used to support a portion of the hard costs of the new construction and rehabilitation costs of 59 residential rental units, which were part of a larger development known as the Union Mill Apartments (Development).

In addition to the City Loan, in order to finance the original acquisition and construction of the Development, the developer used proceeds from the syndication of New Markets Tax Credits (NMTCs) and the Maryland Department of Housing and Community Development, a principal department of the State of Maryland (MD DHCD) provided a loan of \$500,000.00 (Original State Loan).

MINUTES

Department of Housing and - cont'd
Community Development

At the time the City Loan was made, the Owner was the managing member of Seawall Union Avenue, LLC (Owner), and the owner of the Development.

The existing terms of the City Loan are as follows: the term is 17 years following construction completion; interest accrues at the rate of one percent (1%) per year; interest only payments are to be made monthly; and all principal and any unpaid interest will be due at maturity. The City Loan is secured primarily by a guaranty (City Guaranty) executed by Messrs. Donald Manekin, Thibault Manekin, Philip W. Gibbs, and John E. Hamel.

The year 2017 marked the end of the Recapture Period for the NMTCs and because of this, the Owner and Seawall Development are required to refinance the existing first mortgages currently held by the senior lenders, Sun Trust Bank Community Development Enterprises, LLC and Impact VII CDE 1 LLC (collectively, the Original Loans).

In order to refinance the Original Loans and the Original State Loan, MD DHCD has offered to make two loans to the Owner: one from the Community Development Administration (CDA) in the principal amount of \$6,500,000.00 (State First Loan) and a second loan in the principal amount of \$2,000,000.00 (State Second Loan, and together with the State First Loan, the State Loans). The State First Loan is expected to bear interest at a rate of 5.15%, have a term of 30 years, require monthly payments of principal and interest, and be secured by a first priority lien on the property. The State Second Loan, which is being made pursuant to the MD DHCD's "Neighborhood Business Works" program, is expected to bear interest at a rate of 0.00%, have a term of 30 years, require monthly payments of principal and interest, and be secured by a subordinate lien on the property. (All terms described above are approximate).

As a condition precedent to making the State Loans, MD DHCD and the CDA are requiring the City amend the terms of the City Loan so

MINUTES

Department of Housing and - cont'd
Community Development

that the term of the City Loan is to be extended to 30 years to match the term of the State Loans.

The Borrower is also requesting that the City Guaranty be released. The Department has agreed to these changes only if the Borrower agrees to make monthly payments of principal and interest during the extended term of the City Loan and that the City Loan be secured by guaranty from the Owner, which in turn will be secured by a subordinate indemnity deed of trust on the property.

As a condition of making the State Loans, the State is requiring the City enter into a Subordination and Intercreditor Agreement (Subordination Agreement). The State First Loan is being made pursuant to a new program of the CDA whereby the CDA bundles up various commercial loans and securitizes them on the bond market. Thus, the terms of the Subordination Agreement have been required by CDA in order to make sure that the bonds which are secured by the State First Loan are able to be sold on the bond market. The MD DHCD and the CDA have agreed to allow the City Loan to be on parity with the State Second Loan so that the two loans will share a second lien on the applicable property.

An appraisal prepared by Treffer Appraisal Group determined the "As Is At Market" value of the property to be \$12,960,000.00. Because the City will have a subordinate lien on the property, the MD DHCD is requiring that the City execute an agreement subordinating its loan, which the Department respectfully requests the Board's approval. The Department will collect subordination fees in the amount of \$5,000.00 to document this agreement.

All other terms and conditions of the 2010 Board Memo and the approvals contained therein remain in full force and effect.

THE DIRECTOR OF FINANCE RECOMMENDED APPROVAL.

MINUTES

Department of Housing and - cont'd
Community Development

UPON MOTION duly made and seconded, the Board approved changes to the existing Inclusionary Housing Fund for the Union Mill Apartments project, located at 1500 Union Avenue and the Subordination and Intercreditor Agreement (or similar agreement) between the City and the State. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to approval for form and legal sufficiency by the Law Department.

MINUTES

Department of Housing and - Community Development Block
Community Development_____ Grant Agreement_____

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Community Development Block Grant Agreement (CDBG) with HARBEL Community Organization, Inc. (HARBEL). The period of the CDBG Agreement is September 1, 2017 through August 31, 2018.

AMOUNT OF MONEY AND SOURCE:

\$51,435.00 - 2089-208918-5930-432235-603051
28,565.00 - 2089-208918-5930-432291-603051
\$80,000.00

BACKGROUND/EXPLANATION:

This agreement will provide operating support to assist in crime awareness and prevention efforts carried out by the NorthEast Citizens Patrol, a partnership between HARBEL and the Northeast District Police. HARBEL will also provide homebuyer education and individual housing counseling services to low- and moderate-income persons.

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

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

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

MINUTES

Department of Housing and - cont'd
Community Development_____

MBE/WBE PARTICIPATION:

FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$0.00.

MWBOO GRANTED A WAIVER.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Community Development Block Grant Agreement with HARBEL Community Organization, Inc.

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.	3317 Keswick Road	Unland, LLC	Double face electric sign 2'8" x 3'
	\$210.90 - Flat charge		
2.	4238 Frederick Avenue	Lonnie Abdallah	Egress stairway 12' x 3'
	\$234.40 - Annual charge		
3.	1833 Ashland Avenue	Gateway Retail, LLC	Single face electric sign 26 sq. ft.
	\$273.00 - Flat charge		

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

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above-listed Minor Privilege Permits.

MINUTES

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Federal Hill Apartments Owner, LLC. The period of the agreement will commence upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$45,390.24 - 9950-909084-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation fee was required for the development. The Developer proposes to perform the Scope of Work for Bainbridge Federal Hill, 501 E. Cross Street, (Ward 24, Section 13, Block 1920, Lots 3/28, 29/52 and 53-83) constructing an apartment building with 224 units and a total of 322,477 square feet.

The Developer agrees to make a one-time contribution in the amount of \$45,390.24 to fund the City's multimodal transportation improvements in the development's vicinity.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Traffic Mitigation Agreement with Federal Hill Apartments Owner, LLC.

MINUTES

Department of Transportation - Refund of Excess Proceeds
from an Auction

ACTION REQUESTED OF B/E:

The Board is requested to approve payment from an auction by Expenditure Authorization of the refund of excess proceeds to the owner, Mr. Mark Sapperstein.

AMOUNT OF MONEY AND SOURCE:

\$10,681.00 - 1001-000000-1950-505215-401774

BACKGROUND/EXPLANATION:

The refund represents the proceeds beyond the expenses of receiving, storing, and disposing of the vehicle in question at auction. The refund is in accordance with AM-303-1 and Article 31, Section 97 of the Baltimore City Code.

Mr. Sapperstein was properly notified that his vehicle was in the Towing Section, the vehicle remained unclaimed. Therefore, the vehicle was sold at auction.

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 payment from an auction by Expenditure Authorization of the refund of excess proceeds to the owner, Mr. Mark Sapperstein.

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) with Rummel, Klepper & Kahl, LLP under Project No. 1208 On-Call Transportation Planning/Policy Feasibility Studies. The Amendment No. 1 will extend the period of the agreement through March 24, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - Increase in upset fee

BACKGROUND/EXPLANATION:

On March 25, 2015, the Board approved the original agreement in the amount of \$1,500,000.00 for a period of three years. The Consultant assisted the Department of Planning in managing various tasks. The scope of services includes, but is not limited to: strategies to maximize State and Federal funding of transportation projects, identify and capture funding opportunities including grant writing and grant administration.

This Amendment No. 1 will extend the period by one year and increase the upset limit by \$1,000,000.00 for a total of \$2,500,000.00 to continue design services for various projects under the original agreement.

MBE/WBE PARTICIPATION:

MBE: 23.00%

WBE: 10.00%

The Consultant has met 0.00% of their MBE and WBE goal.

However, they have enough capacity to meet the required goal. 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 Transportation - cont'd

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

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

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) McCormick Taylor, Inc. under Project No. Project No. 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consultant Services. The Amendment No. 2 will extend the period of the agreement through July 1, 2019.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - upset fee

BACKGROUND/EXPLANATION:

On July 2, 2014, the Board approved the original agreement in the amount of \$1,000,000.00. The Consultant assisted the Traffic Division with various activities such as ITS, traffic engineering services, field surveys, design for traffic signals, detector engineering services, field surveys, design for traffic signals, detectors, closed circuit television traffic monitoring, variable message signs, and field condition inspection.

On July 19, 2017, the City approved amendment no. 1 to allow for a one-year time extension and an increase of \$100,000.00 to the upset limit to fully complete extra work.

This Amendment No. 2 will allow for an increase of \$500,000.00 to the upset limit and a one-year time extension to continue the ongoing various phases of design work and maintain the schedule of assigned tasks. This approval will make the total upset limit \$1,600,000.00.

DBE PARTICIPATION:

DBE: 25.00%

The Consultant has met 13.00% of its DBE goal.

MINUTES

Department of Transportation - cont'd

However, the consultant has enough capacity to meet the required goal. The Consultant will comply with Title 49 Code of Federal Regulations part 26 and the DBE goal established in the original agreement.

AUDITS NOTED THE TIME EXTENSION AND 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 the Agreement with McCormick Taylor, Inc. under Project No. Project No. 1183, Traffic Signals & ITS and Traffic Engineering On-Call Consultant Services.

MINUTES

Department of Transportation - Amendment No. 2 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to Agreement (Amendment No. 2) with STV, Incorporated under Project No. 1183 On-Call Consulting Services - Department of Transportation. The Amendment will extend the period of the agreement through June 10, 2019.

