

NOTICES :

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

- a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.
- b. Protests.
 1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.
 2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.
 3. The written protest shall include:
 - a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;
 - b. A narrative description of the issues and facts supporting the protest; and
 - c. A description as to how the protestant will be harmed by the proposed Board action.
 - d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.
2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's web site and the Secretary to the Board's web site.

Submit Protests to:

Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

NOTICES - cont'd:

2. SPECIAL NOTICE FOR JUNE 10, 2020, 9:00 A.M.
BOARD OF ESTIMATES' MEETING

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1
(408) 418-9388 (ACCESS CODE: 711183482) AND/OR STREAM IT LIVE
USING THE FOLLOWING LINK:
<http://charmtvbaltimore.com/watch-live>

3. 12:00 NOON MEETING ANNOUNCEMENT OF
BIDS AND OPENINGS

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING
(443) 984-1696 (ACCESS CODE: 0817325) AND/OR STREAM IT LIVE
USING THE FOLLOWING LINK:
(<http://charmtvbaltimore.com/watch-live>)

BOARD OF ESTIMATES' AGENDA - JUNE 10, 2020

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:

Detwiler Roofing, LLC	\$ 8,000,000.00
Weber Steel Service & Associates, LLC	\$ 1,500,000.00

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:

Alpha Construction and Engineering Corporation	Engineer
C.C. Johnson & Malhotra, P.C.	Architect Engineer Land Survey
Design Collective, Inc.	Architect
Development Facilitators, Inc.	Engineer Land Survey

AGENDA

BOARD OF ESTIMATES

6/10/2020

BOARDS AND COMMISSIONS - cont'd

iCivil Inc. .	Engineer
MK Consulting Engineers, L.L.C.	Landscape Architect Engineer
Morris & Ritchie Associates, Inc.	Architect Landscape Architect Engineer Land Survey Property Line Survey
Schnabel Engineering, LLC	Engineer
Setty & Associates Int'l, LLC A/K/A Setty & Associates International, PLLC	Engineer

AGENDA

BOARD OF ESTIMATES

6/10/2020

CITY COUNCIL BILL

20-0511 - An Ordinance concerning Sale of Property - Former Bed of Cromwell Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain parcels of land known as the former bed of Cromwell Street no longer needed for public use; and providing for a special effective date.

THE DEPARTMENT OF TRANSPORTATION HAS NO OBJECTION TO CITY COUNCIL BILL 20-0511, THROUGH THE AGENCY STRONGLY RECOMMENDS THAT THE FORMER BED OF CROMWELL STREET BE SOLD AT FAIR MARKET PRICE. SELLING THE PARCEL AT LESS THAN FAIR MARKET PRICE HAS THE POTENTIAL OF SETTING A PRECEDENT FOR FUTURE TRANSACTIONS RELATED TO THE SALE OF FORMER STREET BEDS AND PUBLIC PROPERTY.

ALL OTHER REPORTS WERE FAVORABLE.

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following pages:

5 - 6

In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

6/10/2020

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
<u>Department of Recreation and Parks</u>		
1. \$248,000.00	9938-916034-9475	
General Funds	(Reserve) Herring	
	Run Trail Enhancements	
41,000.00	9938-904126-9475	
General Funds	(Reserve)	
123,000.00	9938-904126-9475	
State (Program	(Reserve)	
<u>Open Space)</u>	Park Trail	
	Improvements	
\$412,000.00	-----	9938-907126-9474
		(Active) Park Trail
		Improvements

This transfer will provide funds to cover the costs associated with emergency repair of the trail washout in Herring Run Park.

Department of Housing and Community Development

2. \$ 30,000.00	9910-901770-9588	
29 th Comm. Dev.	W. Balto. Transit	
Bond	Oriented Dev.	
175,706.92	9910-903208-9588	
29 th Comm. Dev.	Woodbourne/McCabe	
<u>Bond</u>		
\$205,706.92	-----	9910-905640-9588
		Whole Block Demo -
		Land Management

AGENDA

BOARD OF ESTIMATES

6/10/2020

TRANSFER OF FUNDS

AMOUNT

FROM ACCOUNT

TO ACCOUNT

Department of Housing and Community Development - cont'd

This transfer moves appropriations to continue the acquisitions that support whole block demolition. Due to the variable nature of acquiring and disposing of property, there is a need to reprogram funding from completed projects to the Whole Block Demo - Land Management account. The fund is short of funds needed to complete acquisitions before the end of the fiscal year.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Fire and Police Employees' - Subscription Agreement
Retirement System (F&P)

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the F&P to approve a Subscription Agreement for its investment in the Nut Tree Offshore Fund, Ltd., a Cayman Islands Exempted Company.

AMOUNT OF MONEY AND SOURCE:

\$18,000,000.00 - (approximately) of F&P funds

\$270,000.00 - annual management fee (1.5% of funds invested)

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The F&P Board of Trustees conducted a search for a Hedge Fund Manager. As a result of that search, selected Nut Tree Capital Management, LP to accept an initial investment of \$18,000,000.00, to be placed with Nut Tree Offshore Fund, Ltd. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, New England Pension Consulting.

MWBOO GRANTED A WAIVER ON MAY 26, 2020.

(The Subscription Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Lighthouse Ground Rents LLC	1716 N. Collington Avenue	G/R \$41.00	\$ 273.00

Funds are available in account no. 9910-904177-9588-900000-704040, Acquisition and Relocation, Southern Horizons.

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

Dept. of Housing and Community Development (DHCD) - Condemnations

2. William R. Porter	1738 N. Duncan Street	L/H	\$2,540.00
3. Alphonso L. Neal, Jr.	1743 N. Duncan Street	F/S	\$3,000.00
4. U.S Bank N.A. Trustee	1737 N. Chester Street	F/S	\$5,300.00
5. Atlanta Realty Limited Partnership	1739 N. Chester Street	L/H	\$5,000.00

Funds are available in account no. 9910-904177-9588-900000-704040, Acquisition and Relocation, Southern Horizons.

DHCD - Condemnations or Redemptions

6. Bertha Harman	3123 Woodland Avenue	G/R \$60.00	\$ 70.00 \$ 180.00
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AGENDA

BOARD OF ESTIMATES

6/10/2020

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations or Redemptions - cont'd</u>			
Funds area available in account no. 9910-903183-9588-900000-704040, Park Heights, Park Heights.			
7. Margaret Sharfstein, Personal Rep. of the Estate of Reuben Shiling	325 N. Schroeder Street	G/R \$32.90	\$ 70.00 \$ 98.00
Funds area available in account no. 9910-914135-9588-900000-704044, Poppleton CW Phase 2-4 Acquisition-Demolition, Poppleton Planning.			
8. Melvin Thomas, Trustee and Morris J. Katz, Trustee	936 N. Madeira Street	G/R \$72.90	\$ 70.00 \$ 216.00
Funds area available in account no. 9910-910427-9588-900000-704044, EBDI, EBDI.			
9. Unregistered/ Forfeited Entity	4711 Homer Avenue	G/R \$56.00	\$ 70.00 \$ 168.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment, Park Heights Acquisition.			

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

EXTRA WORK ORDER

*** * * * ***

The Board is requested to approve
the Extra Work Order
as listed on the following page:

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The EWO has been reviewed and approved
by the Department of
Audits, CORC, and MWBOO
unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

6/10/2020

EXTRA WORK ORDER

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

Department of Transportation/Office of Engineering and Construction

1. EWO #012, (\$147.77) - TR 08310, Rehabilitation of Central Avenue & Storm Drain: Eastern Avenue

\$27,776,125.47	\$1,307,628.02	Monumental Paving & Excavating, Inc.	-	100%
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As a result of completing the project closeout audits, this final EWO represents a net credit in the amount of \$147.77. This final EWO reconciles contract bid items.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of the 38 City-owned properties in Upton to Upton Gateway I, LLC.

AMOUNT OF MONEY AND SOURCE:

\$38,000.00

The City will convey all its rights, title, and interest in the 38 properties listed below to Upton Gateway I, LLC for the price of \$38,000.00, which will be paid to the City at the time of settlement.

Purchase price is as follows:

828 Edmondson Avenue	\$ 1,000.00	Vacant Building
829 Edmondson Avenue	1,000.00	Vacant Building
830 Edmondson Avenue	1,000.00	Vacant Building
831 Edmondson Avenue	1,000.00	Vacant Building
832 Edmondson Avenue	1,000.00	Vacant Building
834 Edmondson Avenue	1,000.00	Vacant Building
836 Edmondson Avenue	1,000.00	Vacant Building
838 Edmondson Avenue	1,000.00	Vacant Building
840 Edmondson Avenue	1,000.00	Vacant Building
846-848 Edmondson Avenue	1,000.00	Vacant Building
804 Harlem Avenue	1,000.00	Vacant Building
808 Harlem Avenue	1,000.00	Vacant Building
810 Harlem Avenue	1,000.00	Vacant Building
812 Harlem Avenue	1,000.00	Vacant Building
814 Harlem Avenue	1,000.00	Vacant Building
817 Harlem Avenue	1,000.00	Vacant Building
818 Harlem Avenue	1,000.00	Vacant Building
819 Harlem Avenue	1,000.00	Vacant Building
820 Harlem Avenue	1,000.00	Vacant Building
821 Harlem Avenue	1,000.00	Vacant Building
822 Harlem Avenue	1,000.00	Vacant Building
823 Harlem Avenue	1,000.00	Vacant Building
824 Harlem Avenue	1,000.00	Vacant Building

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

825 Harlem Avenue	1,000.00	Vacant Building
828 Harlem Avenue	1,000.00	Vacant Building
830 Harlem Avenue	1,000.00	Vacant Building
831 Harlem Avenue	1,000.00	Vacant Building
834 Harlem Avenue	1,000.00	Vacant Building
837 Harlem Avenue	1,000.00	Vacant Building
838 Harlem Avenue	1,000.00	Vacant Building
839 Harlem Avenue	1,000.00	Vacant Building
840 Harlem Avenue	1,000.00	Vacant Building
843 Harlem Avenue	1,000.00	Vacant Building
845 Harlem Avenue	1,000.00	Vacant Building
847 Harlem Avenue	1,000.00	Vacant Building
851 Harlem Avenue	1,000.00	Vacant Building
853 Harlem Avenue	1,000.00	Vacant Building
857 Harlem Avenue	1,000.00	Vacant Building
Total	<u>\$38,000.00</u>	

BACKGROUND/EXPLANATION:

Upton Gateway I, LLC will purchase these 38 vacant buildings from the City of Baltimore for redevelopment.

The purchase price and improvements to the site will be financed through public and private sources.

The provisions of Article II, Section 15 of the Charter, Article 13 of the Baltimore City Code, which established the Department of Housing and Community Development, and Article 28, Section 8-3 of the Baltimore City Code, and Article 13, Section 2-7(h)(2)(ii)(C) of the Baltimore City Code authorize the City to sell these properties.

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

In accordance with the City's appraisal policy, appraisals determined the market value of the vacant buildings to be \$4,000.00 each. These properties will be sold for \$1,000.00 each, which is

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

less than the appraised value, because the poor condition requires extensive and immediate remediation. The renovations will be a specific benefit to the community, eliminate blight, and return vacant buildings to the tax rolls.

MBE/WBE PARTICIPATION:

The Developer has signed a Commitment to comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - Contract of Sale
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Contract of Sale with the Housing Authority of Baltimore City (HABC) to purchase properties as listed below:

<u>OWNER</u>	<u>PROPERTY ADDRESSES</u>	<u>INT.</u>
HABC	1009 Valley Street	FS
HABC	3114 Woodland Avenue	FS
HABC	121 N. Carrollton Avenue	FS
HABC	123 N. Carrollton Avenue	FS
HABC	125 N. Carrollton Avenue	FS
HABC	331 N. Carrollton Avenue	FS
HABC	1115 W. Mulberry Street	FS
HABC	1119 W. Mulberry Street	FS
HABC	1121 W. Mulberry Street	FS
HABC	1123 W. Mulberry Street	FS
HABC	1125 W. Mulberry Street	FS

The Board is also requested to approve the acquisition of this property SUBJECT to municipal liens in the amount of \$23,088.19 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

AMOUNT OF MONEY AND SOURCE:

<u>Address</u>	<u>Amount</u>	<u>Account Number</u>	<u>Account Name</u>	<u>Project Name</u>
1009 Valley Street	\$18,000.00	9910-9588-904154-900000-704040	Ambrose Kennedy Park ACT	Ambrose Kennedy Park Expansion
3114 Woodland Avenue	32,000.00	9910-9588-903183-900000-704040	Park Heights - Major Redevelop	Park Heights Major Redevelopment Area
121 N. Carrollton Avenue	2,900.00	9910-9588-914135-900000-704044	Poppleton CW Ph 2-4 Acq-Demo	Poppleton
123 N. Carrollton Avenue	2,550.00	9910-9588-914135-900000-704044	Poppleton CW Ph 2-4 Acq-Demo	Poppleton

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

125 N. Carrollton Avenue	2,550.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
331 N. Carrollton Avenue	2,556.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1115 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1119 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1121 Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1123 W. Mulberry Street	2,040.00	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton
1125 W. Mulberry Street	<u>2,040.00</u>	9910-9588- 914135-900000- 704044	Poppleton CW Ph 2-4 Acq- Demo	Poppleton

Total \$70,756.00

BACKGROUND/EXPLANATION:

This Contract of Sale enables the City of Baltimore to acquire the properties for redevelopment through the planning and development efforts of the Department of Housing and Community Development.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties. These properties will be redeveloped.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

The Board of Commissioners of the HABC and the U.S. Department of Housing and Urban Development have approved the disposition in accordance with 24 CFR, Part 970.

Also requested is approval to acquire this property SUBJECT to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens other than water bills, accrued through March 21, 2020. The HABC is exempt from real estate taxes. Therefore, no taxes are included in these figures. Water bills will be paid and are not listed.

<u>Property</u>	<u>Bill No</u>	<u>Bill Date</u>	<u>Balance</u>
1009 Valley Street			\$ 0.00
3114 Woodland Avenue	4328795	10/30/2006	393.39
121 N. Carrollton Avenue			0.00
123 N. Carrollton Avenue			0.00
125 N. Carrollton Avenue			0.00
331 N. Carrollton Avenue	0004689	05/03/2000	19,128.81
	9856485	01/05/2000	1,959.39
1115 W. Mulberry Street	3796521	10/07/2005	226.92
	9466830	03/19/1999	472.00
1119 W. Mulberry Street	3796505	10/07/2005	226.92
1121 W. Mulberry Street	3796497	10/07/2005	226.92
1123 W. Mulberry Street	3796489	10/07/2005	226.92
1125 W. Mulberry Street	3796471	10/07/2005	226.92
	Total		\$23,088.19

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

(The Contract of Sale has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 25, to Greenman-Pedersen, Inc., under Project 1167, On-Call Engineering Services. The period of the task assignment is approximately 10 months.

AMOUNT OF MONEY AND SOURCE:

\$61,943.46 - 9938-908081-9474-900000-703032

BACKGROUND/EXPLANATION:

This task will include post award design services for Jones Falls Trail Phase V.

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 10%

The Consultant has achieved 21.29% of the WBE goal at this time. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 21.63% of the MBE goal at this time.

THE EAR WAS APPROVED BY MWBOO ON APRIL 22, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
30,000.00	9938-907081-9475 2 nd Parks & Public Facilities (Reserve)	
45,000.00	9938-907081-9475 State (Program Open Space) Park Trail Network (Reserve)	
<u>\$75,000.00</u>		9938-908081-9474 Park Trail Network (Active)

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1167, Task #25, to Greenman-Pedersen, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Baltimore Police Department - Ratification of Prior Amendment
and Amendment No. 3 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify a prior amendment and approve and authorize execution of Amendment No. 3 to Agreement (Amendment No. 3) with Bode Cellmark Forensics, Inc. The Amendment No. 3 extends the period of the agreement through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 1001-000000-2050-510001-401880

BACKGROUND/EXPLANATION:

On November 9, 2016, the Board approved the original agreement with Bode Cellmark Forensics, Inc. Bode Cellmark Forensics, Inc. was awarded a National Institute of Justice (NIJ) grant to perform missing persons cases. Bode Cellmark Forensics, Inc., selected the Baltimore Police Department as a subcontractor to perform services as needed with a maximum ceiling of \$100,000.00. The specific services to be provided are the review and upload into the Combined DNA Index System (CODIS) of results from the analysis of samples.