AMOUNT OF MONEY AND SOURCE:

\$500,000.00 - upset fee

BACKGROUND/EXPLANATION:

On June 11, 2014, the Board approved the original agreement in the amount of \$1,000,000.00 for a period of three years with STV, Incorporated.

The Consultant assisted the Traffic Division with various activities such as ITS, traffic engineering services, field surveys, design for traffic signals, detector engineering services, field surveys, design for traffic signals, detectors closed circuit television traffic monitoring, variable message signs, and field condition inspection.

On July 19, 2017 the Board approved Amendment No. 1 to allow for a one year time extension to fully complete assigned tasks.

This Amendment No. 2 will allow for an increase of \$500,000.00 to the upset limit and a one year time extension to continue the ongoing various phases of design work and maintain the scheduled assigned tasks. This approval will make the total upset limit \$1,500,000.00.

DBE PARTICIPATION:

DBE: 27.00%

The Consultant has met 16.00% of its DBE goal. The Consultant has enough capacity to meet the required goal. The Consultant

MINUTES

Department of Transportation - cont'd

will comply with Title 49 Code of Federal Regulations part 26 and the DBE goal established in the original agreement.

AUDITS NOTED THE TIME EXTENSION AND 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 STV, Incorporated under Project No. 1183 On-Call Consulting Services - Department of Transportation.

MINUTES

Mayor's Office of Human Services - Agreement and Amendment No.
1 to Agreement

The Board is requested to approve and authorize execution of the Agreement and Amendment No. 1 to Agreement.

AGREEMENT

1. **HYVE, L.L.C.** **\$20,000.00**

Account No.: 4000-486318-1772-452200-603051

HYVE, L.L.C. will assist Baltimore City Head Start partners in establishing strategic, long term goals that are responsive to the community needs for the next five periods. This will take into account the provision for educational, health, nutrition, family and community engagement services in order to further promote the school readiness of enrolled children. The period of the Agreement is February 1, 2018 through September 15, 2018.

AMENDMENT NO. 1 TO AGREEMENT

2. **BALTIMORE CITY FOUNDATION, INC.** **\$ 0.00**

Account No.: 1001-000000-4460-742700-607001

On October 18, 2017, the Board approved the original agreement with the Baltimore City Foundation, Inc. to provide Out-of-School Time and Summer Programs for Baltimore City Youth for the period of October 1, 2017 through June 30, 2018.

The period of agreement will be extended through August 31, 2018 because the summer programs covered under this agreement will not be completed until the end of the summer season. The payment structure per the original agreement will also be amended to reflect the shorter summer program term.

As part of the original agreement, grants were awarded to youth services organizations in the Park Heights Neighborhood. The Park Heights Neighborhood programs were intended to be funded with Video Lottery Terminal Slots funds;

MINUTESMayor's Office of Human Services - cont'd

however, due to a delay with final reporting from the Family League of Baltimore City, Inc., the funds available in that budget account were unknown when this Agreement was drafted. In addition, The Chief of Staff wanted to ensure funds were available for the Baltimore City Youth Commission. The first \$30,000.00 of the total \$70,000.00 in Youth Commission funds were covered with City General Funds allocated to Family League of Baltimore City, Inc. with the remaining \$40,000.00 covered by this agreement with Baltimore City Foundation.

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 HYVE, L.L.C. and the Amendment No. 1 to Agreement with Baltimore City Foundation, Inc.

MINUTES

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 010 to Rummel, Klepper & Kahl, LLP under Project 1232, On-Call Design Services. The period of the Task Assignment is approximately 30 months.

AMOUNT OF MONEY AND SOURCE:

\$39,934.46 - 9938-908779-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include miscellaneous expediting services for the review of Stormwater management and erosion control designs, at various park locations.

MBE/WBE PARTICIPATION:

Including this task, the Consultant achieved the following achieved the following percentages:

MBE: 37.35%

WBE: 4.41%

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>
\$23,000.00	9938-907779-9475	9938-908779-9474
Rec. & Parks 27 th Series	Druid Hill Pool and Bathhouse Renovation (Reserve)	Druid Hill Pool and Bathhouse Renovation (Active)

MINUTESDepartment of Recreation and Parks - cont'd

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232 Task No. 10 to Rummel, Klepper & Kahl, LLP.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 010 to Rummel, Klepper & Kahl, LLP under Project 1232, 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**EXTRA WORK ORDERS AND TRANSFERS OF FUNDS**

* * * * *

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders and Transfers of Funds

listed on the following pages:

968 - 975

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Board **DEFERRED** Item nos. 1, 2, 3 and 4 for one week.

MINUTES

EXTRA WORK ORDERS

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

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

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

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

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

2. TRANSFER OF FUNDS

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

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

MINUTES

EXTRA WORK ORDERS

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

Department of Transportation - cont'd

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

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

- 1) Accelerated Weekend Work at the Courthouse: The work at the Court House entailed the demolition of the existing sidewalk from Harford Road wrapping around to North Avenue. The work would have denied access to the pedestrians as well as denied any transit vehicles and pedestrians to access the Courthouse safely. The only way for the new sidewalk and brick to be installed safely and allow access to the courthouse was to complete the work on the weekend.
- 2) Equitable Adjustment for Paving: The Contractor requested scheduling the paving of the North Avenue project from limit to limit with a single one-time mobilization during the night. This alternative to the planned paving that would be completed in separate times and during the day would cause a delay in production in the paving operations and the rescheduling of the paving crews.
- 3) Down Time due to delayed response from the 10" water shut down. This change order was due to a delay in the installation of a line stop. The existing water valves in the area were inoperable.

MINUTES**EXTRA WORK ORDERS**

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

Department of Transportation - cont'd

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

The work under this Change Order was performed prior to Board approval due to the urgent nature and to reduce any delays that would have been encountered. An Engineer's Certificate of Completion has not been issued.

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

MINUTES

EXTRA WORK ORDERS

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

4. **TRANSFER OF FUNDS**

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

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

5. EWO #008, \$98,359.88 - TR 12308, St. Paul Place & Preston Gardens

\$6,451,905.94	\$39,748.80	Monumental Paving & Exca- vating Inc.	-	90%
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This authorization is requested on behalf of the Department of Transportation for additional work and delays that were encountered while installing a 20" water main at St. Paul Place. This water main work is the continuation of change order no. 4 that was approved by the Board July 26, 2017. The delays and additional work were due to inoperable valves preventing timely water main shut down as well as various unforeseen active utilities that were encountered during the installation which required the Contractor to purchase additional piping materials.

MINUTES

EXTRA WORK ORDERS

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

An additional water service connection and the reimbursement of a value vault purchased are part of this extra work order. The Contractor was directed to proceed with the additional work to prevent further delays to the project. All activities related to the delays, additional work and materials purchased were tracked by the field personnel.

The work requested under this Extra Work Order is in alignment with the advertised scope for this contract. The advertised scope for this contract includes roadway replacement, conduit, etc. An Engineer's Certificate of Completion of Work has not been issued.

This Contract has a Disadvantaged Business Enterprise goal of 20%.

6. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$125,000.00	9950-944002-9507	9950-909174-9527-2
Fed.	Constr. Reserve - Reserve for Close- Outs	Contingencies Preston Gardens Infrastructure

This transfer will fund the costs associated with Change Order No. 8 on Project No. TR 12308, St. Paul Place and Preston Gardens.

MINUTES**EXTRA WORK ORDERS**

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

- | | | | | |
|----|---|--------------|-----------------------------------|-----|
| 7. | EWO #003, \$13.60 - TR 12302, Resurfacing Highways & <u>Various Locations Northwest - Sector II</u> | | | |
| | \$3,137,658.51 | \$137,374.03 | M. Luis Construction Co.,
Inc. | - - |

This authorization is necessary for payments of overrun items, deduction of amounts not paid due to underrun or not used items, and to balance out the contract.

DBE PARTICIPATION:

Manuel Luis Construction, Inc. complied with Title 49 of the Federal Regulation Part 26 (49CFR26) and the Disadvantaged Business Enterprise goal established in the original agreement.

Manuel Luis Construction, Inc. has met 15.07% of the established 29% DBE goal.

MINUTES

EXTRA WORK ORDERS

Department of Public Works

8. EWO #006, \$58,776.18 - WC 1183, Replacement of Loch Raven Dam				
<u>Environmental Operation Facility</u>				
\$9,900,000.00	\$89,872.69	American Con-	48%	-
		tracting & En-		
		vironmental		
		Services, Inc.		

This request is from the Office of Engineering & Construction for the installation of the underground Baltimore Gas &

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

Electric ductbank. In order to remove the overhead power lines and poles from the site, the City Engineer and American Contracting & Environmental Services, Inc. have to come to the conclusion that taking the power lines underground would be the most advantageous for all parties involved and have the least impact on the construction schedule. This work has been performed and completed as Time & Material. In view of the above, the Office of Engineering & Construction tracked the cost of construction of the underground ductbanks on a time and material basis until completion of the job. The final amount was reduced to \$58,776.18.

The scope of the construction project under this contract will consist of the following:

Demolition of existing buildings, utilities and other site structures as indicated. Construction of a one-story office building with housing quarters, multiple equipment maintenance, storage buildings, material storage building, fuel storage and dispensing, and restroom facilities. The site utilities and stormwater facilities include: well pumping and treatment facilities, water service and storm drain piping, stormwater management and on-site sewage disposal system, site grading, retaining wall construction, landscape, and forest conversation planting.

MINUTES**EXTRA WORK ORDERS**

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

MBE/WBE PARTICIPATION:

This request was initiated on January 23, 2017 upon meeting with Baltimore Gas & Electric (BGE) regarding relocation of the BGE poles.

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement are MBE: 27.4% and WBE: 5.1%

MINUTESHealth Department - Agreements, Amendment to Agreement and
Ratification of Agreement

The Board is requested to approve and authorize execution of the various Agreements, Amendment to Agreement and Ratification of Agreement. The period of the agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. **THE JOHNS HOPKINS UNIVERSITY** **\$100,000.00**

Account: 4000-480618-3080-279200-603051

The Johns Hopkins University School of Medicine Harriet Lane Teen Clinic will work on the U Choose Evidence-Based Pregnancy Prevention project to implement the Seventeen Days curriculum. The Seventeen Days curriculum educates young women ages 14 to 19 about contraception and STD's.

The agreement is late because of a delay during the administrative review process.

MWBOO GRANTED A WAIVER.

2. **JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH** **\$ 28,200.00**

Account: 4000-499618-3080-294200-603051

The Johns Hopkins Bloomberg School of Public Health will provide funding to the Preventive Medicine Fellows Program to work with and receive mentoring from the Deputy Commissioner, Division of Youth Wellness and Community Health and/or the Assistant Coordinator, Division of Maternal and Child Health.

The agreement is late because revisions delayed processing.

MINUTES

Health Department - cont'd

3. JOHNS HOPKINS BLOOMBERG SCHOOL \$ 70,000.00
 OF PUBLIC HEALTH

Accounts: 4000-480618-3080-279200-603051 \$ 30,000.00
 6000-613017-3080-275200-603051 \$ 40,000.00

The Johns Hopkins Bloomberg School of Public Health will implement the U Choose Communications Strategy for the Department's Office of Adolescent and Reproductive Health. The funds will be utilized to develop a communication and dissemination strategy for youth, stakeholders, and communities and create materials and talking points that describe the benefits and values of the evidence-based programs. In addition, the organization will conduct a research study on contraception and unmet need among women ages 24 or more in support of B'more for Healthy Babies family planning initiative.

The agreement is late because budget reviews for FY 2018 delayed processing.

MWBOO GRANTED A WAIVER.

4. BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC. \$196,780.00

Account: 4000-484516-3160-308600-603051

Behavioral Health System Baltimore, Inc. will utilize the funds to establish a continuum of accessible, trauma-informed, culturally relevant support services for young male survivors of color, between the ages of 14-24 and their families to address violence and trauma in the communities of Madison/East End, Baltimore.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

MINUTESHealth Department - cont'd

5. **GOVANS CENTER FOR RETIRED PERSONS, INC.** **\$ 49,353.00**

Account: 4000-433518-3024-768906-603051

Govans Center for Retired Persons, Inc. operates a senior program, which serves the community focal point for seniors and their caregivers. Services to be provided include, but are not limited to, social, recreational and educational programs, information and assistance, outreach, wellness and transportation. The period of the agreement is October 1, 2017 through September 30, 2018.

The agreement is late because the Department was waiting on finalization of budget and signatures from the provider.

6. **GAY, LESBIAN, BISEXUAL, AND TRANSGENDER** **\$127,562.00**
COMMUNITY CENTER OF BALTIMORE &
CENTRAL MARYLAND, LTD (GLCCB)

Account: 4000-484818-3023-718000-603051

The GLCCB has been an important community resource for men who have sex with men (MSM) and transgender communities in Baltimore for more than two decades. For the purposes of this project, the GLCCB will collaborate with Special Teens At-Risk, Together Reaching Access (STAR TRAC) and the AIDS Education and Training Center (AETC) on a training and recruitment program for Peer Navigators. The organization will hire Peer Navigators to assist patients with accessing Pre-Exposure Prophylaxis (PrEP) and remaining adherent, engage and inform the MSM and transgender communities via town hall community forums, print materials and education events to increase knowledge and prevent HIV infections. The period of the agreement is September 30, 2017 through September 29, 2018.

The agreement is late because of administrative delays.

MWBOO GRANTED A WAIVER.

MINUTESHealth Department - cont'd

7. **ST AMBROSE HOUSING AID CENTER, INC.** **\$ 8,500.00**

Account: 4000-433518-3024-761416-603051

St. Ambrose Housing Aid Center, Inc. will utilize the funds to assist elderly adults with housing needs through the Home-sharing program. The program is designed to be an alternative to the institutionalization of frail and elderly residents of Baltimore City. The program will identify and match elderly residents with senior homeowners living alone in single family dwellings in Baltimore City.

The Provider will promote program services, screen and interview applicants, complete home assessments, recruit appropriate housemates to refer to the applicants, and provide counseling as appropriate. Home-sharing will provide socialization for the participants and will allow the individuals to age in place. The period of the agreement is October 1, 2017 through September 30, 2018,

The agreement is late because the Department was waiting on grant approval, finalization of budget pages and signatures from the provider.

8. **THE FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$680,000.00**

Account: 6000-626318-3080-513200-603051

The B'more for Healthy Babies Initiative (BHB) is a 10-year plus Citywide strategy launched in 2009 and co-led by the organization and the Department. The BHB brings together public agencies, health care institutions, community-based organizations and academic partners to ensure that all Baltimore's babies are born healthy weight, full-term and ready to thrive in healthy families.

MINUTESHealth Department - cont'd

The organization will provide continued oversight of work of the BHB and support of the overall BHB initiative. The BHB's communication partners will perform marketing and communication activities with priority content areas of safe sleep, smoking cessation and home visiting.

The agreement is late because of a delay in the completion of the required documentation.

9. **MEDSTAR HEALTH, INC.** **\$ 0.00**

MedStar Health, Inc. will donate physician services and provide funding for a part-time Nurse Practitioner as part of its community service.

The organization's pediatricians will provide on-site consultation and patient evaluation at the School-Based Health Centers, at a minimum of one-half day per week. They will be accessible by telephone for consultation with the practitioner in the Carter G. Woodson School, Monday through Friday during the hours of 7:30 a.m. to 3:30 p.m., and the New Era Academy School-Based Health Centers, Monday through Friday during the hours of 8:00 a.m. to 4:30 p.m. The period of the agreement is September 1, 2017 through August 31, 2018.

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

AMENDMENT TO AGREEMENT

10. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$202,815.00**

Account: 4000-484516-3160-308600-603051

On August 16, 2017, the Board approved the original agreement in the amount of \$70,420.00 for the period of October 1, 2015 through September 30, 2018.

MINUTESHealth Department - cont'd

The Department received additional grant funds and increased the original agreement by \$202,815.00 for additional services, making the total amount \$273,235.00.

This amendment will extend the period of the agreement through September 30, 2020, to reflect the actual project and budget period of the grant. All other terms and conditions will remain the same.

The amendment is late because revisions delayed its processing.

MWBOO GRANTED A WAIVER.

RATIFICATION OF AGREEMENT

11. **UNIVERSITY OF MARYLAND, BALTIMORE** **\$ 72,750.00**

Account: 4000-499016-3023-513200-603051

Funding is provided to support routine HIV testing services to clients at the University of Maryland, Baltimore STAR TRACK Adolescent Health Program. Services include counseling, linkage to care, referrals for partner services and prevention services, and pre-exposure prophylaxis. The period of the Agreement was January 1, 2017 through December 31, 2017.

The agreement is late due to an administrative error.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NO. 9) AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Agreements, Amendment to Agreement and ratified an Agreement. The President **ABSTAINED** on items nos. 1, 2 and 3.

MINUTES

Health Department - Amendment to Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Amendment to Notice of Award (NOA) from the Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On October 12, 2016, the Board approved the initial NOA in the amount of \$3,000,000.00 for the period of September 30, 2016 through September 29, 2021. The initial award contained special terms for multi-year funding. A total of three 12-month incremental spending periods, and restricted expenditures to \$1,000,000.00 during the following periods: September 30, 2016 through September 29, 2017; September 30, 2017 through September 29, 2018; September 30, 2018 through September 29, 2019.

On December 30, 2017, the Department requested approval from the grantor to carryover unobligated funds in the amount of \$445,103.00 from the first 12-month spending period of September 30, 2016 through September 29, 2017, to the second 12-month spending period of September 30, 2017 through September 29, 2018.

The amended NOA dated January 22, 2018, approves the Department's carryover request. All other terms and conditions remain the same.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized acceptance of the Amendment to Notice of Award from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration.

MINUTES

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Notice of Grant Award (NGA) from the United States Department of Education and the Maryland State Department of Education. The period for the Federal Funds is July 1, 2017 through September 30, 2018. The period of the State General Funds is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 307,562.00	-	4000-427118-3080-294301	404001	-	Federal Funds
34,058.00	-	4000-427118-3080-294302	404001	-	Federal Funds
681,989.00	-	4000-427118-3080-294300	404001	-	Federal Funds
336,340.00	-	4000-427118-3080-294303	404001	-	State General Funds
\$1,359,949.00					

BACKGROUND/EXPLANATION:

This award is for the Consolidated Local Implementation Grant (CLIG). The CLIG will provide funds to support the provision of early intervention services to infants and toddlers with disability and their families.

The Notice of Grant Award is late due to 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 acceptance of the Notice of Grant Award from the United States Department of Education and the Maryland State Department of Education.