On February 14, 2017, the Department and Bode Cellmark Forensics, Inc. executed an in-house document denominated "Amendment One" which modified the first paragraph of the agreement to reflect a correction to the NIJ grant number. The modification to the agreement was not presented to the Board due to an administrative oversight. The Department therefore requests the Board to ratify this corrective modification.

On May 2, 2018, the Board approved a Second Amendment, which was inadvertently labelled as a First Amendment to the Agreement. This Amendment extended the Agreement term from December 31, 2017 through December 31, 2019.

Bode Cellmark Forensics, Inc. and the Department now desire to extend the agreement by two years, through December 31, 2021. The agreement will continue to generate revenue for the City on a per case basis, with a maximum annual revenue of \$100,000.00. The

AGENDA

BOARD OF ESTIMATES

6/10/2020

Baltimore Police Department - cont'd

Agreement value is unchanged by the Third Amendment; the Third Amendment deletes in its entirety Section 4.0, "Term," and replaces it with the following: "The period during which Bode Cellmark Forensics, Inc. may send data to the Agency under this Agreement will commence on the date that the Agreement is fully executed and extend until December 31, 2021."

The Amendment No. 3 is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendment No. 3 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

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 Park Avenue Partners, 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:

\$85,464.34 - 9950-906082-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the development. The Developer proposes to perform the scope of the work for 400 Park Avenue at 400, 406, 408, 410, 412, Park Avenue; 214 W. Mulberry Street, and 409 Tyson Street constructing an apartment building with 94 units, 5,301 square feet retail/restaurant, 13,265 square feet of restaurant, and 17,139 square feet of office for a total of 35,705 square feet.

The Developer agrees to make a one-time contribution in the amount of \$85,464.34 to fund the City's multimodal transportation improvements in the development's vicinity to extent practicable.

(The Traffic Mitigation Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation- Developers' Agreements

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

	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1.	MARYLAND GENERAL HOSPITAL, INC.	1502	\$300,618.45

Maryland General Hospital, Inc. would like to install utilities and sidewalk improvements for the construction of a new building located at 800 Linden Avenue, Baltimore, Maryland, 21201. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$300,618.45 has been issued to Maryland General Hospital, Inc., which assumes 100% of the financial responsibility.

2.	ALTA FEDERAL HILL, LLC	1690	\$430,000.00
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Alta Federal Hill, LLC, would like to install new water service and other utilities and services to improve their new construction located at 1800 South Hanover Street, Baltimore, Maryland 21230. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$430,000.00 has been issued to Alta Federal Hill, LLC., which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION: N/A

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

(The Developers' Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Amendment No. 5
of Engineering & Construction to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to Agreement with Johnson, Mirmiran & Thompson, Inc. for Project S.C. 920, PAS Improvements of the Gwynns Falls Sewershed Collection System - Area A. The original agreement expires on June 15, 2020. The Amendment No. 5 extends the original agreement through June 15, 2021.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction is requesting approval of Amendment No. 5 for Post Award Services for S.C. 920, Gwynns Falls Sewershed Collection System-Area A. Under this amendment, the designer will continue to assist the City during construction to oversee that the work performed by the contractor is completed in accordance with the design and as specified in the contract documents. Amendment 4 was approved by the Board on December 18, 2019. Under Amendment 4 the contract was extended for a term of six months until June 15, 2020. Amendment No. 3 was approved by the Board of Estimates on February 6, 2019. Under Amendment No. 3 the contract was extended for a term of ten months until December 15, 2019. Amendment No. 2 was approved by the Board on January 25, 2017, and extended the contract for a term of two years until February 15, 2019. Amendment No. 1 was approved by the Board on October 7, 2015. Under Amendment No. 1, additional scope of work was added to the contract.

The scope of the original agreement included review and provide written response/recommendations to Request For Information (RFI), conduct field investigations of construction problems, review and provide written recommendation for Proposed Change Orders (PCO)

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

from contractor, attend all project meetings, review Closed Circuit Television (CCTV) and update recording drawings (as-built drawings) and Geographic Information Systems (GIS).

MBE/WBE PARTICIPATION:

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

MBE: 27%

WBE: 9%

THE EAR WAS APPROVED BY MWBOO ON APRIL 2, 2020.

APPROVED FOR FUNDS BY FINANCE

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

(The Amendment No. 5 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Partial Release of
of Engineering and Construction Retainage Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage Agreement to Monumental Paving and Excavating, Inc.

AMOUNT OF MONEY AND SOURCE:

\$195,492.90 - 2071-000000-5521-608903-603026

BACKGROUND/EXPLANATION:

As of November 20, 2019, Monumental Paving and Excavating, Inc., has completed 100% of all work for W.C. 1360-Repaving Utility Cuts and Sidewalk Restoration at Various Locations. The Contractor has requested a Partial Release of Retainage in the amount of \$195,492.90. Currently, the City is holding \$197,492.90, in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$2,000.00. The remaining amount of \$2,000.00 is sufficient to protect the interest of the City.

MWBOO APPROVED THE RELEASE OF RETAINAGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Partial Release of Retainage Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Final Release of Retainage of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement for the Final Release of Retainage to Cianbro Corporation for WC 1295R, Towson Generator and Main Substation.

AMOUNT OF MONEY AND SOURCE:

\$104,216.88 - 9960-909728-9557-000000-200001

BACKGROUND/EXPLANATION:

As of June 12, 2019, the Office of Engineering and Construction granted a Certificate of Final Acceptance for WC 1295R, Towson Generator and Main Substation.

The Contractor has requested a Final Release of Retainage for \$104,216.88. Currently, the City is holding \$104,216.88, in retainage for the referenced project and the Contractor is requesting to reduce the amount of retainage to \$0.00.

MWBOO HAS APPROVED THE FULL RELEASE OF RETAINANGE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement for the Full Release of Retainage has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Agreements

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

1. **MARYLAND COMMUNITY HEALTH RESOURCES COMMISSION** **\$350,000.00**

Account: 5000-517120-3080-292300-405001

The Reproductive Planning & Access Now! Project, primarily serves women engaged in Substance Use Disorder (SUD) treatment and recovery services in Baltimore City. Women with SUD are less likely than their non-substance using counterparts to use contraception, and when they do, they use methods less effective for pregnancy prevention. Funds will be used to improve and expand the provision of clinical family planning services for clients at SUD treatment programs in Baltimore City. The period of the agreement is May 1, 2020 through June 30, 2020.

2. **UNITED WAY OF CENTRAL MARYLAND, INC.** **\$ 90,000.00**

Account: 7000-713920-3044-767900-603051

The Department's Division of Aging and CARE services serves as the Local Area Agency on Aging and serves as Maryland Access Point (MAP). MAP is an Aging and Disability Resource Center. It provides older adults age 60 and over and persons with disabilities 18 and older with access to services designed to enable them to live independently in the community. The Department will utilize the funds to procure an electronic case management system to support the operation of the MAP Call Center. The period of the agreement is effective upon Board approval through June 30, 2020.

The agreements are late because of administrative delays

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

3. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC.** **\$100,400.00**

Account: 5000-569720-3023-273303-603051

AIDS Interfaith Residential Services, Inc. will provide Psychosocial Support services to assist eligible people living with HIV to address behavioral and physical health concerns. The period of the agreement is July 1, 2019 through June 30, 2020.

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

MWBOO GRANTED A WAIVER ON MAY 14, 2020

4. **AIDS ACTION BALTIMORE, INC.** **\$ 52,142.00**

Account: 4000-499020-3023-718000-603051

AIDS Action Baltimore, Inc. (AAB) has been dedicated to HIV prevention and the support of those living with HIV since 1987. AAB is a community-based organization Men Who Have Sex With Men (MSM) dedicated to preserving the health and well-being of MSM and Transgender individuals. For the purposes of this project, AAB will hire and retain one person from the MSM community and one person from the transgender community

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

to conduct outreach, peer navigation services, and adherence and retention services. This initiative is known as the PrEP UP Program. AAB will conduct outreach, refer eligible clients to clinical and support services, assess and discuss social service barriers to care with persons interested in Pre-Exposure Prophylaxis (PrEP) and other HIV prevention services, including (but not limited to) transportation, housing, employment, behavioral health, insurance navigation. The period of the agreement is January 1, 2020 through December 31, 2020.

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

MWBOO GRANTED A WAIVER ON APRIL 8, 2020

(The Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Amendment to Agreements

The Board is requested to approve and authorize execution of the Amendment to Agreements with the listed organizations.

AMENDMENT TO AGREEMENTS

1. **THE PALMS ASSISTED LIVING, INC.** **\$3,900.00**

Account: 5000-534020-3254-767800-607001

On September 11, 2019, the Board approved the original agreement in the amount of \$31,200.00 for the period of July 1, 2019 through June 30, 2020. This Amendment to Agreement decreased the total by \$3,900.00 to reallocate unused funds. This reduction makes the total agreement amount \$27,300.00.

2. **ROSEMARIE MANOR LLC** **\$5,200.00**

Account: 5000-534020-3254-7678000-607001

On October 2, 2019, the Board approved the original agreement in the amount of \$110,500.00 for the period of July 1, 2019 through June 30, 2020. The Department is increasing the agreement by \$5,200.00 for additional services. This increase makes the total agreement amount \$115,700.00.

The amendment to grant agreements are late because of administration delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Amendment to Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Agreement with The Johns Hopkins University. The period of the agreement was May 1, 2019 through September 29, 2019.

AMOUNT OF MONEY AND SOURCE:

\$53,887.00 - 4000-484719-3023-718000-603051

BACKGROUND/EXPLANATION:

The Johns Hopkins University, Center for Child and Community Health Research will provide services in the area of designing, implementing, and evaluating the Department's STD/HIV prevention projects.

Approval of this agreement will allow the Department to reimburse JHU for services provided.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON MARCH 20, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Ratification of Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify an Agreement with Park West Health System, Inc. The period of the agreement is January 1, 2020 through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$36,577.00 - 4000-499020-3023-718000-603051

BACKGROUND/EXPLANATION:

The Park West Health System, Inc. will screen and refer all patients who are identified as HIV negative and at an increased risk for exposure or partners of HIV positive persons to Pre-Exposure Prophylaxis (PrEP). Park West will also provide testing for other sexually transmitted diseases including but not limited to gonorrhea, chlamydia, and syphilis, as well as Hepatitis C.

The agreement is late because of the administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Update to the FY20 Unified Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve the Update to the FY20 Unified Grant Award for the period beginning July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

The funding is provided by the State of Maryland Department of Health and Mental Hygiene. The actions are as follows:

Grant Description	Type of Action	Base Award	Amount of Action	Total Award
Public Health Crisis Response COVID-19	NEW	\$0.00	\$550,000.00	\$550,000.00

BACKGROUND/EXPLANATION:

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Funding Awards being issued. The most current Unified Funding Award Document will be the official award of record.

This grant award is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

(The Update to the FY20 Unified Grant Award has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the revised Notice of Award (NoA) for the Ryan White HIV/AIDS Program Part A COVID-19 Response from the Department of Health and Human Services, Health Resources and Services Administration. The period of the project and budget is April 1, 2020 through March 31, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - 4000-438220-3023-606103-404001

BACKGROUND/EXPLANATION:

Acceptance of this grant award will allow the Department to provide critical support services to people with HIV during the COVID-19 pandemic. These services may include home-delivered meals, emergency housing and transportation.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

(The Notice of Award Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) from the Department of Health and Human Services, Centers for Medicare & Medicaid Services for the Baltimore City Accountable Health Community project. The period of the project and budget is May 1, 2020 through April 30, 2021.

AMOUNT OF MONEY AND SOURCE:

\$1,152,698.00 - 4000-403321-3001-599000-404001

BACKGROUND/EXPLANATION:

The purpose of this grant is to allow the Department to identify and address health-related social needs of Baltimore City Medicaid and Medicare beneficiaries. The Department in partnership with Maryland Medicaid, Baltimore City health systems and federally qualified health centers, HealthCare Access Maryland, and community-based stake holders will design, implement, and evaluate an Accountable Health Communities model that creates clinical-community linkages to impact total healthcare costs, reduce utilization, and improve health outcomes for this vulnerable population.

The grant is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMS THE GRANT AWARDS.

(The Notice of Award Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Transfer of LIFE-TO-DATE SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Joan Carey.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Jaeson Smith	5
Sonney Pelham	5
Tanya Bobo-Lenoci	5
Pamela Whittle	5
Cheryl Gipson	3
Liban Jama	3
Nargis Husaini	2
Hilda Ndirangu	<u>2</u>
Total	30

Ms. Carey is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Carey to remain in pay status.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Mayor's Office of Employment Development - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with All-State Career, Inc. The period of the agreement is December 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$30,730.00 - 5000-512619-6312-467253-603051

BACKGROUND/EXPLANATION:

On July 10, 2019, the Board approved acceptance of the Grant Award ("Original Award") for the Maryland State Department of Labor, Licensing and Regulation in the amount of \$284,706.00 of PY18 SHA-HCCT Funds for the term of April 1, 2019 through December 31, 2019. This Agreement authorizes All-State Career, Inc. to provide highway or capital transit credentialed transportation construction-related training with a defined curriculum designed for hard-to-serve, low-skill, unemployed or underemployed Baltimore City residents. On February 26, 2020 the Board approved an Amendment to the "Original" Grant Award to increase the Grant Award by \$88,574.00; making the new total amount payable to the Department \$373,280.00. The period of this agreement was also extended six months from the original term of April 1, 2019 through December 31, 2019 to April 1, 2019 through June 30, 2020.

The agreement is late because of additional time necessary to reach a comprehensive understanding between the parties.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 17 to KCI Technologies, Inc., under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the Task Assignment is approximately seven months.

AMOUNT OF MONEY AND SOURCE:

\$129,421.53 - 1001-000000-1911-777600-603026

BACKGROUND/EXPLANATION:

This authorization provides for two part-time on site staff for plan reviews for construction permits, permits application and review and permit coordination with City and utility agencies.

MBE/WBE PARTICIPATION:

The Consultant has achieved 10.45% of the MBE goals and 20.00% of the WBE goals. However, the Consultant has the capacity to meet the remaining MBE goal.

MBE: 27%

WBE: 10%

MWBOO APPROVED THE EAR ON MARCH 26, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation/Office - Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 43 to Johnson, Mirmiran & Thompson, Inc., under Project No. 1217, On-Call Construction Management Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$199,921.75 - 2024-000000-5480-395700-603026

BACKGROUND/EXPLANATION:

This authorization provides the Conduit Division with the continuation of a Public Works Inspector II to continue construction management services needed. The scope of services includes, but is not limited to monitor and document contract daily work activities via inspector daily report, sketches, photographs, MOT status, and contract pay items and quantities. The services through this task are essential to provide adequate inspection and field monitoring of the conduit infrastructure work.

MBE/WBE PARTICIPATION:

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

The Consultant has achieved 24% of the MBE goals and 9% of the WBE goals. However, it has the capacity to meet the remaining goals

MWBOO APPROVED THE EAR ON JANUARY 8, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Mayor's Office of Homeless Services - Agreements

The Board is requested to approve and authorize acceptance of the grant awards.

1. EMERGENCY SOLUTIONS GRANT (ESG) \$6,571,738.00

Account: 4000-438320-3572-760000-404001

The City has received a U.S. Department of Housing and Urban Development grant to undertake the ESG Program. The City has been awarded funds to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. Funds may be used for related COVID-19 expenses dating back to the Declaration of National Emergency Concerning the Novel Coronavirus Disease on March 13, 2020, in additional subsequent related expenses thereafter for the Fiscal Year 2020 (FY2020).

The delay in submission is because of a delay at the administrative level.

2. EMERGENCY SOLUTIONS GRANT (ESG) \$1,905,084.00

Account: 4000-407120-3571-760000-404001

The City, through the Department has been awarded funds under ESG Program operated by the U.S. Department of Housing and Urban Development. Through ESG, providers will operate outreach, housing, and supportive services to clients who are at risk and/or homeless in the city of Baltimore.

APPROVED FOR FUNDS BY FINANCE

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

(The Agreements and Grant Awards have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of General Services - Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a grant from the Maryland Energy Administration (MEA). The period of the award is from May 27, 2020 to December 10, 2021.

AMOUNT OF MONEY AND SOURCE:

\$50,000.00 - 5000-509220-1914-718200-405001

BACKGROUND/EXPLANATION:

In the fall of 2019, MEA announced a funding opportunity under the Maryland Smart Energy Communities program. Funding for this program is awarded to local municipalities for projects that increase energy efficiency, renewable energy use and reduce petroleum fuel use. Approximately 80 counties and municipalities are eligible for awards. On April 13, 2020, MEA informed the City that it is awarding \$50,000.00 for the transportation-related measures. MEA delivered the grant agreement on May 6, 2020. The Department's Fleet proposal is to use the grant funds to incentivize incremental costs of 19 electric vehicles in annual purchasing procedure.

APPROVED FOR FUNDS BY FINANCE

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

(The Grant Award have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Bureau of the Budget & Management Research (BBMR) - FY 2021 Budget and Property Tax and Public Utility Surcharge Rates - Midtown Community Benefits District

ACTION REQUESTED OF B/E:

The Board is requested to approve the Midtown Community Benefits District (MCBD) FY 2021 budget and property tax surcharge rate.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.132 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2020. The total FY 2021 budget for MCBD is \$1,450,147.00.

BACKGROUND/EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the MCBD. Property owners in the MCBD will pay the same surcharge rate on their property taxes in Fiscal 2021 as in Fiscal 2020. The rate is set at \$0.132 per \$100.00 of assessable value.

The Fiscal 2021 estimated surcharge tax revenue has increased 2.5% from \$1,373,625.00 in Fiscal 2020 to \$1,407,700.00 in the Fiscal 2021 proposed budget. The budget includes a \$35,193.00 allowance for over-estimated surcharge tax revenue, resulting in a net projection of \$1,372,507.00. The MCBD will augment this revenue with \$77,640.00 in grant contributions and service fees. As of May 1, the total cash reserves for MCBD were \$365,000.00, which meets the desired benchmark for three months of operating costs.

The MCBD provides the Bolton Hill, Charles North, Madison Park and Mount Vernon neighborhoods with enhanced cleaning, safety and maintenance services, including daily sidewalk cleaning, alley trash collection and weeding, leaf collection, public green space maintenance and increased safety patrols.

The Department of Finance recommends that the Board approve District's proposed budget and surcharge tax rate.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**MIDTOWN COMMUNITY BENEFITS DISTRICT
FY 2021 Budget**

Projected Income			FY 2021 Total	FY 2020 Total	FY 2019 Total
Property Tax Surcharge			\$1,407,700	1,373,625	1,293,973
Allowance for over-estimated surtax 2.5%			(\$35,193)	(\$34,341)	(\$32,349)
Net Income			\$1,372,507	\$ 1,339,284	\$ 1,261,624
Contributions			\$25,000	\$ 40,000	\$ 40,000
Parking & Storage (In-Kind)			\$17,340	\$ 17,340	\$ 17,340
Interest Earned			\$300	\$ 300	\$ 300
Service Fees			\$35,000	\$ 20,000	\$ 18,000
Total Income			\$1,450,147	\$ 1,416,924	\$ 1,337,264
Projected Expenses	Program Services	Support Services	FY 2021 Total	FY2020 Total	FY 2019 Total
Category Allocation	<i>Public Space</i>	<i>Management/General</i>			
Accounting	8,632	1,768	10,400	10,400	10,400
Advertising	664	136	800	800	800
Audit	9,130	1,870	11,000	10,800	10,000
Bank service charges	664	136	800	800	600
Bookkeeping	16,932	3,468	20,400	20,000	
Computer expenses	3,752	768	4,520	7,000	2,200
Consultants	20,750	4,250	25,000	20,000	3,000
Depreciation	45,769	9,374	55,143	52,880	45,100
Dues & Subscriptions	2,166	444	2,610	2,750	400
Employee benefits	78,373	16,052	94,425	97,991	94,401
Equipment rental	650	0	650	1,500	350
Fuel	24,000	0	24,000	22,000	24,000
Fundraising	415	85	500	500	2,500
Insurance	72,418	14,833	87,250	80,077	68,500
Insurance - workers comp	29,050	5,950	35,000	42,500	45,700
Interest	2,075	425	2,500	5,300	5,300
Leased Equipment	2,789	571	3,360	3,360	5,700
Legal fees	1,245	255	1,500	2,500	500
Licenses & Permits	800	0	800	650	650

AGENDA

BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

Meals	1,660	340	2,000	2,000	1,000
Meetings & Conferences	2,490	510	3,000	2,500	1,800
Miscellaneous	166	34	200	200	200
Newsletter	830	170	1,000	600	600
Occupancy (rent/storage)	48,475	9,929	58,404	56,843	55,260
Office expenses	3,901	799	4,700	3,500	3,200
Parking & Storage (in-kind)	17,340	0	17,340	17,340	17,340
Payroll Service	8,964	1,836	10,800	11,000	10,000
Postage	2,490	510	3,000	2,000	3,700
Printing	2,490	510	3,000	2,000	4,500
Program Expense - Clean/Green	22,300	0	22,300	25,000	18,500
Program Expense - Safety	5,264	0	5,264	0	3,300
Program Expense - temporary labor	25,000	0	25,000	0	5,000
Repair & maintenance - equipment	13,000	0	13,000	26,500	26,500
Repair & maintenance - facilities	415	85	500	500	500
Repair & maintenance - vehicles	18,000	0	18,000	20,000	15,000
Salaries	632,764	129,602	762,366	746,433	707,000
Simple IRA	8,300	1,700	10,000	10,000	5,000
Small equipment	7,500	0	7,500	3,500	5,000
Telephone & DSL	4,150	850	5,000	4,500	4,500
Telecommunications system	19,000	0	19,000	20,000	18,100
Taxes - other	2,656	544	3,200	3,200	3,200
Taxes - payroll	47,654	9,761	57,415	65,000	63,630
Training	4,980	1,020	6,000	3,000	1,500
Travel	2,075	425	2,500	2,000	500
Uniforms	9,000	0	9,000	7,500	17,000
TOTAL EXPENSES	\$1,231,137	\$219,010	\$1,450,147	\$ 1,416,924	\$ 1,311,931
FY 2021 % of total budget	85%	15%			

AGENDA

BOARD OF ESTIMATES

6/10/2020

Bureau of the Budget & Management Research (BBMR) - FY 2021 Budget and Property Tax Surcharge Rate Public Utilities Surcharge Rate
Downtown Management Authority

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY 2021 Budget and Property Tax and Public Utility Surcharge Rate for the Downtown Management Authority (DMA).

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is 22.39 cents per \$100.00 of assessed value.

BACKGROUND AND EXPLANATION:

The Board has the authority to approve the annual financial plans and surcharge tax rates for the Downtown Management Authority (DMA). The DMA's proposed Fiscal 2021 budget maintains the surcharge rate for taxable commercial properties located within DMA's boundaries at 22.39 cents per \$100.00 of assessed value.

The DMA is also authorized to impose a surcharge on public utilities. For public utilities, the proposal rate will be maintained at 55.97 cents per \$100.00 of assessed value, which is 2.5 times the real property taxes set by Maryland Code 6-302.

Based on the Fiscal 2021 projected assessable values, the proposed rates will generate \$8,199,391.00 in revenues from the property surcharge.

The proposed Fiscal 2021 Budget's total revenues also include \$1,164,102.00 in budgeted revenue from other sources, including: \$40,000.00 from individual State agencies, \$378,851.00 from the Department of Public Works contracts with Downtown Partnership, an estimated \$99,700.00 in contributions from non-governmental tax exempt property owners, \$40,000.00 from late payment fees, \$214,701.00 from Center Plaza, \$5,500.00 from Parks Activation,

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BBMR - cont'd

\$30,000.00 from interest income, \$15,000.00 in miscellaneous income, \$11,000.00 from supplemental services, \$138,000.00 from service contracts including One South Street and University of Maryland Medical Center, \$28,783.00 from CARES Act refund.

Per the June 2019 audit report, DMA held \$1,398,293.00 in the Management Restricted Operating Reserve fund. The reserve balance stated in the audit report represented a total value of 15.2% of the DMA's annual budget. The Department of Finance encourages DMA to work toward building a reserve fund at a minimum of at least 25% of its annual budget which equals to approximately three months of the annual operating budget. The projected reserve for FY 2021 for property assessment appeals and special projects will be \$2,303,620.00. That equates to approximately 3 months reserve.

The Department of Finance recommends approval of the proposed budget plan and surcharge tax rate.

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BOARD OF ESTIMATES

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BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Revenues	Budget	Proj. Results	Budget	FY'21 Budget to Proj Rsults		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Property Surcharge	\$ 8,518,946	\$ 8,234,414	\$ 8,199,391	\$ (35,022)	0%	(1)
DPW Grant	384,140	371,423	378,851	7,428		
Tax-Exempt properties	118,700	99,450	99,700	250		(2)
State Agency contributions	40,000	40,000	40,000	-		
Interest	38,000	33,144	30,000	(3,144)		
Center Plaza Contract Services	332,462	207,497	214,701	7,204		(3)
Late Payment Fees	50,000	26,121	40,000	13,879		
Parks Activation	12,800	4,350	5,500	1,150		
Miscellaneous Income	5,000	24,544	15,000	(9,544)		
Contract Services	192,000	129,180	138,000	8,820		(4)
Supplemental Services-General	11,000	11,076	11,000	(76)		
Cares Act Refund	-	400,167	28,783	(371,385)		(5)
Special Projects Revenue	-	973,172	-	(973,172)		(6)
TOTAL REVENUE	\$ 9,683,048	\$ 10,554,537	\$ 9,200,926	\$ (1,353,611)	-13%	

Summary of Expenses, % of FY '21 budget:

Hospitality & Safety	29%	\$ 2,710,811	\$ 2,339,325	\$ 2,607,865	\$ (268,540)	
Public Space Maintenance	26%	2,353,487	2,276,803	2,371,564	(94,761)	
Community Outreach	3%	280,462	267,357	271,785	(4,428)	
Capital Improvements	3%	301,765	296,944	302,100	(5,156)	
Communications & Marketing	7%	711,601	580,836	638,992	(58,156)	
Parks & Programming	14%	1,380,011	1,068,678	1,290,090	(221,412)	
Administration	13%	1,214,166	1,342,883	1,171,349	171,533	
Special Projects	4%	750,747	2,301,356	400,000	1,901,356	
TOTAL EXPENSES	100%	\$ 9,683,048	\$ 10,474,181	\$ 9,053,746	\$ 1,420,434	14%

NET

\$ 0	\$ 80,355	\$ 147,180	\$ 66,823
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Restricted Assets:

Carryover from 18/19 Mgmt. restricted Special Projects to Improve DT Baltimore \$ 266,388

Net Change in Assets after restricted asset adjustment

\$ 346,744	\$ 147,180
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NOTES:

(1) Property Surcharge - Projected Results reflect a decrease in tax surcharge of \$284,533 of which 2 Light Street properties declined by \$206,448
FY 21 Budgeted revenue declined an additional \$35,000 as a result of Appeal accruals

(2) Tax Exempt Properties - Loss of contribution

(3) Center Plaza contract services - Reduced Events, offset by savings in expenses

(4) Contract Services - Loss of UM BioPark contract

(5) Cares Act Refund - Employee Retention Payroll Tax Credit - Refundable payroll tax credit up to \$5,000 for each employee.

(6) Special Projects Revenue - State Grant, City Grant and Private contributions.

Summary:

Carryover Revenue \$266,388

19/20 Revenue \$973,172

Budgeted Expenses \$750,747 19/20

Expenses (\$2,301,356)

NET

(\$311,049)

Additional IDA and McKelkin Expenses

(7) Net Change in Assets FY20 \$346,744 includes \$337,916 of NET COVID19 funds carried over into 20/21, with \$8,828 remaining as positive change in net assets. Net change in Assets FY21 \$147,180 is for additional reserve funds.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses				FY'21 Budget to Proj Rslts		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Dollar Variance	Percent	
Hospitality & Safety						
Salary, Taxes, Benefits	\$ 1,670,342	\$ 1,578,670	\$ 1,683,351	\$ (104,681)		(8)
Workman's Comp Insurance	46,774	43,417	43,583	(165)		
Retirement Fund Contribution	18,534	19,728	23,816	(4,087)		
Training	16,850	11,034	16,850	(5,816)		
Equipment/Furniture & Fixtures	3,500	1,856	3,500	(1,644)		
Private Security	457,140	306,704	501,664	(194,960)		
Police OT	181,481	78,087	-	78,087		(9)
Public Safety Coalition - Program	7,000	2,355	5,000	(2,645)		
Printing/Postage	50	73	50	23		
Program Supplies	1,100	787	1,100	(313)		
Telephone	2,802	1,621	600	1,021		
Uniforms	15,000	15,000	15,000	-		
Vehicle Expenses	8,941	6,222	6,941	(719)		
Recruitment	3,000	867	3,000	(2,133)		
Travel	3,000	-	4,000	(4,000)		
Overhead	277,298	273,103	299,410	(26,308)		(10)
Total Hospitality & Safety	\$ 2,710,811	\$ 2,339,325	\$ 2,607,865	\$ (268,540)	-11%	

Notes:

- (8) Salary, Taxes and Benefits - FY 20 Projected results reflect savings as a result of attrition. FY21 Budget is for 25 DBG's, 3 Supervisors and 1 Chief of Staff.
- (9) Police OT - Increase in Baltimore City Police presence within the DMA district.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses	Budget	Proj Results	Budget	FY'21 Budget to Proj Ralts Variance		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Public Space Maintenance						
Salary, Taxes, Benefits	\$ 1,797,122	\$ 1,755,267	\$ 1,790,047	\$ (34,780)		(11)
Workman's Comp Insurance	63,278	58,704	59,726	(1,022)		
Retirement Fund Contribution	16,723	24,023	23,203	820		
Training	13,470	11,684	14,937	(3,253)		
Equipment/Furniture & Fixtures	3,000	1,979	5,179	(3,200)		
Program Supplies	60,000	34,048	61,000	(26,954)		
Telephones	2,648	3,715	-	3,715		
Uniforms	13,400	13,400	13,400	-		
Mechanical Sweepers	17,100	24,795	17,100	7,695		
Vehicle Expenses	64,000	51,107	66,614	(15,507)		
Recruitment	2,065	1,588	2,065	(477)		
Overhead	300,682	296,495	318,292	(21,797)		(10)
Total Public Space Maintenance	\$ 2,353,487	\$ 2,276,803	\$ 2,371,564	\$ (94,761)	-4%	

Notes:

- (11) Salary, Taxes and Benefits - FY 20 Projected results reflect savings as a result of attrition. FY21 Budget is for 25 CSA's, 3 Supervisors, 1 Chief of Staff and 1 Quartermaster.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses				FY'21 Budget to Proj Rsults		Notes
	Budget Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Dollar Variance	Percent	
Community Outreach						
Salary, Taxes, Benefits	\$ 223,265	\$ 233,241	\$ 225,089	8,172		
Workman's' Comp Insurance	712	894	724	(30)		
Retirement Fund Contribution	5,197	2,533	2,452	81		
Equipment	-	-	1,445	(1,445)		
Training & Conferencos	-	-	2,519	(2,519)		
Community Supplies & Outreach	5,000	5,000	2,620	2,380		
Outreach Grid	-	-	6,000	(6,000)		
Constituent Relationships	-	-	3,500	(3,500)		
Overhead	26,288	25,889	27,457	(1,568)		(10)
Total Community Outreach	\$ 260,462	\$ 287,357	\$ 271,785	\$ (4,428)	-2%	