MINUTES

Health Department - Expenditure of Funds for
Transportation Subsidy

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City. The expenditure period is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$251,775.00 - 1001-000000-3255-750700-603041

BACKGROUND/EXPLANATION:

Approval of this request will allow the BCHD to support Senior Centers located in Baltimore City by subsidizing their transportation program services which enables them to transport their senior participants to and from the Centers and to special events and activities throughout the City.

BCHD will subsidize transportation funding for the following Senior Centers: Action-in-Maturity, Allen Center Board, Inc., Department of Recreation & Parks, Forest Park Senior Center, Inc., Govans Ecumenical Development Corporation (GEDCO)/Harford Senior Center, and Greenmount Senior Center, Inc.

The Expenditure of Funds for Transportation Subsidy is late because the Department recently received the award.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to subsidize the transportation costs for various Senior Centers in Baltimore City.

MINUTESDepartment of Audits - Audit Reports

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

1. Enoch Pratt Free Library a Component Unit of the City of Baltimore, Maryland Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2016 - Reissued.
2. Enoch Pratt Free Library a Component Unit of the City of Baltimore, Maryland Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2017.

President: "The first and second items on the non-routine agenda can be called together. They can be found on page 58, items 1 and 2, Department of Audits, Audit Reports Enoch Pratt Free Library Comprehensive Annual Financial Report for Fiscal Year 2016 and 2017. Will the parties please come forward? Okay."

Acting City Auditor, Audrey Askew: "Good morning --."

President: "Good morning."

Acting City Auditor: "Honorable Board members. Audrey Askew, Acting City Auditor. Um -- the first item on the agenda is the 2016 Enoch Free Library Audit Reissuance of 2016 Audit Report. The 2016 Enoch Pratt Free Library Audit was reissued because of cash account was understated by \$322,200.00. The original cash

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balance was \$6,092,900.00, but the correct cash balance should have been reported as \$6,415,100.00. The correction of the cash balance was required to agree the audit report to the reconciled book balance of June 30, 2016. Two thousand --."

President: "Um -- excuse me for a minute. Um -- do you know what caused that -- that oversight?"

Acting City Auditor: "The actual books recorded the actual -- the correct amount. The CAFR had the incorrect amount on there."

President: "Okay."

Acting City Auditor: "2017 Lib -- Audit -- Enoch Pratt Free Library Audit. Significant Deficiency over the Financial Reporting, one Finding. Finding 2017-001. The Library does not have adequate accounting personnel to pre -- prepare the annual CAFR. They use outsourced accounting staff to perform manual post-closing reviews of balances -- in accounts. The Library uses excel database to manually create financial statements. The Library's accounting software, MIP has the functionality to generate financial statements, but the software does not have the ability

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to allow the Library to consolidate the City funds into the Library's accounting system. The ineffective usage or capabilities of the software causes the Library to rely on manual manipulation of data to create financial statements. Due to the volume of activity in the Library's accounts, it is difficult to perform a thorough post-closing review and detect all errors. Additionally, because of the number of errors detected, information provided throughout the year may be materially incorrect. The Library does not have the staffing or resources to conduct a thorough review of transactions that underlie and support the financial statements. For the 2017 audit, the Library had over 18 draft audit submissions, and over 22 audit adjustments that were made by the Department of Audits to complete the 2017 CAFR. We recommend that the Library develop a formal training program to ensure that adequate financial reporting procedures are utilized for preparation of financial statements. We also suggest that the Library invest in financial reporting software that would allow the Library to generate appropriate CAFR reports and compile financial statements, consolidate/combine Library in City of Baltimore accounts."

MINUTES

President: "Okay. Um -- um -- I have a question. Um - I -- I remember when the Library came in here, I think it was year ago, maybe two years ago. Um -- you guys got um -- extra staff, and then I read where you don't have um -- you know the -- the -- the accounting staff. I mean what did you guys hire?"

Mr. Estremsky: "Ah -- well I-- I --."

Comptroller: "State your name."

Mr. Estremsky: "Oh I'm sorry. Ah -- Stan Estremsky, I am the Chief Financial Officer at the Library and I'm here with Gordon Krabbe who's our Chief Operating Officer. Um -- I - I guess you know in the response of I believe I've addressed a bit of that. Um -- I guess the specifics to your question of is the Library over time has added staff and has added resources. So, it not a question of not following that direction. It's a question of how much that we have added. Ah -- the major add from last year when I was before you to this year, is we've utilized um -- um -- Raffa PC which is a non-for-profit um -- accounting firm from Washington, DC. That have performed a lot of governmental audits and they've provided support to us. Um -- we continue down the

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road from staff training from things like from -- ah -- improvement of processes et cetera, and as you know that's ah -- that's over time and I believe we are progressing in each direction. I think before my time several years ago, was a CPA as an Accounting Manager was hired. I was hired last year, so over time the Library has done as you suggest."

President: "Okay. Go ahead."

Mr. Estremsky: "Okay. Um -- well I guess I -- I -- I wrote my notes to be sure I -- I -- get my points to you succinctly this morning. Um -- first I would like to thank the City Department of Audits for all their hard work, time and efforts that they have put in on behalf of the Pratt Library. Especially this year I'd like to thank Ms. Askew. Ah -- she was put in a difficult situation with -- with assuming responsibility mid audit this year. I want to thank her specifically and her staff for their hard work um -- in our behalf, and I'm very appreciative and very encouraged going forward with Ms. Askew for the for the benefit of Pratt. Um -- specifics of the Findings that that Ms. Askew presented um -- as I eluded to, over the time Pratt has added resources to bolster

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the accounting staff, both internally and externally. Ah -- but -- but we're searching for ways to overcome and mitigate reporting obstacles ah -- and reviewing accounting structure. That would be our number one priority going forward toward next year. Ah -- I already have some ideas in place um -- longer term we're optimistic that working with City Audits we will be able to break this cycle. We -- our audits run nine months. In my second year being here and I'm very optimistic with working with Ms. Askew, we will be able to break that cycle. Because in a nine cycle we have but three months to meaningfully implement change. Which is in -- in a complex system that's not a lot of time. But I'm very optimistic that we're going to get out of this loop. Um -- as too the system utilization, if you recall, last year I was before you um -- our greatest accomplishment from last year to this year was the automation of the reporting and that was I believe at your request Ms. Pratt ah -- a 90 day plan that we had submitted that we would do that. We put that in place this year, um -- we'll continue going forward next year to try to perfect that even more. We struggled with the combined multiple systems that we have to report

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from, and getting that information into one database, which makes it difficult to utilize just one software package. Um -- so we ah -- our plan is continue to optimize that to the extent possible while we search for any possible automated solution that will allow us to resolve this in an even easier fashion."

President: "Go ahead Madam Mayor."

Mayor: "Ah, first let me just say thank you um -- for pointing out those issues and obviously they keep coming up and we're still working on them and we appreciate your tenacity to stay focused on them. But I would also ask that we have our MOIT Department look at um -- what kind of technology you are using, because you're talking about difficulty in terms of interfacing and so, we'll have Mr. Johnson take a look at that as well. Because we don't want you to have to come back and repeat the same thing next year or nine months or whenever that next audit is. Okay."

Mr. Estremsky: "That is very helpful. Thank you."

Mayor: "Alright. Thank you. We'll do that."

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

* * * * *

MINUTES

3. Performance Audit Report Baltimore City Fire Department Fiscal Years Ended June 30, 2016 and 2015.

President: "The third item on the non-routine agenda can be found on 58, item number 3, Department of Audits, Audits Performance Audit Report Baltimore City Fire Department Fiscal Years ending June 30, 2016 and 2015. Will the parties come forward?"

Acting City Auditor, Audrey Askew: "For the 2017 -- I mean 16, 15 -- um Fire Department. Finding -- the first two Findings relate to the number of smoke alarms installed. Finding number 1, the Depart -- Baltimore City Fire Department reported that it did not meet its fiscal year 2016 target for the number of smoke alarms installed. According to the 2018 budget book, actual smoke alarms installed was 15,889. The original target in 2016 budget book was 19,000, subsequently changed to 16,500 in 2017 and 2018 budget books. Resulting in actual installs being less than budgeted. Recommendation; we recommend the Baltimore City Fire Department identify the causes and develop a corrective action plan for the number of smoke alarms installed. Would you like to respond as we go along, or would you like to respond at the end?"

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Mr. Fisher: "Ah -- I will respond at the end."

Acting City Auditor: "Okay."

Mr. Fisher: "Ah -- my name is James Fisher Baltimore City Fire Department."

Acting City Auditor: "Okay. Finding number two; again related to the number of smoke alarms installed. Records were not adequately maintained to support the actual results of Fiscal Years 16 and 15 for the number of smoke alarms installed. We could not determine whether the reported actual amounts for both years were accurate and reliable because the 311 smoke alarms receipt/tracking forms for both years are no longer available. We recommend that the Baltimore City Fire Department develop procedures to adequately maintain records, especially those to support the actual results to performance measures included in the budget book. Finding number three; the percent of agencies with the Complete Continuity of Operations Plan (COOP). The background: the Maryland Emergency Management Agency (MEMA) requires state and local agencies to establish a Continuity of Operations Plan (COOP). Finding three; the Mayor's Office of Emergency Management reported that it did

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not meet the performance measure targets for fiscal years 16 and 15. According to the Director of the Mayor's Office Emergency Management, the targets were not met because of the lack of personnel to assist City agencies to develop and review the COOPs. The Director informed us that he has hired additional Associate Planners and Manager to assist agencies in developing complete COOPs."

President: "Um -- excuse me."

Acting City Auditor: "We --."