Notes:

(10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses	Budget	Proj Results	Budget	FY'21 Budget to Proj Rsults		Notes
	Fiscal Yr. 2020	Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Capital Improvements						
Salary, Taxes, Benefits	\$ 264,847	\$ 262,258	\$ 267,164	(4,905)		
Workman's' Comp Insurance	2,302	2,137	2,147	(10)		
Retirement Fund Contribution	8,963	9,470	8,813	657		
Capital Repairs	5,000	2,500	4,000	(1,500)		
Telephone	1,440	1,440	-	1,440		
Vehicle Expense	100	100	100	-		
Constituent Relationships	1,000	1,000	1,000	-		
Overhead	18,313	18,039	18,877	(838)		(10)
Total Capital Improvements	\$ 301,765	\$ 298,844	\$ 302,100	\$ (5,156)	-2%	

Notes:

(10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses	Budget			FY'21 Budget to Proj Rslts Variance		Notes
	Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Dollar	Percent	
Communications & Marketing						
Communications						
Salary, Taxes, Benefits	\$ 181,335	\$ 127,431	\$ 181,347	\$ (53,916)		(12)
Workman's' Comp Insurance	565	524	575	(50)		
Retirement Fund Contribution	5,894	4,268	3,751	517		
Awards/Promotions/Sponsorships	4,000	45,091	4,000	41,091		(12)
Communications Supplies	1,000	1,000	1,000	-		
Overhead	13,231	13,032	13,638	(606)		(10)
Subtotal Communications	206,025	191,346	204,311	(12,984)		
Marketing						
Salary, Taxes, Benefits	\$ 158,782	\$ 153,564	\$ 164,717	\$ (11,153)		
Workman's' Comp Insurance	458	425	493	(67)		
Retirement Fund Contribution	2,498	2,177	1,689	508		
Consumer, Bus. Retention & Attraction Marketing	128,900	128,900	128,900	-		
DMA Marketing	190,000	84,673	115,000	(30,327)		(13)
Website - Maintenance, and Hosting	1,500	1,509	-	1,509		
Program Supplies	1,000	1,111	1,000	111		
Photography	7,000	1,775	7,000	(5,225)		
Travel	1,000	1,114	1,000	114		
Overhead	14,458	14,241	14,903	(662)		(10)
	505,576	389,489	434,681	(45,192)		
Total Communications & Marketing	\$ 711,601	\$ 580,835	\$ 638,992	\$ (58,156)		-10%

Notes:

- (12) Salary, Taxes and Benefits - FY20 Projected results reflects vacancy of Director of Communication offset by consultant services in Awards/promotions/sponsorship.
- (13) DMA Marketing - FY 20 Projected results and FY 21 budgeted results reflect savings of expenses.
- (10) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses, Contact Mgmt software \$60,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses	Budget			FY'21 Budget to Proj Rslts		Notes
	Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Fiscal Yr. 2021	Dollar	Percent	
Parks & Programming						
Salary, Taxes, Benefits	\$ 878,054	\$ 723,383	\$ 876,962	\$ (155,579)		(14)
Workman's' Comp Insurance	10,729	9,959	10,795	(836)		
Retirement Fund Contribution	10,415	12,388	12,861	(474)		
Program Supplies	20,000	18,649	20,000	(1,351)		
Telephone	4,080	3,045	-	3,045		
Equipment	5,000	2,780	4,000	(1,220)		
Park Activities & Amenities	35,000	22,341	40,000	(17,659)		
Park Utilities	1,200	401	1,200	(799)		
Holiday Lighting	55,000	25,000	55,000	(30,000)		
Landscaping	37,000	51,820	45,500	6,320		
Training	2,000	520	1,500	(980)		
Vehicle	14,300	9,833	14,300	(4,467)		
Uniforms	2,750	1,515	2,500	(985)		
Pest Control	8,500	7,532	7,500	32		
Travel	1,500	-	1,500	(1,500)		
Center Plaza Activities & Amenities	147,799	34,922	44,999	(10,077)		(15)
Overhead	146,685	144,591	149,473	(4,882)		(16)
Total Parks & Programming	\$ 1,380,011	\$ 1,068,678	\$ 1,290,080	\$ (221,412)	-21%	

NOTES:

- (14) Salary, Taxes and Benefits - FY 20 Projected result reflects savings as a result of attrition. FY21 Budget is for 10 Park Stewards, 2 Park Leader and 1 Director.
- (15) Center Plaza Activities and Amenities - Reduction in events for FY 20 and FY21.
- (16) Overhead - Projected results for FY20 includes additional expense for recruitment fee for new President and savings in Building and Office Supplies, Professional fees, and CAM charges for 20 S. Charles Street.
FY21 budgeted expenses reflects net of \$43,000 additional expenses. Contact Mgmt software \$80,000 less savings in Travel, Compensation Study, and Retirement Party. Overhead is split across all departments by full time equivalent.

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BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

**Downtown Management Authority for Baltimore City
Fiscal Year 2021
Proposed Budget**

Expenses	Budget		FY'21 Budget to Proj Rslts		Notes
	Fiscal Yr. 2020	Proj Results Fiscal Yr. 2020	Budget Fiscal Yr. 2021	Variance Dollar Percent	
Administration					
Salary, Taxes, Benefits	\$ 968,303	\$ 1,035,776	\$ 942,189	\$ 93,587	(16)
Workman's Comp Insurance	1,874	1,740	2,042	(302)	
Retirement Fund Contribution	22,756	23,067	23,905	(818)	
Training & Development	343	343	326	17	
Equipment/Furniture & Fixtures	3,208	4,489	7,834	(3,346)	
Human Resources	5,039	8,275	3,989	4,306	
Insurance	8,207	8,547	7,128	1,419	
Maintenance/Repair	4,739	3,378	3,749	(371)	
Office Expenses	6,381	4,425	5,114	(689)	
Professional Fees	6,565	5,374	5,820	(447)	
Printing/Postage	579	409	530	(120)	
Rent/Utilities/Loan - Interest	36,395	36,310	36,282	28	
Telephone/Fax	8,423	9,423	9,773	(350)	
Travel	1,717	887	594	273	
Miscellaneous	944	519	733	(214)	
Increase reserve for fund balance	50,000	50,000	-	50,000	
Gain/Loss on Sale of Fixed Assets	-	-	-	-	
Loan Management Fee - principal	87,695	87,671	92,579	(4,908)	(17)
COVID-19 Direct Expenses	-	82,251	28,783	33,468	(18)
Total Administration	\$ 1,214,166	\$ 1,342,883	\$ 1,171,349	\$ 171,533	13%
Special Projects	\$ 750,747	\$ 2,301,356	\$ 400,000	\$ 1,901,356	
Total Expenses	\$ 9,683,048	\$ 10,474,181	\$ 9,053,746	\$ 1,420,434	
Revenues	\$ 9,683,048	\$ 10,554,537	\$ 9,200,926	\$ (1,353,611)	
Change in Net Assets	\$ 0	\$ 80,356	\$ 147,180	\$ 66,823	
Restricted Assets:					
Carryover from 18/19 Mgmt, restricted Special Projects		\$ 266,388			
Net Change in Assets after restricted asset adj		\$ 346,744	\$ 147,180		
Non-cash / Depreciation	\$ 133,366	\$ 97,466	\$ 82,545	\$ (14,922)	
Capital Budget funded from existing fund balance:					
2 Billy Goat street cleaning machines			6,030		
Pick up truck for Clean team			30,000		
Arkus - Development of Salesforce Phase II			60,000		
Total			\$ 96,030		

NOTES:

- (16) Salary, Taxes Benefits - Proj FY 20 includes additional expense for year end bonuses that were paid in Dec 2019. FY 21 - elimination of Receptionist position at Welcome Center.
- (17) Loan Management Fee - principal - Loan payment to DPOB for DMA's FTE share
- (18) COVID-19 Direct Expenses - Projected FY 20 expenses of \$82,251 and budgeted FY21 expenses of \$28,783

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mrs. Wendy Lee for expenses incurred on April 8, September 25, and November 2, 2019.

AMOUNT OF MONEY AND SOURCE:

\$334.00 - 4000-401418-2254-785400-603026
234.50 - 4000-401418-2254-785400-604002
\$568.50

BACKGROUND/EXPLANATION:

Mrs. Lee incurred work related expenses for Supervised Visitation Network's membership dues, training manual, domestic violence awareness pins, and Nurturing Parents for Supervised Visitation Curriculum.

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

The Department apologizes for the lateness.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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BOARD OF ESTIMATES

6/10/2020

Department of Human Resources - Personnel Matter

The Board is requested to approve all of the Personnel matter below:

Department of Health

	<u>Rate of Pay</u>	<u>Amount</u>
1. ANNA SCHAUER	\$45.00	\$90,000.00

Account: 2030-000000-1890-189300-601009

Ms. Schauer, will work as a Contract Services Specialist II. Her duties will include, but are not limited to overseeing, directing, and managing all activities related to COVID-19 case investigation and contact notification and tracing; ensuring COVID-19 cases are assigned appropriately, cases are de-duplicated, available phone numbers are identified, case investigations and contact notifications are completed by staff; overseeing three teams: 1) staff who are assigning cases, 2) staff who are conducting case investigations and contact notifications, and 3) staff who are answering the general Acute Communicable Diseases call in line; supervising managers of the teams, and providing support, guidance, leadership and oversight of their work. The agreement is effective upon Board approval for one year through June 30, 2021.

THE PERSONNEL MATTER HAS BEEN APPROVED BY THE EXPENDITURE CONTROL COMMITTEE.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

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BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|---------|---------|
| 1. ABC RADIATOR &
WELDING CORPORATION | \$ 0.00 | Renewal |
|--|---------|---------|
- Contract No. B50004548 - Automotive Air Conditioning System
Repairs - Department of General Services, Fleet Management -
P.O. No.: P535834

On June 8, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained two renewal options. On May 29, 2019, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period June 8, 2020 through June 7, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION

On March 15, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MARCH 15, 2016.

- | | | |
|-----------------------------------|-----------------------------------|-------------------------|
| 2. CHESAPEAKE FLOW SOLUTIONS, LLC | \$100,000.00
<u>100,000.00</u> | Increase
and Renewal |
| | \$200,000.00 | |

Contract No. B50004772 - Instruments and Instrumentation Parts - Department of Public Works - Wastewater Facilities - P.O. No.: P537536

On November 9, 2016, the Board approved the initial award in the amount of \$150,000.00. The award contained four renewal options. Subsequent actions have been approved and three renewal options have been exercised. This increase in the amount of \$100,000.00 and final renewal in the amount of \$100,000.00 is for the period November 15, 2020 through November 14, 2021. The above amount is the City's estimated requirement.

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BOARD OF ESTIMATES

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION

On September 12, 2016, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 12, 2016.

- | | | |
|----------------------|--------------|---|
| 3. XEROX CORPORATION | \$ 30,366.00 | Non-competitive/
Procurement/Sole Source |
|----------------------|--------------|---|
- Contract No. 08000 - Magnetic Ink Character Recognition (MICR) Printers - Department of Finance - Bureau of Accounting and Payroll Services - Req. No.: R854590

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

Due to the Workday Implementation Project, the City needs to upgrade to four secured, certified Magnetic Ink Character Recognition printers to print pay checks. Two will be needed in the Print Shop for auto runs and two within Central Payroll for manual (off-cycle) pay runs. The printers have multiple security features, including key locks and a removable USB drive. These printers include an initial 36-month warranty for hardware and software support, which can be extended. The period of the award is effective upon Board approval for 36 months. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- | | | |
|--------------------------------|-------------|---------|
| 4. THE MYCO COMPANIES,
INC. | \$13,000.00 | Renewal |
|--------------------------------|-------------|---------|
- Contract Number 06000 – Parts & Service for Smartwash Storm Touchless Gantry Washer – Department of General Services, Fleet Management Division – P.O. No.: P538397

On February 6, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,000.00. Subsequent actions were approved. This first renewal in the amount of \$13,000.00 is for the period March 31, 2020 through March 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------|---------|
| 5. HIGHLANDER CONTRACTING
COMPANY, LLC
TECHNICAL SPECIALTIES,
INC. | \$0.00 | Renewal |
|---|--------|---------|
- Solicitation Number B50004854 – Copper Cable Installation, Maintenance and Repair Services – Baltimore City Office of Information Technology – P.O. Nos.: 539217 and 539218

On April 12, 2017, the Board approved the initial award in the amount of \$1,000,000.00. The Board approved the renewal of the contract for the third awardee SCD on May 6, 2020 on receiving

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

compliance report. The Board is requested to approve the first of two, one-year renewal options available on this contract. The period is April 25, 2020 through April 24, 2021 with one one-year renewal remaining.

The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 12, 2016, MWBOO set goals of 15% MBE and 5% WBE. Highlander Contracting was found non-compliant but making a good faith effort on April 23, 2020 and Technical Specialties was found noncompliant but making a good faith effort on April 6, 2020.

Highlander Contracting Company, LLC

MBE: Paniagua Enterprises, Inc. 15%

WBE: Fleet Electric, Inc. 5%

Technical Specialties, Inc.

MBE: Realistic Computing, Inc. 15%

WBE: Linkit, LLC 5%

- | | | |
|--|--------------|---------|
| 6. AARON SHAWN BELL | | |
| d/b/a A.S.B. | \$150,000.00 | Renewal |
| Contract Number B50004643 - Carpet, Floor, Drapery and Upholstered Furniture Cleaning - Department of General Services - P.O. No.: P536188 | | |

On July 14, 2016, the City Purchasing Agent approved an initial award in the amount of \$24,999.00 with subsequent actions approved. The Board is requested to approve the third of four, one year options. The period covered is July 18, 2020 through July 17, 2021, with one one-year renewal option available.

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 6, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The Contractor, A.S.B is a City-certified MBE.

MWBOO GRANTED A WAIVER ON MAY 6, 2016.

7. LION TOTAL CARE,	\$500,000.00	Renewal
INC. Baltimore County Contract Number #1540 – Firefighter Turnout Gear Repair and Cleaning – Baltimore Fire Department – P.O. No.: P541907		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On December 6, 2017, the Board approved an initial award in the amount of \$1,500,000.00. The Board is requested to approve the second of three renewal options.

The above amount is the City's estimated requirement. However, the vendor will supply the City's entire requirement, be it more or less.

MBE/WBE PARTICIPATION:

On September 29, 2017, MWBOO set goals of 1% MBE and 1% WBE. MWBOO found the vendor compliant on May 4, 2020.

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------------|----------------|
| 9. <u>VAE INDUSTRIES CORP.</u> | <u>\$49,000.00</u> | <u>Low Bid</u> |
| Solicitation No. B50006066 - Tents and Bags - Department of Transportation Req. No.: R850941 | | |

Vendors were solicited by posting on CitiBuy. On May 4, 2020, three bids were received and opened. Award is recommended to be made to the lowest responsive and responsible bidder. The period of the award is June 3, 2020 through June 2, 2021, with two 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|----------------|------------------------------|
| 10. <u>B.A.F.S. INC./THE</u> | | <u>Non-competitive/</u> |
| <u>MILL OF BEL AIR</u> | <u>\$ 0.00</u> | <u>Procurement/Extension</u> |
| Contract No. B50005012 - Dog Food for the K9 Unit - Baltimore Police Department - P.O. No.: P539819 | | |

This request meets the condition that there is no advantage in seeking competitive responses. This is an extension of a competitively bid requirements contract.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

AGENDA

BOARD OF ESTIMATES

6/10/2020

RETROACTIVE TRAVEL APPROVAL

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Wendy Lee	National Coalition Against Domestic Violence Washington, DC Sept. 16 - 18, 2019 (Reg. Fee \$825.00)	Federal Grant	\$825.00

On September 16 - 18, 2019, Ms. Lee traveled to Washington, DC to attend the National Coalition Against Domestic Violence. The allowed subsistence rate for this location is \$327.00

The registration cost of \$825.00 was paid using Ms. Lee's personal credit card. Therefore, the reimbursement to Ms. Lee is \$825.00.