President: "What are the targets? Cause we don't have that here."

Mayor: "Yeah."

President: "What are the targets?"

Acting City Auditor: "The targets was on was finding on, uh - no it wasn't."

Mayor: "19,000, you're talking about smoke alarms or --."

President: "No, I'm talking about emergency --."

Acting City Auditor: "That was Emergency Management -- Do ."

President: "Emergency Management."

Mayor: "Oh, okay."

President: "Emergency Management."

MINUTES

Mr. Fisher: "That would be."

President: "Are there targets?"

Acting City Auditor: "Audit report."

Mr. Fisher: "Every agency of the City of Baltimore should have a COOP plan."

Mayor: "Okay."

Mr. Fisher: "So um -- they keep track of that information at the Office of Emergency Management so."

President: "Yeah but shouldn't they -- shouldn't they have a target?"

Acting City Auditor: "Right. So you are going to see in Finding four the next one."

President: "Okay."

Acting City Auditor: "It's 20 agencies."

Mayor: "Twenty agencies."

Acting City Auditor: "Right. So Finding four, we could not determine whether the reported actual performance measure percentages are accurate and reliable. According to the City's

MINUTES

Administration -- um -- Administrative Manual, all City agencies are required to develop a COOP in continuation with um -- in coordination with the -- ah -- Mayor's Office of Emergency Management. However, according to the Mayor's Office of Emergency Management Director, approximately 20 City agencies could have -- should have had a completed COOP on file. The file provided to the Department of Audits only contained 16 agencies."

President: "Okay. What's the cause of the other four not complying?"

Mr. Fisher: "Um -- that would have to be answered directly by those agencies. We can get you a list --."

President: "Yeah, get us a list of those agencies."

Mr. Fisher: "of those agencies. Correct."

Acting City Auditor: "Okay."

Mr. Fisher: "Okay."

Acting City Auditor: "So we recommended um -- Mayor's Office of Emergency Management develop written policies and procedures to include a list of agencies required to have a completed COOP on file."

MINUTES

Mr. Fisher: "Completed and updated. They have to be updated every so often with changes and systems and thin -- ah -- things of that nature, so."

Comptroller: "The request of the President made could you provide it to all the Board members?"

Mr. Fisher: "Yes."

Comptroller: "Okay, thanks."

President: "Okay."

Acting City Auditor: "The final Finding -- Finding number five relates to the percentage of reduction in 911 calls from Operation Care clients. That Operation Care program is a case management program within Health Care Access Maryland that provides case management and care coordination services to persons with excessively -- who excessively utilize the emergency 911 system for non-emergent and/or poorly managed conditions. Finding five: Baltimore City Fire Department reported that it did not meet its fiscal year 2016 and 2015 targets for the percent of reduction in 911 calls from Operation Care Clients. So we recommend that Baltimore City Fire Department review the established performance measures and the actual performance measure to ensure that both

MINUTES

the target and the results are reported on a consistent basis."

Mayor" "Okay. Alright."

Mr. Fisher: "Again my name is Jim Fisher, Madam Mayor, President, Madam Comptroller. So as far this ah -- audit is concerned, I first would like to thank the Audit Department and their hard work on this. Um -- they do both the performance and the financial side so. Um -- we also um -- respond to the older audit, the older Performance Audit and try to keep up with the changes that we have -- they have recommended and that we have accepted. So as far as this is concerned, I'll start with the last one first. Operation Care is no longer on contract with ah -- the City of Baltimore. We're moving to a new ah -- performance measure with a Pilot, with University of Maryland Hospital, in the spring. I think Madam Mayor your familiar with that. Um -- that -- trying to get 911 call down, the volume down is not impossible but it's - its' a broad range that we have to attack. So the other -- the smoke alarms, there was a change back in I think it was 15, the type of smoke alarm and there was also a change in the type of -- of review that we do with the citizens. We do a much more comprehensive

MINUTES

review with the citizens. It just -- instead just going in and installing ah -- smoke alarm. We do a complete fire protection plan with them so. And the other item with the COOP, the Office of Emergency Management, it's ah -- David McMillan, and I will get that information for you."

President: "Okay. Um -- is it possible in the future um -- when we get these um -- Performance Audits, that we can get the Financial Audits along with them?"

Acting City Auditor: "Well they're not --."

President: "So that we can compare."

Acting City Auditor: "They are not done at the same, they're not completed at the same time. They're two different audits."

President: "Is it possible that that could happen?"

Acting City Auditor: "We can get them done, yes."

President: "Okay. I mean I would like to see that."

Acting City Auditor: "Okay."

Mr. Fisher: "I think we are still working on that."

Acting City Auditor: "Right, okay."

MINUTES

President: "So that we can compare."

Mr. Fisher: "Yeah."

Acting City Auditor: "Okay."

President: "Okay."

* * * * *

MINUTESMayor's Office of Criminal Justice - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Family League of Baltimore City, Inc. The period of the agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$ 55,498.00	-	1001-000000-2253-785200-607000	-	East Baltimore Youth Service Bureau (YSB)
55,498.00	-	1001-000000-2253-785100-607001	-	Northwest Baltimore Youth Service Bureau (YSB)
<u>15,750.00</u>	-	1001-000000-6397-484000-601002	-	12 Youth Workers, Baltimore City Youth Works

\$126,746.00**BACKGROUND/EXPLANATION:**

The Governor's Office for Children funds two Baltimore City Youth Service Bureaus. This agreement transfers Baltimore City's required cash match funds to the Local Management Board - Family League of Baltimore City, Inc. The Family League of Baltimore City, Inc. in turn, contracts with Youth Service Bureaus to provide their operation expenses. The agreement provides for the City to pay for this matching share directly to Family League of Baltimore City, Inc.

The agency was appropriated for matching funds and the above-listed account numbers will be charged for the East Baltimore YSB and the Northwest Baltimore YSB, respectively.

The in-kind support from the City (\$15,750.00) is accounted for with the contribution of 12 Youth Workers through the Baltimore City Youth Works program. In total, the matching amount including both cash and in-kind contributions comes to \$126,746.00.

The City is required to provide a 25% match in the amount of \$126,746.00. Of this, \$110,996.00 will be a cash-match, while \$15,750.00 will be an in-kind match.

MINUTES

Mayor's Office of Criminal Justice - cont'd

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the agreement with the Family League of Baltimore City, Inc.

MINUTES

Department of Planning - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Chesapeake Bay Trust. The period of the MOU is January 1, 2018 through December 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$49,999.00 - 9910-905152-9588

BACKGROUND/EXPLANATION:

The Department of Planning is partnering with the Chesapeake Bay Trust to provide funding through the Chesapeake Bay Trust's 2018 Green Streets, Green Jobs, and Green Towns Grant Program to fund stormwater management projects in Baltimore City. The Department of Planning will contribute \$49,999.00 to be used solely for funding Baltimore City's specific vacant lot greening projects.

Upon the execution of this MOU, the Chesapeake Bay Trust will place the \$49,999.00 into one Baltimore City specific account, organize a technical review committee, execute contracts, and issue funding directly to winning community organizations.

The Chesapeake Bay Trust is a nonprofit, grant-making organization created in 1985 by the Maryland General Assembly as an independent state agency.

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

MINUTES

Department of Planning - cont'd

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 Memorandum of Understanding with the Chesapeake Bay Trust.

MINUTES

Department of Planning - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with the Chesapeake Bay Trust, Contractor. This amendment extends the period of the agreement through March 14, 2019.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On September 14, 2016, the Board approved an Agreement for \$99,999.00 (in the amount of \$49,999.00 from the City and \$50,000.00 from the Contractor) between the Mayor & City Council of Baltimore and the Chesapeake Bay Trust for the period of September 14, 2016 through March 14, 2018.

The funding has been utilized to provide grants to winning Baltimore City applicants of the Chesapeake Bay Trust's 2018 Green Streets, Green Jobs, and Green Towns Grant Program to restoration projects that include vacant lot greening.

The reason for this request to extend the Agreement that funded this project, which was delayed due to a required environmental study and the awardee needs additional time to complete the project.

The original term of the 2016 Agreement ends on March 14, 2018 and this Amendment to Agreement will extend the Agreement through March 14, 2019. This extension will give the Chesapeake Bay Trust the time needed to complete final phase payments to the awardee to

MINUTES

Department of Planning - cont'd

complete its project, and submit the final report to the City as required by the Agreement. All other terms and conditions of the original Agreement remain unchanged.

AUDITS REVIEWED AND HAD NO OBJECTION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment to Agreement with the Chesapeake Bay Trust.

MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTION

* * * * *

On the recommendations of the City agency
hereinafter named, the Board,
UPON MOTION duly made and seconded,
rejected the bid as indicated
for the reasons stated on the following page:

MINUTES**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Transportation

1. TR 10309, Inner Harbor Water Taxi
REJECTION - On December 6, 2017, the Board opened one bid. The bidder greatly exceeded the agency's budget. The Department determined that it is in the best interest of the City to reject the bid, and the project will be re-advertised in the near future.

MINUTES

Department of Public Works - Facility Encroachment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Facility Encroachment Agreement with CSX Transportation, Inc.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Maryland Transportation Authority (MdTA), is preparing a project for construction known as the Canton Viaduct. In the alignment of this project, certain City-owned utilities will need to be relocated. The MdTA will be relocating these utilities at their sole cost and expense through CSXT property.

At the conclusion of the Canton Viaduct project, these utilities will be turned over to the City. This Facility Encroachment Agreement will allow the transfer of the utilities to the City and the ultimate ownership to the City.