This request is late because of the administrative review process. The Department requests retroactive travel approval.

The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$825.00 - Registration

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Bureau of the Budget and Management Research (BBMR) - FY 2021 Budget and Property Tax Surcharge Rate - Waterfront Management District

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY 2021 Budget and Property Tax Surcharge Rate for the Waterfront Management District (District).

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.17 per \$100.00 of assessable value. The surcharge rate is the same as the prior year.

BACKGROUND/EXPLANATION:

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2021, which maintains the same surcharge rate on property taxes in Fiscal 2021 as the prior year.

The total Fiscal 2021 Budget for the District is \$4,071,297.00. The Fiscal 2021 estimated surcharge revenue has reduced 1.0% from the \$3,241,088.00 in Fiscal 2020 Budget to \$3,202,429.00 in Fiscal 2021 proposed budget. The decrease is due to granted assessment appeals.

Revenue from surcharge tax collections represents 78.7% of the District's total budget and the City's General Fund contribution of \$434,775.00 represents 10.7% of the District's total budget. The District will also receive \$434,093.00 in additional grant revenue and service fees.

The District performs safety and hospitality services, landscaping, cleaning, creation of family friendly events, marketing the waterfront to local residents, and more recently, creating new attractions and adding amenities to existing park areas.

The Department of Finance recommends that the Board of Estimates approve the District's proposed budget and surcharge tax rate.

AGENDA

BOARD OF ESTIMATES

6/10/2020

BBMR - cont'd

FY21 Approved Budget

	FY20 Budget	FY21 Budget	% Change	Notes
Revenue and support				
Private taxable property owners	3,241,088	3,202,429	-1%	Decrease due to granted appeals
Baltimore City contract	434,775	434,775	0%	
Nonprofit property owners/Parking Auth.	90,847	62,294	-31%	Decrease due to market uncertainty/COVID-19
Corporate partners	133,500	201,707	51%	Increase due to Corporate Partnership/Membership
Amount held in Reserves for granted tax appeals, non payments,	0	(50,000)	-100%	Decrease due to market uncertainty/COVID-19
Sponsorship & Event Coordination	114,285	106,875	-6%	
Contract service fees	85,029	88,217	4%	
Interest income	22,200	12,500	-44%	Decrease due to market uncertainty/COVID-19
Other Income	0	12,500	100%	
Total Revenue and support	4,121,724	4,071,297	-1%	
Expenses				
Hospitality and Safety	1,366,685	1,378,141	1%	
Exterior Janitorial	1,167,134	1,197,699	3%	
Landscaping	435,368	427,104	-2%	
Marketing	225,301	228,815	2%	
Park Programming & Events	273,198	231,267	-15%	
Federal Hill Park	58,068	66,488	14%	
Healthy Harbor	165,486	173,972	5%	
Waterwheel	0	15,000	100%	
Administration	287,536	296,753	3%	
Fundraising	137,709	56,057	-59%	
Total Expenses	4,116,488	4,071,297	-1%	
Change in Net Assets before non-operating expenses	5,236	(0)	-100%	
Non-operating expenses				
Waterwheel Depreciation	70,100	70,100	0%	
Harris Creek Waterwheel Depreciation	51,240	51,240	0%	
Total Non-operating expenses	121,340	121,340	0%	
Change in Net Assets	(116,104)	(121,340)	5%	

5/29/2020

AGENDA

BOARD OF ESTIMATES

6/10/2020

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:

General Paving and Contracting, Inc.	\$ 8,000,000.00
Johnson Controls, Inc.	\$ 61,440,000.00
L.F. Mahoney, Inc.	\$ 8,000,000.00
Thomas Construction Group, LLC	\$ 1,500,000.00
Wenrich Painting Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

BVF Engineering Inc.	Engineer
Dulles Geotechnical and Material Testing Services, Inc.	Engineer
KUMI Construction Management Corporation	Engineer
Marine Solutions, Inc.	Engineer
Mincin Patel Milano, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Real Estate/ - Second Renewal of
Department of General Services Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of the Lease Agreement with Park Heights Renaissance, Inc., Tenant, for the rental of a portion of the property known as 3939 Reisterstown Road, Suites 268 and 283, consisting of approximately 4,109 square feet. The period of the second renewal option is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$20,558.88	\$1,713.24

BACKGROUND/EXPLANATION:

On November 22, 2017, the Board approved the original Lease Agreement with Park Heights Renaissance, Inc. for the period July 1, 2017 through June 30, 2018, with the right to renew at terms to be negotiated 60 days prior to the lease expiration. On January 30, 2019, the Board approved the Amendment to the Lease Agreement. The Amendment defined subsequent renewal provisions as three one-year renewal options.

On January 30, 2019, pursuant to the original lease, the Board approved the one-year renewal option effective July 1, 2018 through June 30, 2019.

On October 16, 2019, the Board approved the first renewal option under the amended lease effective July 1, 2019 through June 30, 2020.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Real Estate/ - cont'd
Department of General Services

Park Heights Renaissance, Inc. is exercising its second renewal option effective July 1, 2020 through June 30, 2021.

The Leased Premises will continue to be used for office space to provide community based planning, human development, and housing services. The Landlord will remain responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal, and utilities including water, gas and electric. The Tenant will remain responsible for liability insurance, security, and janitorial services.

All other terms and conditions of the original Lease and the Amendment to Lease Agreement remain in full force and effect.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Real Estate - Second Renewal of Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of the Lease Agreement with the Dayspring Programs, Inc., Tenant, for the rental of the property known as 5427 Belair Road consisting of 7,472 square feet. The period of the second renewal will commence on July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00

BACKGROUND/EXPLANATION:

The Board approved the Lease Agreement on September 23, 2015 and approved an Amendment to the Lease Agreement on July 28, 2017. The amendment extended the lease term to four years commencing July 1, 2015 through June 30, 2019 and added the option to renew for three one-year terms.

The first renewal commencing July 1, 2019 through June 30, 2020 was approved by the Board on May 29, 2019.

Dayspring Programs, Inc. is exercising their second renewal option commencing July 1, 2020 through June 30, 2021.

The leased premises will continue to be used for Dayspring Head Start operations, providing education, health, social services and parent-community involvement opportunities to low income, 3-5 year old children and their families.

All other terms and conditions of the Lease Agreement dated September 23, 2015 and amended June 28, 2017 remain in full force and effect.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Real Estate - Lease Agreement Renewal

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of a Lease Agreement with Harbel Community Organization, Inc., Lessee, for the property known as 5807 Harford Road, consisting of approximately 8,688 square feet, and a lot and parking lot of approximately 40,100 square feet. The period of the lease renewal is July 1, 2020 through June 30, 2035.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00

BACKGROUND/EXPLANATION:

On October 6, 2010 the Board approved the original lease agreement.

On March 13, 2019 the Board approved an Amendment to the Lease Agreement which added the option to renew for one 15-year term renewal option and clarified the Leased Premises to include lot and parking lot and maintenance.

The Tenant will continue to use the space as community offices and will bear responsibility for all utilities, janitorial and security services related to the leased premises.

The Tenant will maintain the entirety of the Leased Premises comprising the lot, parking lot, and interior and exterior of the building, including the responsibility to inspect the Leased Premises for termites, structural soundness and environmental hazards.

All other terms of the Lease Agreement dated October, 6, 2010 and Amendment dated march 13, 2019 remain in full force and effect.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Mayor's Office of Homeless Services - Emergency Donation

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Emergency Donation and Release Agreement with IKEA US Retail LLC.

AMOUNT OF MONEY AND SOURCE:

\$7,887.40 - COVID-19 Response Donation

BACKGROUND/EXPLANATION:

In March 2020, a health emergency involving the novel coronavirus (COVID-19) was declared by the City. IKEA US Retail LLC donated certain goods to the City, at no cost.

The donation included bath and bedding goods to homeless individuals placed in shelters, hotels, motels, and other isolated locations as a result of the effects of COVID-19. The donation is valued at \$7,887.40.

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Emergency Donation and Release Agreement has been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

* * * * *

The Board is requested to approve
the Transfers of Funds
listed on the following page:

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In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

6/10/2020

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Baltimore Development Corporation</u>		
1. \$61,788.00	9910-909060-9600	9910-903361-9601
1 st Comm. Dev. and Eco. Bond Fund	Constr. Res. (Business Park Upgrades)	Business Park Upgrades

This transfer will provide funding for landscape ground maintenance and upgrades within the City's business and industrial parks ensuring the continual near appearance of each park site.

Department of Planning

2. \$ 10,000.00	9904-902152-9129	
2 nd Comm. and Eco. Dev. Loan	Baltimore City Heritage Area Reserve	
100,000.00	9904-902152-9129	
3 rd Comm. and Eco. <u>Dev. Loan</u>	Baltimore City Heritage Area Reserve	
\$110,000.00	-----	9904-901152-9127 Baltimore City Heritage Area - Active

This transfer is to fund the Heritage Area's Small Cap Grant program that makes small, but strategic capital grants to improve, protect and restore historic and cultural sites within the Baltimore National Heritage Area. Small Cap Grants require the grantee match the funds 1:1 with other investments. To date, the program has leveraged approximately \$13.00 for every \$1.00 of Small Cap funds distributed.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of four City-owned lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue (Block 3341, Lots 019, 020, 021, 022) to Holy Nativity and St. Johns Development Corporation, Developer.

AMOUNT OF MONEY AND SOURCE:

\$1,000.00 - 3837 Park Heights Avenue
1,000.00 - 3839 Park Heights Avenue
1,000.00 - 3841 Park Heights Avenue
1,000.00 - 3843 Park Heights Avenue
\$4,000.00

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest to 3837, 3839, 3841, and 3843 Park Heights Avenue to Holy Nativity and St. Johns Development Corporation for the price of \$1,000.00 each, which will be paid to the City of Baltimore at the time of settlement.

The Developer wishes to purchase the vacant lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue with the intention of beautifying and creating public spaces that promote individuals' health, happiness, and well-being through art. The purchase and improvements to the site will be financed through private sources.

The authority to sell the lots located at 3837, 3839, 3841, and 3843 Park Heights Avenue comes by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code. The properties were Journalized and approved for sale.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISAL VALUE:

Not applicable. Pursuant to the Appraisal Policy of Baltimore City properties assessed below \$2,500.00 do not require an Appraisal. The properties at 3837, 3839, 3841, and 3843 Park Heights Avenue are assessed for \$1,000.00 each and will be sold for \$1,000.00 each.

MBE/WBE PARTICIPATION:

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

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - Expenditure of Funds
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Expenditure of Funds to reimburse TRF Development Partners for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street in the Greenmount West Community.

AMOUNT OF MONEY AND SOURCE:

\$42,262.05 - 9910-902487-9588-900000-704040

BACKGROUND/EXPLANATION:

On June 17, 2009, the Board approved the sale and Land Disposition Agreement of a vacant undeveloped site located at 1500 Greenmount Avenue in the Greenmount West Community to TRF Development Partners-Baltimore, LLC, Jubilee Baltimore Inc., and Homes for America Inc. The project consisted of 10 newly constructed town homes and one multifamily building with 70 rental units.

As part of the Land Disposition Agreement, Article 10 states that "All Environmental Costs incurred after the Settlement Date shall be paid by the City to the Developer within (30) days following the submission to the City of evidence that said costs have been incurred."

In accordance with this agreement and to facilitate the furtherance of the project, TRF Development Partners had spent \$42,262.05 of its private funds for the environmental remediation of Lots 57 through 64 in Block 1120 and 424 through 438 East Oliver Street. The breakdown of the costs is shown below:

<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
Whiteford, Taylor, Preston	4/27/20	\$ 3,348.75
BB&T		<u>38,913.30</u>
		<u>\$42,262.05</u>

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Housing and - cont'd
Community Development

TRF Development Partners is seeking reimbursement for these expenses utilizing the budget account established for the Greenmount West Project.

The Law Department has reviewed the request and is in agreement that the reimbursement is in accordance with the Reimbursement Costs in the paragraphs in Article X of the Land Disposition Agreement.

The request is late because of delays in the administrative review.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in 804 N. Stricker Street (Block 0087 Lot 061) as a gift from City of Baltimore Rehab Associates.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property to 804 N. Stricker Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property, subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 4, 2020, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

804 N. Stricker Street

Tax Sale	2015-2017	\$442,980.50
Real Property Tax	2019-2020	0
Real Property Tax	2017-2018	82.14
Real Property Tax	2016-2017	128.76
Real Property Tax	2015-2016	145.32
Real Property Tax	2014-2015	213.22
Real Property Tax	2013-2014	178.44
Real Property Tax	2012-2013	196.50
Real Property Tax	2011-2012	264.44
Real Property Tax	2010-2011	229.86
Real Property Tax	2009-2010	298.14
Real Property Tax	2008-2009	275.67
Real Property Tax	2007-2008	279.90
Miscellaneous Bill	3757648	196.86
Miscellaneous Bill	4236832	161.73
Miscellaneous Bill	4585774	378.12
Miscellaneous Bill	4691614	181.84
Miscellaneous Bill	5153622	290.61
Miscellaneous Bill	5159793	355.02
Miscellaneous Bill	5195946	165.90
Miscellaneous Bill	5809819	254.29
Miscellaneous Bill	6092175	281.35
Miscellaneous Bill	6147508	273.47
Miscellaneous Bill	6297915	242.60
Miscellaneous Bill	6312326	239.43
Miscellaneous Bill	6332456	249.97
Miscellaneous Bill	6424816	239.69
Miscellaneous Bill	6545677	163.25
Miscellaneous Bill	6647721	327.16
Miscellaneous Bill	6764310	381.12

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

804 N. Stricker Street

Miscellaneous Bill	6898027	164.76
Miscellaneous Bill	6920576	279.73
Miscellaneous Bill	7143498	272.42
Miscellaneous Bill	7313943	263.17
Miscellaneous Bill	7353923	188.80
Miscellaneous Bill	7574247	243.56
Miscellaneous Bill	8169476	230.67
Environmental Fine	53728051	\$ 1,500.00
	Total Taxes Owed:	\$452,798.41

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1508 W. Lanvale Street (Block 0087 Lot 005) by gift from City of Baltimore Rehab Associates, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property to 1508 W. Lanvale Street. With the Board's approval, the City will receive clear and marketable title to the properties, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property, subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through May 4, 2020, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

1508 W. Lanvale Street

Tax Sale	2015-2017	\$1,020,402.94
Real Property Tax	2019-2020	0.00
Real Property Tax	2017-2018	112.20
Real Property Tax	2016-2017	180.13
Real Property Tax	2015-2016	145.32
Real Property Tax	2014-2015	161.88
Real Property Tax	2013-2014	229.82
Real Property Tax	2012-2013	207.78
Real Property Tax	2011-2012	213.18
Real Property Tax	2010-2011	229.86
Real Property Tax	2009-2010	258.14
Real Property Tax	2008-2009	275.67
Real Property Tax	2007-2008	279.90
Miscellaneous Bill	0882928	890.95
Miscellaneous Bill	2493906	208.28
Miscellaneous Bill	3733151	234.86
Miscellaneous Bill	3737913	34.00
Miscellaneous Bill	4058657	212.73
Miscellaneous Bill	4091930	183.69
Miscellaneous Bill	4169595	93.59
Miscellaneous Bill	4287371	201.52
Miscellaneous Bill	4868568	221.46
Miscellaneous Bill	5010871	425.23
Miscellaneous Bill	5082235	321.68
Miscellaneous Bill	5090220	627.63
Miscellaneous Bill	5331004	453.52
Miscellaneous Bill	5522149	436.92
Miscellaneous Bill	6029391	540.46
Miscellaneous Bill	6079008	773.08
Miscellaneous Bill	6188015	314.76
Miscellaneous Bill	6438915	639.04
Miscellaneous Bill	6592141	515.97
Miscellaneous Bill	6627517	296.90

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

Miscellaneous Bill	6678270	394.26
Miscellaneous Bill	6746937	1,466.00
Miscellaneous Bill	7224082	314.36
Miscellaneous Bill	7303118	293.49
Miscellaneous Bill	7306491	335.07
Miscellaneous Bill	7487770	311.34
Miscellaneous Bill	7783871	276.07
Miscellaneous Bill	8090904	324.97
Miscellaneous Bill	8328866	232.00
Miscellaneous Bill	8956690	244.75
Environmental Fine	53728044	\$ 1,500.00
Total Taxes Owed:		\$1,036,015.40

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the fee simple interest in the property located at 2009 Christian Street (Block 0698 Lot 107) by gift from Dayton Buchanan, Dale New and Brandon Glaviano, Owners, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owners have offered to donate to the City, title to the property at 2009 Christian Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owners will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 17, 2020, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

2009 Christian Street

Tax Sale	05275	\$52,084.00
Real Property	2019-2020	144.17
Real Property	2018-2019	129.36
Real Property	2017-2018	113.58
Miscellaneous	8458069	301.94
Miscellaneous	8482275	302.81
Miscellaneous	8618241	234.00
Miscellaneous	8776544	117.00
Miscellaneous	8948879	156.75
Registration	082089	431.60
Total Taxes Owed		\$54,015.21

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 3036 Presstman Street (Block 2452 Lot 058) by gift from Dawn Smith, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

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

BACKGROUND/EXPLANATION:

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

The Owner has offered to donate to the City, title to the property at 3036 Presstman Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. The City's acceptance of this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A list of open municipal liens accrued through March 17, 2020, other than water bills, are as follows:

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

3036 Presstman Street

Tax Sale	345903	\$28,157.33
Real Property	2019-2020	146.79
Real Property	2018-2019	Included in Tax Sale
Real Property	2017-2018	Included in Tax Sale
Real Property	2016-2017	Included in Tax Sale
Real Property	2015-2016	Included in Tax Sale
Real Property	2014-2015	Included in Tax Sale
Real Property	2013-2014	Included in Tax Sale
Real Property	2012-2013	Included in Tax Sale
Miscellaneous	6972871	Included in Tax Sale
Miscellaneous	7124803	Included in Tax Sale
Miscellaneous	7588510	Included in Tax Sale
Miscellaneous	7776750	Included in Tax Sale
Miscellaneous	8090920	Included in Tax Sale
Miscellaneous	8202947	Included in Tax Sale
Miscellaneous	8397838	Included in Tax Sale
Miscellaneous	8766149	Included in Tax Sale
Miscellaneous	9003682	\$ 286.02
Total Taxes Owed		\$28,590.14

AGENDA

BOARD OF ESTIMATES

6/10/2020

DHCD - cont'd

On July 17, 2019, 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 2019 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME Investment Partnership Act (HOME)
3. Emergency Shelter Grant Entitlement (ESG)
4. Housing Opportunity for People with AIDS (HOPWA)

The Department began negotiating and processing the CDBG agreements effective July 1, 2019 and beyond, as outlined in the Plan, pending approval of the Resolution. Consequently, the agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Community Development Block Grant Agreements have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Finance - Targeted Homeowners' Tax Credit Rate

ACTION REQUESTED OF B/E:

The Board is requested, pursuant to Article 28 § 10-16 of the Baltimore City Code, to set the Targeted Homeowners' Tax Credit rate at \$0.283 per \$100.00 of improved assessed value.

AMOUNT OF MONEY AND SOURCE:

The Targeted Homeowners' Tax Credit will result in a reduction of an estimated \$35,763,000.00, from the City's property tax collections.

BACKGROUND/EXPLANATION:

The Targeted Homeowners' Tax Credit is limited to offsets to City tax liability, excluding Special Benefit Districts.

The Targeted Homeowners' Tax Credit is available to all owner-occupied homes in Baltimore City who qualify for the Homestead Exemption under State Property-Tax Article § 9-105.

The credit is calculated by multiplying the Targeted Homeowner's Tax Credit rate by the eligible property's improved assessment. The credit when taken singularly or with other credits will be limited to the City tax liability and will not cause a refund to any taxpayer.

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - Developer's Agreement No. 1679

ACTION REQUESTED OF B/E:

The Board is requested to approve Developer's Agreement No. 1679 with Haven Rock, LLC.

AMOUNT AND SOURCE:

\$465,451.59 - Performance Bond

BACKGROUND/EXPLANATION:

Haven Rock, LLC would like to provide storm drain , utilities, and streetscape improvements to support a new 70-unit single family residential development at 601 South Haven Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$465,451.59 has been issued to Haven Rock, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION: N/A

City funds will not be utilized for the project, therefore, MBW/WBE participation is not applicable.

(The Developer's Agreement No. 1679 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department 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.	1023 W.36 th Street	Alcalnicks, LLC	A-frame Sign 48" x 24"
	\$52.80 - Flat Charge		
2.	3318 Keswick Road	Schwing LLC	A-frame Sign 50" x 27 ¾"
	\$52.80 - Flat Charge		
3.	2118 E. Madison Street	The Ulman Cancer Fund For Young Adults, Inc.	Basement Entrance 18' x 4'2"
	\$1055.80 - Annual Charge		
4.	323 N. Charles Street	C & P Telephone Company of Maryland	(2) Flat Signs 5.34' each
	\$211.20 - Flat Charge		

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 022 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$19,829.49 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization will allow the Consultant to conduct a field review to measure the approach grades, review aerial imagery to measure intersection widths, calculate that required yellow time and red time for each approach, compile a memorandum documenting the files gathered approach grades, and a final summary.

DBE PARTICIPATION:

The Consultant will comply with Title 49 of the Federal Regulations, Parts 26(49CFR26) and the DBE goal of 25.00% established in the original agreement.

ON MAY 4, 2020, IT WAS DETERMINED THAT THIS EAR DOES NOT REQUIRE MWBOO APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$100,000.00	9950-924080-9513	9950-901069-9512
GF (HUR)	Traffic Safety	Neighborhood Traffic
	Impr. Citywide	Calming

This transfer will cover the deficit and fund the costs associated with Project BD34083, Task No. 022, Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 023 to STV, Inc., under Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services. The period of the Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$145,522.03 - 9950-901069-9512-900020-703032

BACKGROUND/EXPLANATION:

This authorization provides onsite/offsite, Traffic Studies, Traffic Signal plan review, Traffic Signal and Intelligent Transportation System product research and recommendations, Computer Aided Design and Drafting support for traffic calming, bicycle facility, and other traffic control device plans.

DBE PARTICIPATION:

The Consultant will comply with Title 49 of the Federal Regulations, Parts 26(49CFR26) and the DBE goal of 25.00% established in the original agreement.

ON MAY 4, 2020, IT WAS DETERMINED THAT THIS EAR DOES NOT REQUIRE MWBOO APPROVAL.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - cont'd

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$170,000.00	9950-924080-9513	9950-901069-9512
GF (HUR)	Traffic Safety	Neighborhood Traffic
	Impr. Citywide	Calming

This transfer will fund the costs associated with Project BD34083, Task No. 023, Project No. 1183, On-Call Traffic Signals & ITS and Traffic Engineering Design Services with STV, Inc.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 031 to Whitman Requardt & Associates, under Project No. 1217, On-Call Construction Project Management Services. The period of the Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$110,249.37 - 2024-000000-5480-395700-603026
110,249.37 - 9962-909075-9562-900000-705032
\$220,498.74

BACKGROUND/EXPLANATION:

This authorization provides the Conduit Division with a Public Works Inspector III for field services, and observation and monitoring of Conduit Capital Maintenance Contracts (TR 19017, TR 1801, and DAS Program).

DBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29.00% MBE and 10.00% WBE goals established in the original agreement. The Consultant has achieved 31% MBE and 16% WBE.

THE EAR WAS APPROVED BY MWBOO ON MAY 15, 2020.

APPROVED FOR FUNDS BY FINANCE

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
102 - 104
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.
In accordance with Charter provisions
reports have been requested from the
Planning Commission, the Director
of Finance having reported
favorably thereon.

AGENDA

BOARD OF ESTIMATES

6/10/2020

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

1. B50005944, Double Drum Valley Supply & \$ 94,338.00
Asphalt Compactors Equipment Co.,
Inc.

(Department of General
Services, Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

2. B50005911, All-Terrain Finch Services, \$ 54,509.00
Vehicles Inc.

(Department of General
Services, Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

3. B50005936, One-Ton Pacifico Ford, \$110,998.00
Dual Real Cutaway Inc.
Van with RV Body

(Department of General
Services, Fleet Management)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases - cont'd

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

- | | | | |
|----|--|---|----------------|
| 4. | B50005942, Rear
Loading Refuse
Collection Trucks | Aviant Chesapeake
Trucks dba Kenworth
MidAtlantic | \$4,360,230.00 |
|----|--|---|----------------|

(Department of General
Services, Fleet Management)

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

- | | | | |
|----|---|-------------------------|---------------|
| 5. | B50005835, City of
Baltimore and HABC
Disparity Study | MGT Consulting
Group | \$ 665,135.00 |
|----|---|-------------------------|---------------|

(Housing Authority of
Baltimore City, Law Department)

MBE/WBE PARTICIPATION:

On November 27, 2019, MWBOO set goals of 20% MBE and 13% WBE. MGT Consulting Group was found compliant on May 28, 2020.

AGENDA

BOARD OF ESTIMATES

6/10/2020

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases - cont'd

MBE:	Walker Benefit Services, LLC	(HABC)	\$ 58,200.00	22%
	Walker Benefit Services, LLC	(City)	<u>87,900.00</u>	22%
			\$146,100.00	22%

WBE:	Chrysalis Collaborations, LLC	(HABC)	\$ 34,300.00	13%
	Chrysalis Collaborations, LLC	(City)	<u>52,675.00</u>	13%
			\$ 87,475.00	13%

MWBOO FOUND THE VENDORS IN COMPLIANCE ON MAY 28, 2020.

AGENDA

BOARD OF ESTIMATES

6/10/2020

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Condemnation</u>			
1. Dorothy L. Rose (deceased), and William F. Rose (deceased). Dorothy L. Rose, deceased, having Dorothy Linda Ford and Elizabeth A. Hopper, Personal Representatives of the Estate of Dorothy Ella Rose, aka Dorothy L. Rose	4721 Park Heights Avenue	G/R \$90.00	\$ 750.00

Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Amendment No. 1 to Agreement
Of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with EBA Engineers Inc. under Project No. 1267E, On-Call Water Design and Engineering Services. The Amendment No. 1 to Agreement will extend the period of the Agreement through August 14, 2021 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No funds are required at this time.

BACKGROUND/EXPLANATION:

On August 15, 2018, the Board approved EBA Engineers Inc. for On-Call Water Design and Engineering Services for two years with an upset limit of \$1,000,000.00. The City wishes to exercise its option to utilize the one-year time extension under the original agreement with no change in the upset fees.

This Amendment No. 1 to Agreement will allow the Consultant to continue to provide the services as stated under the original terms such as: respond to water main emergencies, prepare design, specifications, and cost estimates for urgent need water work, update the Standard Details and Materials List, develop Standard Operation Procedures, construction services, provide CAD drafting support, GIS support, geotechnical investigation, survey, utility locating, test pitting, utility records research, Easement Plat, Right of Entry, Right-of-Way Agreements, and Federal, State, and local government regulation compliance.

The current expiration date of the original Agreement is August 15, 2020. The Amendment No. 1 to Agreement is within the original scope of work and was requested by the Agency.

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

MBE/WBE PARTICIPATION:

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

AUDIT NOTED THE TIME EXTENSION.

(The Amendment No. 1 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Task Assignment
of Engineering & Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 013 to Hazen & Sawyer, PC, under Project No. 1804 (WC 1407), On-Call Project and Construction Management Assistance and Inspection Services. The period of the Task Assignment is approximately six months.

AMOUNT OF MONEY AND SOURCE:

\$35,527.00 - 9960-913007-9557-900020-705032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is in need of inspection services for the ongoing emergency work on Greenmount Avenue. The work required is within the original scope of the agreement.

The scope of the original agreement included assisting Construction Management Section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, Request For Information (RFI) reviews and responses, and construction contract administrative support. The original contract will expire October 23, 2022.

MBE/WBE PARTICIPATION:

The Vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the 29% MBE and 10% WBE goals assigned to the original agreement. Currently, this On-Call agreement is not in compliance

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

because of the first 12 tasks assigned, 29% MBE has been assigned and 9% WBE has been assigned. The additional assignment of this Task 13 will bring the WBE up to 10% for compliance.

THE EAR WAS APPROVED BY MWBOO ON MARCH 3, 2020.

APPROVED FOR FUNDS BY FINANCE

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,854,935.88	9960-936001-9558	9960-913007-9557
Revenue Bond	Constr. Res.	Greenmount Avenue Emergency Water Rehabilitation

This transfer will cover the deficit for WC 1407, Greenmount Avenue Emergency Water Rehabilitation.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Amendment No. 11 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment No. 11 to Agreement (Amendment No. 11) with WSP USA Solutions, Inc. Amendment No. 11 will extend the period of the agreement through September 8, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On March 8, 2011, the Board approved the original agreement with MWH Americas/Louis Berger Water Services, Inc. under Project 1112, Wet Weather Consent Decree Compliance and Program Management Services for a period of three-years ending on March 7, 2014, with an option to renew for up to five, one-year terms.

This Amendment No. 11 will provide a six-month extension utilizing existing funds, through September 8, 2020, so that Louis Berger Water Services, Inc. can continue to provide as-needed program management services for the Consent Decree compliance and help the City to transition the program services related to construction management and trainings with the new program team under Project 1294. This will be the last amendment under this contract.

MBE/WBE PARTICIPATION:

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

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

6/10/2020

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

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

(The Amendment No. 11 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - Amendment No. 2 to Agreement of Asset Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Agreement for Project No. 1251 Valve and Fire Hydrant Assessment, Operation, and Maintenance throughout the Baltimore Metropolitan Water System. The Amendment No. 2 will extend the term of the agreement for 12 months, from July 26, 2020 through July 25, 2021.

AMOUNT OF MONEY AND SOURCE:

\$3,542,879.48 - 2071-000000-5521-798200-603026
9960-905129-9557-900020-706063

BACKGROUND/EXPLANATION:

On January 25, 2017, the Board approved a 30 month agreement with Pure Technologies, Inc. DBE Wachs Water Services to perform assessment, operation, and maintenance of valves between 2 and 120-inches in size; assessment, operation, and maintenance of fire hydrants; in-situ assessment and repair of large valves; executing planned shutdowns in support of water main renewal, replacement and assessment; the electronic collection of associated field data; facility improvements and water meter replacements; and assist with reactive response associated with system emergencies and customer complaints. The project Amendment No. 1 executed in 2019 extended the project until July 2020. Under the proposed Amendment No. 2, the Consultant will continue to provide the above mentioned services. The Consultant will also perform quality assurance of all field data and follow data management procedures set forth by the city. All work will be performed throughout Baltimore City and Baltimore County. The current project is due to expire on July 25, 2020 and the proposed Amendment 2 will extend the agreement by a period of 12 months up to July 25, 2021. All other terms and condition of the agreement will remain unchanged.

MBE/WBE PARTICIPATION:

The Consultant will continue to comply with Article 5, Subtitle 28

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Public Works/Office - cont'd
of Asset Management

of the Baltimore City code and the MBE and WBE goals assigned to the original agreement which are MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON MAY 6, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND FINDS THE BASIS FOR CONSISTENT WITH CITY POLICY.