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Facility Encroachment Agreement with CSX Transportation, Inc.

MINUTES

Department of Public Works - Single Bond for Drain
Layers No. SSB0424624

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the Single Bond for Drain Layers No. SSB0424624 for the firm, DACO Construction Corporation. The period of the bond will continue until either the firm or the surety gives notice of its termination.

AMOUNT OF MONEY AND SOURCE:

\$10,000.00 - Bond No. SSB0424624

BACKGROUND/EXPLANATION:

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

MBE/WBE PARTICIPATION:

N/A

UPON MOTION duly made and seconded, the Board approved acceptance of the Single Bond for Drain Layers No. SSB0424624 for the firm, DACO Construction Corporation.

MINUTES

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Rummel, Klepper & Kahl, LLP under SC 845R, Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant. The Amendment No. 3 will extend the period of the agreement through June 29, 2019.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction needs additional time on the Post Award Service Contract for SC 845R, Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant. The current agreement will not cover the warranty period.

The project has been impacted by construction delays and conditional acceptance is now anticipated in June 2018. This Amendment No. 3 will allow the engineer to continue to tender their services until the end of the warranty period in June 2019.

The scope of the original agreement includes, the post award services agreement for SC 845R to provide services such as review of shop drawings, respond to requests for information, prepare and provide operational and maintenance manuals and services, provide training to the plant operations personnel on the wastewater treatment systems provided in this project, provide personnel for on-site observations, provide startup and performance testing, and conduct conditional and final acceptance inspections and punch list items.

MINUTES

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

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement are MBE: 27% and WBE: 9%.

MBE: 0%

WBE: 0%

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION.

UPON MOTION duly made and seconded, the Board approved and authorized execution of Amendment No. 3 to Agreement with Rummel, Klepper & Kahl, LLP under SC 845R, Nitrification Filters and Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant.

MINUTES

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve an expenditure of funds to pay the invoice for membership dues for the Water Environment Federation, National Green Infrastructure Certification Program (NGICP) Founding Partner for 2017. This invoice is for the period of November 2017 through November 2018.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 2071-000000-5541-398600-603020

BACKGROUND/EXPLANATION:

This membership program will provide the Department a position on the NGICP Strategic Advisory Group to guide the development and evolution of the NGICP Program; a position on the NGICP Technical Advisory Group to provide technical input and green infrastructure expertise to the training and the exam development; on-going recognition as a NGICP founding Partner and leader in implementing quality green infrastructure practices in construction, inspection and maintenance; networking and coordination opportunities with the other 14 NGICP Founding Partners; and direct input into developing NGICP services and packages that meet the utility's green infrastructure program needs.

This request is late because the invoice was not received until February 27, 2018.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

MINUTES

Department of Public Works - cont'd

UPON MOTIOIN duly made and seconded, the Board approved the expenditure of funds to pay the invoice for membership dues for the Water Environment Federation, National Green Infrastructure Certification Program Founding Partner for 2017.

MINUTES

Bureau of the Budget and - Grant Award and Appropriation
Management Research (BBMR) Adjustment Order No. 40

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Maryland Department of Aging. The period of the Grant Award is October 1, 2017 through June 30, 2018.

The Board is further requested to approve the Appropriation Adjustment Order to transfer Federal Funds from Service 715: Administration to Services 723: Advocacy and Supportive Care for Seniors.

AMOUNT OF MONEY AND SOURCE:

\$106,307.00 - From: 4000-400018-3001-568000-603050
 Service 715: Administration

To: 4000-407918-3044-761500-404001
 Service 723: Advocacy and Supportive Care
 for Seniors

BACKGROUND/EXPLANATION:

This transfer will provide funding for the Money Follows the Person Program. Initially, federal funding was appropriated within an unallocated federal account in the Fiscal 2018 Ordinance of Estimates. With this Appropriation Adjustment Order, funding will be moved from the unallocated grant source in accordance with the actual grant award.

APPROVED FOR FUNDS BY FINANCE

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

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Grant Award from the Maryland Department of Aging. The Board further approved the Appropriation Adjustment Order No. 4 to transfer Federal Funds from Service 715: Administration to Services 723: Advocacy and Supportive Care for Seniors.

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board ratified acceptance of the Grant Award from the Maryland Department of Aging. The Board further approved the Appropriation Adjustment Order to transfer Federal Funds from Service 715: Administration to Services 725: Advocacy and Supportive Care for Seniors.

MINUTES

BBMR - cont'd

UPON MOTION duly made and seconded, the Board approved the Appropriation Adjustment Order No. 5 to transfer unallocated State funds within the Baltimore City Police Department from Service 622 (Police Patrol) to Service 624 (Target Violent Criminals).

MINUTES

Bureau of Procurement - Donation of Excess Property

ACTION REQUESTED OF B/E:

The Board is requested to approve the donation of excess property to the Tololamos Company, a non-profit organization.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Department of Housing and Community Development (DHCD) has 29 Panasonic CF- 18 Toughbook laptops that it has deemed as excess, in accordance with the City's Property Disposal Program policy (AM-306-1).

These laptops are in fair condition and the DHCD would like to donate them to the Tololamos Company, a non-profit organization located in Baltimore City. The Tololamos Company is in good standing with the Maryland State Department of Assessments and Taxation.

The DHCD noted that these devices have been wiped clean by its IT Department.

UPON MOTION duly made and seconded, the Board approved the donation of excess property to the Tololamos Company, a non-profit organization.

MINUTES

Finance Department - Public School Property Transfer Agreement
for Pimlico Middle School No. 222

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Public School Property Transfer Agreement for the former Pimlico Middle School No. 222.

AMOUNT OF MONEY AND SOURCE:

\$890,277.00 - 1001-000000-1230-151900-608010/608011

BACKGROUND/EXPLANATION:

The Baltimore City Board of School Commissioners has determined that the Pimlico Middle School No. 222, consisting of a 19 acre site, including a 205,394 square foot educational facility, located at 3500 West Northern Parkway, Baltimore, Maryland, is no longer needed for educational purposes and should be transferred to the City, pursuant to Section 4-115 Education Article of the Annotated Code of Maryland.

The Board of Public Works approved the closure and transfer of the school to the Baltimore City Government on January 30, 2008. As a condition of the approval of transfer, pursuant to Section 5-308 of the Education Article of the Annotated Code of Maryland, the State has required that the City assume the balance of unpaid bond debt service that is, the Master Lease Purchase Financing payments totaling \$890,277.00 (principal and interest).

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Public School Property Transfer Agreement for the former Pimlico Middle School No. 222.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|---|--------------|---------|
| 1. NESTLE WATERS NORTH | \$210,194.59 | Renewal |
| AMERICA, INC. | | |
| Contract No. B50004467 - Supply and Deliver Water Dispensers & Bottled Water to Various City Agencies - Department of Finance, various agencies - P.O. Nos. P535401 and P535583 | | |

On April 27, 2016, the Board approved the initial award in the amount of \$210,194.59. The award contained three 2-year renewal options. This first renewal in the amount of \$210,194.59 is for the period May 1, 2018 through April 30, 2020, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 15, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- | | | |
|---|--------------|---------|
| 2. GENERAL TRAFFIC | \$153,600.00 | Renewal |
| EQUIPMENT CORP. | | |
| Contract No. 08000 - Pedestrian Traffic Signal Assemblies - Department of Transportation - P.O. No. P534937 | | |

On March 23, 2016, the Board approved the initial award in the amount of \$125,058.00. The award contained four 1-year renewal options. On April 26, 2017, the Board approved the first renewal in the amount of \$150,000.00. This second renewal in the amount of \$153,600.00 is for the period March 23, 2018 through March 22, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

3. EMEREGENCY MEDICINE
WESTERN PENNSYLVANIA,
INC. d/b/a STAT MEDEVAC \$1,200,000.00 Renewal
Contract No. 06000 - Non-Emergent Air Transportation Services
- Baltimore City Health Department - P.O. No. P531118

On May 6, 2015, the Board approved the initial award in the amount of \$1,238,405.00. The award contained four 1-year renewal options. Two renewal options have been exercised. Non-Emergent Medical Air Transportation services for critical care patients are provided by the Maryland Department of Health (DHMH) through the Transportation Grants Program. The DHMH protocol states, "All air ambulance transport costs for Maryland Medicaid recipients will be paid by the Baltimore City Health Department", through the Transportation Grants Program. The State of Maryland must license all air ambulance service companies. The DHMH protocol further states "this unit (Health Department) will screen all calls as to eligibility and necessity, and the appropriate transportation will be arranged when approved." The renewal is for the period May 5, 2018 through May 4, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 4, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. The contract is a mechanism for reimbursement for services previously rendered.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|---|--------------|--------------------------|
| 4. EARLY MORNING SOFTWARE, INC. | \$ 17,080.00 | Ratification and Renewal |
| Contract No. 06000 - PRISM Hosting and Services Agreement - Mayor's Office of Employment Development - P.O. No. P533766 | | |

On May 30, 2014, the Board approved the initial award in the amount of \$24,080.00. Subsequent actions have been approved. Due to an administrative error, the contract was not renewed prior to the start of the renewal support period. This is the third 1-year renewal option for the continuation of hosting and support services for the PRISM Workforce Management Suite software, which is used to monitor Local Hiring compliance for the Mayor's Office of Employment Development. The period of the ratification is June 1, 2017 through March 13, 2018. The period of the renewal is March 14, 2018, through May 31, 2018, with successive one year periods upon Board approval. 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.

MBE/WBE PARTICIPATION:

Not applicable. Initial award is below the subcontracting threshold. The contractor, Early Morning Software, Inc. is a City certified MBE.

- | | | |
|---|--------------|--------------|
| 5. IPC (USA) INC. | \$121,560.73 | Ratification |
| Contract No. PCR-247-12 - Heating Oil - Citywide, Department of General Services - P.O. No. P521300 | | |

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

On August 8, 2012, the Board approved the initial award in the amount of \$2,000,000.00. Subsequent actions have been approved. This ratification is necessary to provide additional funds to pay the outstanding invoices to the prior vendor under the contract which expired on December 31, 2017. On January 17, 2018, the Board approved a new contract, KSH-324-17, #2 Heating Fuel. The period of the ratification is December 1, 2017 through February 12, 2018.

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

MBE/WBE PARTICIPATION:

Not applicable. This is a ratification of outstanding invoices.

6. ADSYTECH, INC.	\$ 85,508.00 85,508.00	Ratification and Extension
	<u>\$171,016.00</u>	

Contract No. B5001513 - Provide Integrator Software and Services for Community Action Partnership - Mayor's Office of Human Services, Community Action Partnership - P.O. No. P534604

On August 25, 2010, the Board approved the initial award in the amount of \$165,306.00. The award contained three renewal options. Subsequent actions have been approved. A new RFP will be posted and awarded before September 2018. A ratification is necessary for the period September 8, 2017 through March 13, 2018. The period of the extension is March 14, 2018 through September 7, 2018.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On June 17, 2010, it was determined that no goals would be set because of no opportunity to segment the contract.

- | | | |
|--|--------------|---------|
| 7. TOTAL ACCESS GROUP,
INC. | \$ 35,728.91 | Low Bid |
| Solicitation No. B50005136 - Condoms for Bureau of HIV/STD Services - Health Department - Req. No. R763362 | | |

Vendors were solicited by posting on CitiBuy. On December 26, 2017, the Board received and opened five bids. Award is recommended to the lowest, responsive and responsible bidder.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|-------|
| 8. MID STATES OIL
REFINING, LLC | \$ 43,000.00 | Award |
| Solicitation No. B50005300 - Recovery Services for Hazardous Waste - Department of General Services - Fleet Management - Req. No. R777685 | | |

Vendors were solicited by posting on CitiBuy. On February 8, 2018, the sole bid received was opened, and was found to be fair and reasonable. Award is recommended to be made to the sole bidder. The period of the award is March 14, 2018 through March 13, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|--|--|-------------|
| 9. GERMAIN HOLDINGS, LLC
d/b/a OVERLEA CATERERS | | Termination |
|--|--|-------------|

CATERING BY YAFFA, INC.
MOVEABLE FEAST, INC.
MEALS ON WHEELS OF
CENTRAL MARYLAND, INC.
CULINARY SERVICES GROUP,
LLC

\$729,684.50

Award

Contract No. B50004113 - Food Services for Eating Together in
Baltimore - Health Department - Req. No. To be determined.

The Board of Estimates awarded Contract B50004113 - Food Services for Eating Together in Baltimore Program to Germain Holdings, LLC d/b/a Overlea Caterers. On February 14, 2018, the contractor ceased all operations including performance under Contract B50004113. This Contract provides food and delivery services to meet the goals, promote health, reduce social isolation and provide a nutritious meal in a congregate setting of Baltimore City's Health Department's Eating Together in Baltimore City program for seniors. The Director of Finance approved emergency contracts beginning on February 28, 2018, which will end upon approval of this interim contract which will provide the replacement until the competitive bid is complete. The period of the award is March 14, 2018 through November 14, 2018, unless sooner terminated. 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

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

Due to the urgent nature of these services, no MBE/WBE participation goals were formally set. The MBE utilized on the prior contract Britt Food Transport, will continue to provide delivery services. The prior WBE on B50004113, Shalom Catering, provided the Kosher meals, however, it was purchased by Catering by Yaffa, Inc. who is not a certified vendor.

10. CATERING BY YAFFA, INC.	\$ 30,000.00	
MARTIN'S INC.	65,000.00	
BRITT FOOD TRANSPORT	12,000.00	Emergency Award
	<u>\$107,000.00</u>	Selected Source

Contract No. 06000 - Food Services for the Baltimore City Health Department's Eating Together in Baltimore City - Health Department - Req. No. To be determined.

The Board of Estimates awarded Contract B50004113 - Food Services for Eating Together in Baltimore Program to Germain Holdings, LLC d/b/a Overlea Caterers. On February 14, 2018, the contractor ceased all operations including performance under Contract B50004113. The Director of Finance approved emergency contracts beginning on February 15, 2018, with two subcontractors already providing the services, and Martin's Inc. who was able to commence service to 58 sites starting the next morning. The emergency approval was necessary to continue services of providing meals to participating seniors. The period of the award is February 15, 2018 through March 25, 2018.

MBE/WBE PARTICIPATION:

As the City directly contracted with the subcontractors utilized to meet the original goals on B50004113, no MBE/WBE participation was set. The prior vendor was in compliance on B50004113.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

11. BOUND TREE MEDICAL, LLC
 MOORE MEDICAL, LLC
 MIDWEST MEDICAL SUPPLY
 CO., LLC

\$130,000.00

Extension

Contract No. B50002139 - Emergency Medical Supplies - Fire Department - P.O. Nos. P518749, P518750 and P518751

On November 23, 2011, the Board approved the initial award in the amount of \$550,000.00. The award contained five renewal options. Subsequent actions have been approved and all renewals have been exercised. The new solicitation B50005166 was advertised and 14 bids were received and opened on January 10, 2018. Due to the number of items under evaluation, an extension is being requested to allow time for the bids to be evaluated and recommended for award. The period of the extension is April 1, 2018 through June 1, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 24, 2011, MWBOO determined that no goals would be set because of no opportunity to segment the contract. MBE's and WBE's have been identified for notification for the new solicitation B50005166.

MWBOO GRANTED A WAIVER.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
<u>Bureau of Procurement</u>		
12. APPLIED BUSINESS SERVICES, INC.		Agreement
ABILA, INC.		Standard on Premises and Licensing and Services Agreement
MICROIX, INC.		Standard on Premises and Licensing and Services Agreement
	\$ 74,932.00	

Contract No. 08000 - Abila Accounting System - Mayor's Office of Employment Development - Req. No. R777726

The Board is requested to approve and authorize execution of an Agreement with Applied Business Services, Inc., a Standard on Premises Licensing and Service Agreement with Abila, Inc. and a Standard on Premises Licensing and Services Agreement with Microix, Inc. The period of the agreement is effective upon Board approval and will terminate one year following City's final acceptance of the Project with five 1-year renewal options.

These agreements will provide perpetual enterprise licenses and implementation services as the replacement for the current legacy end of life system (Fundware), which is no longer supported and extremely unstable. The standard procurement timeline places the end user agency at extreme risk of losing the ability to accurately report on multiple external funding sources and maintain financial data as well as jeopardizing the reimbursement of funds to the agency.

MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The agreements with Applied Business Services, Inc. will terminate 60 days following the City's final acceptance of the project, unless terminated earlier in accordance with this Agreement. The initial year of maintenance is provided under the implementation agreement. The Maintenance Agreements with Abila, Inc. and Microix, Inc. will provide for the continuing software support and maintenance during the optional renewal terms.

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 is a sole source procurement from the distributor of various components of the Abila Accounting System, with their approved distributor and integrator.

UPON MOTION duly made and seconded, the Board approved the Informal Awards, Renewals, Increases to Contracts and Extensions. The Board further approved and authorized execution of the Agreement with Applied Business Services, Inc., the Standard on Premises and Licensing and Services Agreement with Abila, Inc., and the Standard on Premises Licensing and Services Agreement with Microix, Inc. (item no. 12).

MINUTES

Department of Law - Charles Village Community Benefits
District Management Authority Bylaws

ACTION REQUESTED OF B/E:

The Board is requested to approve the revised Bylaws of the Charles Village Community Benefits District (CV CBD).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Board of the Charles Village Community Benefits District Management Authority has all the powers granted to it by state law, which is codified in Article II of the Baltimore City Charter. City Charter, Art. II, § (63); see also Kimball-Tyler Co., v. Baltimore, 214 Md. 86, 94 (1957); 87 Op. Atty. Gen. Md. 187, 191, n. 8 (2002) (Article II of the City Charter contains the express powers granted to the Mayor and City Council by the General Assembly).

One of the powers possessed by the Charles Village Community Benefits District Management Authority is "to adopt, amend and modify bylaws, all of which shall be subject to the approval of the Board of Estimates." City Charter Art. II, §(63)(d)(8); City Code, Art. 14, §6-4(13). In accordance with this power, the Law Department submits these revised Bylaws to the Board of Estimates for approval. The changes explain that City Council members are allowed to vote as is required by §6-6(d) of Article 14 of the City Code, but that their lack of presence at a meeting would not prevent the Authority from acting.

The changes also clarify how a member can be removed, how a vacancy is to be filled and allow two non-voting community members.

MINUTES

Department of Law - cont'd

These changes requested by the Charles Village Community Benefits District Management Authority Board are consistent with the laws that govern it.

UPON MOTION duly made and seconded, the Board approved the revised Bylaws of the Charles Village Community Benefits District.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Human Services</u>			
1. Lasandra Jackson	NHSDC Spring 2018 Conference Pittsburgh, PA April 17 - 19, 2018 (Reg. Fee \$425.00)	Continuum of Care Grant	\$1,120.48

The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$22.26 per night. The Department is requesting additional subsistence of \$25.00 per day for meals and incidentals. The transportation cost of \$192.96 and the registration fee of \$425.00 were prepaid using a City-issued procurement card assigned to Assad Assadi. Therefore, the disbursement to Ms. Jackson is \$502.52.