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
Department of Public Works/Office <u>of Engineering and Construction</u>		
1. \$632,577.46	9960-909100-9558	
Water Utility	Water Infra-	
Funds	structure	
	Rehabilitation	
\$632,577.46	9960-909100-9558	
<u>County Revenue</u>	Water Infrastructure	
	Rehabilitation	
\$1,265,154.92	-----	9960-905129-9557-6
		Construction

This transfer will cover the deficit for Project 1251 - Amend 2 Value & Fire Hydrant Assessment Operation & Maintenance through the Baltimore Metropolitan Water System.

(In accordance with charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably thereon.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the purchase of gift cards for distribution to clients that participate in program activities.

AMOUNT OF MONEY AND SOURCE:

\$4,000.00 - 200 Amazon gift cards @ \$20.00 ea.
1,000.00 - 50 Target gift cards @ \$20.00 ea.
4,000.00 - 200 CVS gift cards @ \$20.00 ea.
 30.00 - Shipping and Handling
\$9,030.00 - 4000-436720-3023-513200-603026

BACKGROUND/EXPLANATION:

The incentive cards will be disbursed to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS. Also, to enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van.

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

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates,

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

2) the documentation of each incentive card and its recipient, 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Revised Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to ratify and authorize acceptance of Amendment No. 3 and Amendment No. 4 to the revised Notice of Award (NoA) from the Department of Health and Human Services (HHS), the Centers for Medicare and Medicaid Services (CMS), for the project titled Baltimore City Accountable Health Community (AHC). The period of Revised Notice of Award was May 1, 2019 through April 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$0.00

BACKGROUND/EXPLANATION:

On May 29, 2019, the Board approved the initial NoA in the amount of \$713,311.00, for the period of May 1, 2019 through April 30, 2020.

On October 16, 2019, the Board approved Amendment No. 1 for a change in the scope of the work to add Johns Hopkins Hospital and Johns Hopkins Bayview as clinical delivery sites for Accountable Health Communities project. The Board also approved Amendment No. 2 for carryover funds in the amount of \$426,489.00. This made the total amount of available funding for this budget period \$1,139,800.00.

On September 17, 2019 the Department received Amendment No.3, which incorporated the revised program terms and conditions of the NoA.

On April 23, 2020 the Department received Amendment No. 4, which approved the expansion of the geographic target area to Baltimore County, and added clinical delivery site MedStar Franklin Square Medical Center.

All other terms and condition remain in effect.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

Amendment No. 3 and No. 4 are late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS HAS REVIEWED AND HAD NO OBJECTION.

(The Revised Notice of Award has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - Agreements

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

1. **BEHAVIORAL HEALTH SYSTEM** **\$230,047.00**
BALTIMORE, INC.

Accounts: 4000-430220-3070-268400-603051

Behavioral Health System Baltimore (BHSB) will provide administrative and communicative support services for the CHARMCare resource directory. BHSB will subcontract with a peer outreach group to provide on-going case management, including linkages to treatment and other services that support recovery, for individuals who survive an overdose and consent to receive services under this program. CHARMCare will be used by the case manager when making linkages to providers. The period of the agreement is September 30, 2019 through September 29, 2020.

MWBOO GRANTED A WAIVER ON APRIL 8, 2020.

2. **G.S. HOUSING, INC.** **\$ 33,580.00**

Account: 4000-432920-3255-761200-604014

G.S. Housing, Inc. will provide nutritional meal services to elderly residents at the Belvedere Green Apartments located at 1651 E. Belvedere Avenue. The organization will serve weekday and weekend dinner meals to 23 elderly clients at a cost of \$4.00 per meal. All meals shall be reviewed by a licensed dietician or licensed nutritionist and/or the Maryland Department of Aging, allowing periodic menu conferences between a representative of G.S. Housing, Inc. or the Department as requested by either party. The period of the agreement is October 1, 2019 through September 30, 2020.

These agreements are late because of administrative delays.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

3. **MEALS ON WHEELS OF CENTRAL MARYLAND, INC. (MOWCM)** 2,577,300.00

Accounts: 1001-000000-3150-811500-604014

On April 22, 2020, the Board approved the initial agreement in the amount of \$302,500.00 for the month of April, 2020 with monthly option to renew for four additional 1-month periods, not to exceed \$2,879,800.00. At this time, the Department wishes to exercise the monthly renewal options for the months of May, June, July and August 2020. This will allow Meals on Wheels of Central Maryland, Inc. to provide 426,000 emergency meals for homebound residents of the city.

MBE/WBE PARTICIPATION:

It was determined that an emergency exists that requires goods or services to be provided with such immediacy, that no advantage will result in seeking, nor would it be practicable to obtain competitive bids. MOWCM will make every effort to subcontract to minority and women's businesses enterprises if subcontracting is utilized.

PURSUANT TO ARTICLE VI, §II(e)(ii) OF THE BALTIMORE CITY CHARTER, IT IS HEREBY CERTIFIED NO ADVANTAGE WILL RESULT IN SEEKING NOR IS IT PRACTICABLE TO OBTAIN COMPETITIVE BIDS.

ON MAY 22, 2020, A WRITTEN REQUEST WAS SENT TO THE DIRECTOR OF FINANCE TO EXERCISE THE MONTHLY RENEWAL OPTIONS FOR THE MONTHS OF MAY, JUNE, JULY AND AUGUST 2020. THE DIRECTOR OF FINANCE APPROVED THE REQUEST.

AGENDA

BOARD OF ESTIMATES

6/10/2020

Health Department - cont'd

4. **SOLID ROCK HEALTH EDUCATORS, LLC** **\$140,400.00**

Accounts: 6000-607621-3110-306700-603018
6000-607622-3110-306700-603018

The Adult Evaluation and Review Services (AERS) is a Maryland Medicaid Program. It provides comprehensive evaluations for aged and functionally disabled adults who need long-term care and are not at risk for institutionalization. Solid Rock Health Educators, LLC will perform AERS program services. The Consultant will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment and Plan of Services into Long Term Services and Support Maryland Tracking System for submission to the Department of Health and Mental Hygiene (DHMH), and submit all evaluations and completed DHMH forms to the Department's AERS program staff. The period of the agreement is July 1, 2020 through June 30, 2022.

MWBOO GRANTED A WAIVER ON MAY 14, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Agreements and Inter-Agency Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Pawpaw Design, LLC (dba Jonathan Ceci, Landscape Architects) under Project 1317, On-Call Landscape Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The upset fee is \$1,500,000.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide landscape architectural design services for renovation and improvement of various Parks and Recreation facilities.

MBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and 19% MBE and 14% WBE goals established in the original agreement.

MBE: Living Design Lab, LLC	\$0-285,000.00	0-19%
Columbia Engineering, Inc.	\$0-285,000.00	0-19%
KES Engineering, Inc.	<u>\$0-285,000.00</u>	<u>0-19%</u>
	\$0-285,000.00	0-19%
	(in the aggregate)	

WBE: Cityscape Engineering, LLC	\$0-210,000.00	0-14%
MK Consulting Engineers, LLC	\$0-210,000.00	0-14%
Chesapeake Environmental Management, Inc.	<u>\$0-210,000.00</u>	<u>0-14%</u>
	\$0-210,000.00	0-14%
	(in the aggregate)	

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - cont'd

MWBOO FOUND THE VENDOR IN COMPLIANCE ON APRIL 17, 2020.

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - On-Call Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Agreement with Rummel, Klepper and Kahl, LLP, under Project No. 1315, On-Call Civil Engineering Design Services. The period of the On-Call Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,750,000.00 - Upset fee to be determined with each individual project. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide civil engineering services for renovation and improvement of various Parks and Recreation facilities.

MWBOO SET GOALS OF 28% MBE AND 14% WBE.

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

MBE: C.C. Johnson & Malhotra, P.C.	\$0-490,000.00	0-28%
Daniel Consultants, Inc.	0-490,000.00	0-28%
Soil and Land Use Technology, Inc.	0-490,000.00	0-28%
Assedo Consulting, LLC	0-490,000.00	0-28%
Total	\$0-490,000.00	28%
	(in the aggregate)	

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - cont'd

WBE: Albrecht Engineering, Inc.	\$0-245,000.00	0-14%
Chesapeake Environmental Management, Inc.	0-245,000.00	0-14%
Cityscape Engineering, LLC	0-245,000.00	0-14%
Hanover Land Services, Inc.	<u>0-245,000.00</u>	<u>0-14%</u>
Total	\$0-245,000.00	14%

(in the aggregate)

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 13, 2020.

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The On-Call Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - Agreement for Project 1314, On-Call Architectural Design Services

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with Murphy & Dittenhafer, Inc. under Project 1314, On-Call Architectural Design Services. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - upset fee. To be determined with each individual project. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide architectural design services for renovation and improvement of various Park and Recreation facilities.

MBE/WBE PARTICIPATION:

MBE: KES Engineering, Inc.	\$0-1,120,000.00	0-28%
ReStl Designers, Inc.	\$0-1,120,000.00	0-28%
Navarro & Wright Consulting Engineers, Inc.	<u>\$0-1,120,000.00</u>	<u>0-28%</u>
Total	\$0-1,120,000.00	0-28%
	(in the aggregate)	

WBE: Floura Teeter Land-Scape Architects, Inc.	\$0-800,000.00	0-20%
MK Consulting Engineers, LLC	<u>\$0-800,000.00</u>	<u>0-20%</u>
Total	\$0-800,000.00	0-20%
	(in the aggregate)	

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - cont'd

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 4, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Gant Brunnett Architects, Inc. under Project 1316, On-Call Historical Architectural Design Services.

AMOUNT OF MONEY AND SOURCE:

To be determined with each individual project. The upset fee is \$4,000,000.00. No funds are required at this time.

BACKGROUND/EXPLANATION:

The Consultant will provide architectural design services for renovation and improvement of various Parks and Recreation facilities.

MBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and 26% MBE and 19% WBE goals established in the original agreement.

MBE: Daniel Consultants, Inc.	\$0-1,040,000.00	0-26%
Johnson Consulting Engineers, Inc.	<u>\$0-1,040,000.00</u>	<u>0-26%</u>
	\$0-1,040,000.00	0-26%
	(in the aggregate)	

WBE: Albrecht Engineering, Inc.	\$0-760,000.00	0-19%
Floura Teeter Landscape Architects, Inc.	\$0-760,000.00	0-19%
Applied Archeology & History Associates, Inc.	\$0-760,000.00	0-19%
The Robert B. Balter Company	<u>\$0-760,000.00</u>	<u>0-19%</u>
	\$0-760,000.00	0-19%
	(in the aggregate)	

AGENDA

BOARD OF ESTIMATES

6/10/2020

Department of Recreation and Parks - cont'd

AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

MWBOO FOUND THE VENDOR IN COMPLIANCE ON MARCH 10, 2020.

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

- | | | |
|--|--------------|---------|
| 1. ELLIOTT & FRANTZ,
INC. | \$ 24,500.00 | Renewal |
| Contract No. 06000 - OEM Parts and Service for Wirtgen Cold Milling Machine - Department of General Services - P.O. No.: P539028 | | |

On March 31, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. The award contained two 1-year renewal options. This first renewal in the amount of \$24,500.00 is for the period March 31, 2020 through March 30, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. The initial award below the MWBOO threshold of \$50,000.00.

- | | | |
|---|--------------|---|
| 2. ADVANT-EDGE
SOLUTIONS OF MIDDLE
ATLANTIC, INC. | \$ 10,000.00 | Non-competitive/
Procurement/Renewal |
| Contract No. B50004443 - Biomedical Waste Pickup and Disposal - Health Department and Various - P.O. No.: P535400 | | |

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On May 4, 2016, the Board approved the initial award in the amount of \$96,795.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$10,000.00 is for the period June 1, 2020 through

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

	<u>Commitment</u>	<u>Performed</u>
MBE: N/A	See note below	
WBE: N/A	See note below	

Per contracting agency, MBE/WBE goals are not applicable at this time. The Contractor has performed less than \$50,000.00.

- | | | |
|----------------------|-------------|-----------------|
| 4. THE BALTIMORE SUN | \$17,360.00 | Selected Source |
|----------------------|-------------|-----------------|
- Contract No. 06000 - AD for Tax Sale - FTREA - Finance - Treasury Management - Req. No.: R853949

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

As required by State law, the City of Baltimore must publish the annual tax sale property list in two different newspapers of general circulation. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

5. THE DAILY RECORD	\$ 14,000.00	Selected Source
Contract No. 06000 - AD for Tax Sale - FTREA - Finance - Treasury Management - Req. No.: R849916		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

As required by State law, the City of Baltimore must publish the annual tax sale property list in two different newspapers of general circulation. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The initial award was below MBE/WBE subcontracting threshold.

6. JUSTICETRAX INC.	\$619,375.00	Non-competitive/ Procurement/ Sole Source
Contract No. 08000 - JUSTICETRAX LIMS Software - Baltimore Police Department - Req. No.: R851151		

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the manufacturer's sole authorized source of these products which, must be compatible with software currently installed and in use at the Police Department. This purchase is fully funded by the Governor's Grant. The period of the award is June 3, 2020 through June 2, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

7. LEXISNEXIS RISK SOLUTIONS FL, INC.	\$ 28,142.01	Non-competitive/ Procurement/ Sole Source
Contract No. 08000 - Coplogic Software - Baltimore Police Department - Req. No.: R851345		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the sole source of the software which is

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

currently used and licenses previously procured by the Police Department. The period of the award is December 1, 2019 through November 30, 2020, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

8. DAS SOLUTIONS, LLC	\$ 45,000.00	Non-competitive/ Procurement/ Sole Source
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Contract No. 08000 - O.E.M. Parts and Service Shimpo - Department of Public Works - Wastewater Facilities - Req. No.: R849682

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment at the water treatment plants. The period of the award is March 24, 2020 through March 23, 2023, with

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

one 2-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- 9. THE GARRISON COMPANY

LANDSCAPE DIVISION	\$ 43,850.00	Award
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Solicitation No. B50006059 - Landscaping for Enoch Pratt - Enoch Pratt Free Library - Req. No.: R850359

Vendors were solicited by posting on CitiBuy. On April 30, 2020, six bids were received and opened. Award is recommended to the lowest responsive and responsible bidder. The period of the award is June 3, 2020 through June 2, 2022 with one 2-year renewal option. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

10. LAWMEN SUPPLY COMPANY OF NEW JERSEY, INC.	\$ 0.00	Non-competitive/ Procurement/Extension
Contract No. B50002320 - Personal Ballistic Soft Body Armor for the Police Department - Baltimore Police Department - P.O. No.: P520659		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On April 18, 2012, the Board approved the initial award in the amount of \$1,430,791.40. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. An extension is necessary to continue to provide protection while a new Solicitation B50006043 is awarded. The contract expired on November 30, 2019. The period of the extension is July 1, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On May 23, 2011, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 23, 2011.

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

11. CHESAPEAKE FIRE & RESCUE EQUIPMENT INC.	\$ 0.00	Non-competitive/ Procurement/ Renewal
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Contract No. 08000 - Maintenance and Repair of Holmatro Tools - Fire Department - P.O. No.: P540278

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 19, 2017, the Board approved the initial award in the amount of \$118,500.00. The award contained four 1-year renewal options. Two renewals have been exercised. This third renewal in the amount of \$0.00 is for the period July 24, 2020 through July 23, 2021 with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 26, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contracts.

MWBOO GRANTED A WAIVER ON MAY 23, 2017.

12. ATLANTIC TACTICAL, INC.	\$425,000.00	Renewal
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Contract No. B50004162 - Ammunition of Police and Sheriff's Departments - Police Department - P.O. No.: P532457

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On August 12, 2015, the Board approved the initial award in the amount of \$350,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$425,000.00 is for the period August 11, 2020 through August 10, 2022. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On June 18, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contracts.

MWBOO GRANTED A WAIVER ON JUNE 18, 2015.