2. Sharon Neely	NHSDC Spring 2018 Conference Pittsburgh, PA April 17 - 19, 2018 (Reg. Fee \$425.00)	Continuum of Care Grant	\$1,120.48
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The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$22.26 per night. The Department is requesting additional subsistence of \$25.00 per day for meals and incidentals. The transportation cost of \$192.96 and the registration fee of \$425.00 were prepaid using a City-issued procurement card assigned to Assad Assadi. Therefore, the disbursement to Ms. Jackson is \$502.52.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
3. Kimberly Grove	AWWA Sustainable Water Management Conference Seattle, WA March 25 - 28, 2018 (Reg. Fee \$595.00)	Stormwater Utility	\$1,928.37

The transportation costs of \$433.96 and the registration costs of \$595.00 were prepaid using a City-issued procurement card assigned to Kimberly Grove. Therefore, the disbursement to Ms. Kimberly Grove is \$899.41.

4. Shaaron Phillips	2018 American Water Works Association Annual Conference & Exposition Las Vegas, NV Jun. 10 - 15, 2018 (Reg. Fee \$850.00)	Water Utility Fund	\$2,588.04
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The subsistence rate for this location is \$170.00 per night. The cost of the hotel is \$178.00 per night plus taxes of \$23.8164 per night and a resort fee in the amount of \$20.00 per night. The airfare in the amount of \$368.96 and the registration fee in the amount of \$850.00 were prepaid on a City-issued credit card assigned to Ms. Binta Gallman.

The Department is requesting additional subsistence of \$8.00 per day for the hotel and \$40.00 per day for meals and incidentals. Therefore, Ms. Phillips will be disbursed \$1,369.08.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
5. Babila Lima	PyCon 2018 Conference Cleveland, OH May 9 - 13, 2018 (Reg. Fee \$1,000.00)	General Grant	\$2,697.18

The airfare cost of \$489.00 and the registration fee of \$1,000.00 were prepaid on a City-issued procurement card assigned to Berke Attila. Therefore, the disbursement to Babila Lima is \$1,208.18.

Baltimore City Health Department

6. Elouise Mayne	2018 American Society on Aging Conference San Francisco, CA March 25 - 29, 2018 (Reg. Fee \$735.00)	Title 111B Cities	\$3,137.49
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The airfare cost of \$761.54 and the registration fee of \$735.00 were prepaid on a City-issued procurement card assigned to Mr. Ryan Hemminger. Therefore, the disbursement to Elouise Mayne is \$1,640.95.

7. Charlotte Hager	NFPRHA 2018 National Conference Washington, DC Mar. 17 - 21, 2018 (Reg. Fee \$0.00)	Family Planning Special Needs Account	\$ 226.33
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Ms. Hager will be attending the NFPRHA 2018 National Conference from March 17 - 21, 2018. The conference sponsor, NFPRHA, will cover her lodging expenses. Ms. Hager will arrive one day before the conference begins at her own expense.

MINUTES**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
<p>The Department is requesting subsistence of \$40.00 per day for meals and incidentals for three days only. Ms. Hager will be driving her personal vehicle. Therefore, Ms. Hager will be disbursed \$226.33.</p>			
8. Mark Cherry	Financial World of Information Technology Orlando, FL March 18 - 22, 2018	General Funds	\$4,291.24

The subsistence rate for this area is \$188.00 per day. The Hotel rate is \$219.00 per night plus 13.5% per night hotel tax. The Mayor's Office of Information Technology is requesting additional subsistence in the amount of \$124.00 to cover the balance of for the hotel accommodations, and \$40.00 per day cover the cost of meals and incidentals. The additional subsistence totaling \$284.00 has been added to the total.

The registration fee and airfare for this travel were paid by a City-issued credit card assigned to Ms. Charmane Baker. Therefore, the disbursement to Mr. Cherry will be \$1,214.28.

MINUTES

State's Attorney's Office

RETROACTIVE TRAVEL APPROVAL

- 9. Patrick Motsay Smart Prosecution General \$ 906.38
 Smart Suite Research Funds
 Practitioner Fellow
 Academy Training
 Lansing, MI
 July 24 - 28, 2017
 (Reg. Fee \$0.00)

Mr. Motsay traveled to the Smart Prosecution Academy, Enhancing Crime Prevention/Security Program which focused on the importance of using science and data to support criminal justice planning and programming; develop capacity to translate research into practice; support the implementation of evidence-based practice; and enhance public safety and improve the delivery of fair and cost effective justice.

This request is late because the receipt of the training material and time to schedule trip prevented submission for Board approval prior to the trip. The agency apologizes for the delay.

TRAVEL REIMBURSEMENT

The subsistence rate for this location is \$159.00 per day. The hotel rate is \$75.00 per night, and the hotel taxes are \$9.75 per night. The hotel cost for the amount of \$339.00 and airfare for the amount of \$370.66 were prepaid using a City-issued procurement card issued to Ms. Robin Haskins. Therefore, Mr. Motsay is requesting reimbursement in the amount of \$196.72.

\$ 57.75 - Transportation
138.97 - Meals
\$196.72

MINUTES**TRAVEL REQUESTS/RETROACTIVE TRAVEL APPROVAL/
TRAVEL REIMBURSEMENT**

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

MINUTES

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 18006, Resurfacing
Highways at Various
Locations, Northeast, Sector
- I
BIDS TO BE RECV'D: 04/11/2018
BIDS TO BE OPENED: 04/11/2018
2. Department of Transportation - TR 18007, Resurfacing
Highways at Various
Locations. Northwest, Sector
- II
BIDS TO BE RECV'D: 04/11/2018
BIDS TO BE OPENED: 04/11/2018
3. Department of Transportation - TR 18008, Resurfacing
Highways at Various
Locations, Southwest, Sector
- III
BIDS TO BE RECV'D: 04/11/2018
BIDS TO BE OPENED: 04/11/2018
4. Department of Transportation - TR 18009, Resurfacing
Highways at Various
Locations, Southeast, Sector
- IV
BIDS TO BE RECV'D: 04/11/2018
BIDS TO BE OPENED: 04/11/2018
5. Department of Recreation
and Parks - RP 17806, Cahill Fitness and
Wellness Center
BIDS TO BE RECV'D: 04/18/2018
BIDS TO BE OPENED: 04/18/2018

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

MINUTES

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

* * * * *

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

BIDS, PROPOSALS AND CONTRACT AWARDS

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

- | | |
|------------------------------|---|
| <u>Bureau of Procurement</u> | - B50005293, Tandem Axle Tractors
BIDS TO BE RECV'D: 03/28/2018
<u>BIDS TO BE OPENED: 03/28/2018</u> |
| <u>Bureau of Procurement</u> | - B50005272, Needles for the
Baltimore City Needle Exchange
BIDS TO BE RECV'D: 03/21/2018
<u>BIDS TO BE OPENED: 03/21/2018</u> |
| <u>Bureau of Procurement</u> | - B50005258, Master Lease Agreement
RFP
BIDS TO BE RECV'D: 03/21/2018
<u>BIDS TO BE OPENED: 03/21/2018</u> |

MINUTES

- Bureau of Procurement - B50005241, Janitorial Services for the Department of General Services
BIDS TO BE RECV'D: 04/14/2018
BIDS TO BE OPENED: 04/14/2018
- Department of Public Works/
Office of Engineering and
Construction - SC 948, Brooklyn Wastewater Pumping Station Rehabilitation and Thoguard Chemical Feed Facility at Baltimore Street for the Mayor and City Council of Baltimore
BIDS TO BE RECV'D: 04/04/2018
BIDS TO BE RECV'D: 04/04/2018
- Department of Public Works/
Office of Engineering and
Construction - SC 980, Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City
BIDS TO BE RECV'D: 03/21/2018
BIDS TO BE RECV'D: 03/21/2018

MINUTES

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

Department of Transportation - TR 18003, Reconstruction of
Footways Citywide_____

Santos Construction Company, Inc.
Manuel Luis Construction Company, Inc.
J. Villa Construction, Inc.
*Economic International Construction
Company, Inc.
P & J Construction Company, Inc.
Thomas Construction Group

*UPON FURTHER MOTION duly made and seconded, the Board declared the bid of Economic International Construction Company, Inc. **Non-Responsive** due to the company's failure to submit the original contract book as required by the contract specifications.

Department of Transportation - TR 18005, Reconstruction of
Footways Citywide_____

Santos Construction Company, Inc.
J. Villa Construction, Inc.
Manuel Luis Construction Company,
Inc.
Economic International Construction
Company, Inc.
P & J Contracting Company, Inc.
Thomas Construction Group

MINUTES

Department of Recreation and
Parks

- RP 17817, Skatepark of
Baltimore - Phase III

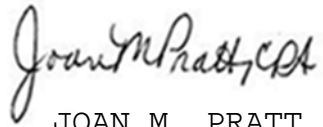
Allied Contractors, Inc.
DSM Properties LLC

Bureau of Procurement

- B50005103, Mechanical Bar
Screen and Installation

Nyandee Quality Group, LLC
EMH Environmental, Inc.
Lee Foundation Company, Inc.
American Contracting &
Environmental Services
DSI, Inc.

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, March 21, 2018.


JOAN M. PRATT
Secretary