13. TENNANT SALES
AND SERVICE

COMPANY	\$ 24,500.00	Renewal
Contract No. B50004997 - Parts and Service for Tennant Scrubbers-Sweepers and Litter Vacs - Department of General Services - Fleet Management Division - P.O. No.: P539960		

On May 22, 2017, the City Purchasing Agent approved the initial award in the amount of \$24,500.00. The award contained two 1-year renewal options. On September 11, 2019, the Board approved an increase in the amount of \$24,500.00. This first renewal in the amount of \$24,500.00 is for the period August

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

1, 2020 through July 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

14. PITNEY BOWES, INC.	\$ 0.00	Renewal
Contract No. 07000 - Mailing System for State's Attorney's Office - State's Attorney's Office - P.O. No.: P536955		

On September 14, 2016, the Board approved the initial award in the amount of \$39,840.60. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$0.00 is for the period August 1, 2020 through July 31, 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.

15. AMERICAN TEST CENTER, INC.	\$ 5,000.00	Non-competitive/ Procurement/Renewal
Contract No. B50005047 - Ground Ladder Testing - Baltimore Fire Department - P.O. No.: P540160		

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

AGENDA

BOARD OF ESTIMATES

6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 13, 2017, the City Purchasing Agent approved the initial award in the amount of \$10,850.00. The award contained three renewal options. On October 26, 2017, the City Purchasing Agent approved an increase in the amount of \$5,425.00. Two renewals have been exercised. This final renewal in the amount of \$5,000.00 is for the period July 20, 2020 through July 19, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. Initial award was below the MWBOO threshold of \$50,000.00.

16. CHRIS KNIGHT		Non-competitive/
<u>FARRIER SERVICES</u>	<u>\$ 10,000.00</u>	<u>Procurement/Renewal</u>
Contract No. 06000 - Farrier Services - Baltimore Police Department - P.O. No.: P544572		

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On July 30, 2018, the City Purchasing Agent approved the initial award in the amount of \$15,425.00. The award contained

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

two renewal options. On May 30, 2019, the City Purchasing Agent approved the first renewal in the amount of \$6,000.00. This final renewal in the amount of \$10,000.00 is for the period July 1, 2020 through June 30, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. The initial award was under the MWBOO threshold of \$50,000.00.

17. TIBURON LOCKERS

<u>USA LLC</u>	<u>Revenue</u>	<u>Renewal</u>
Solicitation No. B50003935 - Install and Service Rental Storage Lockers for Pools - Department of Recreation and Parks - Req. No.: P531020		

On April 22, 2015, the Board approved the initial award in the amount of \$0.00. The award contained three 1-year renewal options. This first renewal is for the period May 1, 2020 through April 30, 2021, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 21, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

20. <u>NICUSA, INC.</u>	\$ 90,000.00	Renewal
Contract No. 08000 - Maryland Motor Vehicle Administration - Department of Transportation, Finance Department - P.O. No.: P525696		

On November 27, 2013, the Board approved the initial award in the amount of \$50,914.81. The award contained renewal options subject to agreement by the parties. Subsequent actions have been approved and six renewals have been exercised. The City is required to obtain the Maryland Vehicle Administration Records from the Vendor per the agreement between the State of Maryland and the Vendor. This seventh renewal in the amount of \$90,000.00 is for the period July 1, 2020 through June 30, 2021, with additional renewals subject to agreement by the parties. 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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

21. <u>S&S WORLDWIDE, INC.</u>	\$ 30,000.00	Renewal
Contract No. B50004661 - Arts and Craft Supplies for Recreation Centers - Department of Recreation and Parks - P.O. No.: P536102		

On July 11, 2016, the City Purchasing Agent approved the initial award in the amount of \$9,172.00. The award contained four renewal options. Subsequent actions have been approved and three renewals have been exercised. This final renewal in

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6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

the amount of \$30,000.00 is for the period July 8, 2020 through July 7, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|--|--------------------|---------|
| 22. GOVDEALS, INC. | Revenue Generating | Renewal |
| National Joint Power Alliance (NJPA) Contract Number 041316-GDI - Surplus Auction Services with Related Solutions - Bureau of Procurement - Surplus Property - P.O. No.: P548314 | | |

On June 22, 2016, National Joint Powers Alliance (NJPA) awarded RFP #041316 (Contract No. 941316-GDI Surplus Auction Services with Related Solutions) to GovDeals, Inc. This cooperative contract will be used for Surplus Auction Services. The contract was competitively bid by the NJPA on behalf of its member agencies which includes all government, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in the 50 states. The period of the renewal is June 23, 2020 through June 22, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

This is a revenue generating contract.

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

23. COMMUNICATIONS

ELECTRONICS SYSTEMS

LLC	\$850,000.00	Increase
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Contract No. B50005566 - Services for Electronic Security Systems -Department of General Services, etc. - P.O. No.: P547142

On January 16, 2019, the Board approved the initial award to Visions Technologies, Incorporated in the amount of \$470,775.00. On March 13, 2019, the Board approved the addition of Communications Electronics Systems, LLC., the second lowest responsive and responsible bid in response to B50005566. The addition of the second firm was necessary to meet the needs of the City to address repairs, maintenance and parts for critical security, fire and surveillance systems for public safety. This increase in the amount of \$850,000.00 will make the award amount \$1,925,275.00. The contract expires on January 27, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 5, 2018, MWBOO set goals of 16% MBE and 4% WBE. On May 5, 2020, the Vendor was found in non-compliance with an approved plan and agreement with the impacted MBE and WBE.

MBE: Plexus Installations, Inc.	11%	\$75,563.93	10.4%
Entry Control Systems	5%	8,263.00	1.14%
	16%	\$83,826.93	11.58%
 WBE: SCD Information Technology	 4%	 \$15,869.20	 2.19%

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MWBOO FOUND VENDOR IN NON-COMPLIANCE WITH AN APPROVED PLAN AND AGREEMENT WITH THE IMPACTED MBE AND WBE.

24. INDUSTRIAL ORGANIZATIONAL

SOLUTIONS, INC. D/B/A

I/O SOLUTIONS	\$175,000.00	Extension
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Contract No. B50002313 - Police Fire Exam Consultant Services
- Department of Human Resources - P.O. No.: P520454

On June 6, 2012, the Board approved the initial award in the amount of \$64,310.00. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. A one-year extension is necessary to maintain continuity of services while a new Solicitation is being prepared for advertisement. The Vendor will provide the Police Department with Sergeant and Lieutenant Assessments. Additionally, the Fire Department will receive exams for Battalion Chief, Lieutenant, Fire Emergency Driver, Fire Pump Operator, Battalion Chief EMS, Captain and Lieutenant EMS. The period of the extension is June 1, 2020 through May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 14, 2011, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON DECEMBER 14, 2011.

25. ATLANTIC TACTICAL

INC.	\$ 0.00	Non-competitive/ Procurement/Extension
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Contract No. B50003446 - Monadnock Flex Cuffs - Police Department - P.O. No.: P527412

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

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained four renewal options. Four renewals have been exercised. An extension is necessary to continue procuring cuffs while a new solicitation is released and awarded. The contract expired on May 31, 2020. The period of the extension is June 1, 2020 through December 31, 2020. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On April 29, 2014, MWBOO determined the no goals would be set because of no opportunity to segment the contract. There are no services provided under this contract.

MWBOO GRANTED A WAIVER ON APRIL 29, 2014.

26. TRACKER PRODUCTS, LLC	\$94,340.49	Non-Competitive Procurement/ Sole Source
Contract No. 08000 - Safe Tracker Software - Baltimore Police Department - Req. No.: R852973		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

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6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Vendor is the manufacturer's sole authorized source of these products which are currently in use at the Police Department. This is fully grant funded by the Governor's grant. The period is May 13, 2020 through May 12, 2021 with two, one-year renewal options.

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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

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

27. SYTECH CORPORATION	\$32,856.00	Non-Competitive Procurement/ Sole Source
Contract Number 08000 - SyTech Annual Maintenance for ADACS4-PRI Recording Server - Baltimore Police Department - Req. No.: R843755		

This request meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the sole provider of the legacy software and maintenance. The requested action is ratification of the award of the annual licensing and maintenance fees for the existing

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6/10/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

legacy Advanced Digital Audio Collection System server which has been in operation since 2002 and used for evidence data collection. The period of the ratification is September 1, 2019 through February 27, 2020. The period of the award is February 28, 2020 through August 31, 2020.

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

MBE/WBE PARTICIPATION:

Not applicable. Software and maintenance is exclusively available from the vendor.

28. OSBURN ASSOCIATES INC.	\$41,400.00	Low Bid
Solicitation Number B50006041 - Provide Truck Signs - Department of Transportation - Req. No.: R848260		

Vendors were solicited by posting on CitiBuy. One Hundred-Fourteen vendors were notified and two quotes were received. Award is recommended to the lowest responsive, responsible bidder.

MBE/WBE PARTICIPATION:

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

29. PENN DUTCH STRUCTURES,	\$34,125.00	Low Bid
LLC Solicitation Number B50006056 - Barn for Farm Animals - Health Department - Req. No.: R848892		

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement - cont'd

Vendors were solicited by posting on CitiBuy. Two bids were received and opened on May 12, 2020. Award is recommended to the lowest responsible and responsive bidder.

MBE/WBE PARTICIPATION:

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

30. SEAGRAVE FIRE		Cooperative
APPARATUS, LLC	\$799,605.00	Agreement
Houston-Galveston Area Council Contract Number FS12-19 – Road Rescue Unit - Department of General Services, Fleet Management - Req. No.: R845184		

The Board is requested to approve and authorize execution of a Cooperative Agreement with Seagrave Fire Apparatus, LLC a wholly owned subsidiary of FWD Seagrave Holdings, LP. The period of the agreement is effective upon Board approval through November 30, 2021.

One road rescue medic unit will be purchased from a competitively bid, cooperative inter-local contract agreement between the Baltimore Regional Cooperative Purchasing Committee and Houston-Galveston Area Council. This medic unit will replace an older medic unit in the City's fleet, as part of Fleet Management's planned replacement program.

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, §11 (e) (i) of the City Charter, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined no goals would be set

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

because of no opportunity to segment the contract. This is for the purchase of commodities from an authorized heavy equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

MWBOO GRANTED A WAIVER ON FEBRUARY 1, 2019.

(The Cooperative Agreement has been approved by the Law Department as to form and legal sufficiency.)

- 31. LORENZ LAWN & LANDSCAPE, INC.
d/b/a LORENZ INC. \$362,000.00 Renewal
Contract No. B50004553 - Mowing, Maintenance and Landscaping for Cluster Six - Department of Recreation and Parks - P.O. No.: P535711

On June 1, 2016, the Board approved the initial award in the amount of \$186,660.00. The award contained four renewal options. Three renewals have been exercised. This final renewal in the amount of \$362,000.00 is for the continuation of lawn maintenance service throughout the City. The period of the award is June 1, 2020 through May 31, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On May 29, 2019, Lorenz, Inc. was found in compliance. On March 18, 2020, Lorenz, Inc. was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: 4 Evergreen Lawncare, LLC	27%	\$2,176,925.36	28.6%

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BOARD OF ESTIMATES

6/10/2020

Bureau of the Budget and Management Research (BBMR) - FY 2021 Budget & Property Tax Surcharge Rate - Charles Village Benefits District

ACTION REQUESTED OF B/E:

The Board is requested to approve the Charles Village Community Benefits District (CVCBD) FY 2021 budget and property tax and public utility surcharge rate.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2021 property tax surcharge rate is \$0.125 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2020.

BACKGROUND AND EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and the surcharge tax rate for the CVCBD. The CVCBD has submitted its plan for FY 2021. Property owners in the CVCBD will pay the surcharge rate of \$0.125 per \$100.00 of the assessed value.

The total Fiscal 2021 budget for the CVCBD is \$1,026,616.00. The estimated surcharge tax revenues have increased \$4,758.00 or 0.6% from \$783,944.00 in Fiscal 2020 to \$788,702.00 in Fiscal 2021. The CVCBD will augment this revenue with \$137,214.00 of contributions from the Johns Hopkins University and other tax exempt properties, \$20,000.00 from grants, and \$5,700.00 of program revenue. Under these agreements, the CVCBD will provide safety services (e.g., court watch and liquor board support and safety patrol), sanitation services (e.g. trash removal and rat abatement), and other services.

As a result of the City's ransomware attack last year, the CVCBD utilized its reserve funds to remain operational during the months of March - August 2019, when City systems were unable to process payments. The COVID-19 pandemic has resulted in a delay in contributions to the reserve funds for FY 2020. While the CVCBD has taken intentional steps to assure a sound financial operation,

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BBMR - cont'd

they are currently down to one month of reserves, \$96,919.00 as of April 30. The organization has identified opportunities to reduce expenses, anticipating a delay in collection of surcharge tax dollars. Barring another Citywide event, the CVCBD will make contributions to its reserves, with the intention to rebuild to two months, \$160,000.00 by Fiscal 2022.

The Finance Department recommends that the Board of Estimates approve the CVCBD proposed budget plan and surcharge rate for Fiscal 2021.

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Charles Village Community Benefits District											
Proposed Budget FY 2020-2021 (@ 12.5 cents per \$100 assessed property value)											
Income/Expense	FY'21 Proposed Budget	Admin. Allocation	5%	Sanitation Allocation	50%	Safety Allocation	40%	Outreach Allocation	5%	FY'20 Budget	Variance FY21-FY20 Budgets
ANTICIPATED INCOME											
Property Tax Surcharge - current year	788,702	118,305	15.0%	394,351	50.0%	236,611	30.0%	39,435	5.0%	783,944	4,758
Property Tax Surcharge - recover from prior years	75,000	11,250	15.0%	37,500	50.0%	22,500	30.0%	3,750	5.0%	85,000	-10,000
Exempt Property Contributions											0
<i>Johns Hopkins University</i>	68,340	3,417	5.0%	34,170	50.0%	27,336	40.0%	3,417	5.0%	68,340	0
<i>Hopkins Village - 3200 St. Paul Street</i>	58,874	2,944	5.0%	29,437	50.0%	23,550	40.0%	2,944	5.0%	59,000	-126
<i>All others</i>	10,000	500	5.0%	5,000	50.0%	4,000	40.0%	500	5.0%	12,000	-2,000
Grants	20,000	2,000	10.0%	8,000	40.0%	8,000	40.0%	2,000	10.0%	20,000	0
Program Revenue											0
<i>CSX - sanitation services</i>	2,700	0	0.0%	2,700	100.0%	0	0.0%	0	0.0%	10,000	-7,300
<i>City of Baltimore - Urban Forestry</i>	0	0	0.0%	0	100.0%	0	0.0%	0	0.0%	0	0
<i>Miscellaneous Fee for Service (AIA, CVCA, OGCA etc)</i>	3,000	0	0.0%	3,000	100.0%	0	0.0%	0	0.0%	2,100	900
Total Anticipated Income	1,026,616	138,416	13.5%	514,158	50.1%	321,996	31.4%	52,046	5.1%	1,040,384	-13,768
ANTICIPATED EXPENSES											
Personnel Expenses: Compensation											
Salaries/wages (all F/T and P/T regular staff)	390,506	93,721	24%	273,354	70%	0	0%	23,430	6%	417,000	-26,494
Overtime	2,000	0	0%	2,000	100%	0	0%	0	0%	0	2,000
Leaf Detail	5,000	0	0%	5,000	100%	0	0%	0	0%	0	5,000
Off duty police											0
Contract Labor											0
<i>Wolf Professional Security (patrol officers & vehicle)</i>	221,000	0	0%	0	0%	221,000	100%	0	0%	221,000	0
<i>Safety Consultant</i>	76,500	0	0%	0	0%	72,675	95%	3,825	5%	76,500	0
Subtotal Compensation	695,006	93,721	13.5%	280,354	40.3%	293,675	42.3%	27,255	3.9%	714,500	-19,494
Personnel Expenses: Benefits											
Payroll Taxes	32,000	7,680	24.0%	22,400	70.0%	0	0.0%	1,920	6.0%	32,000	0
Simple IRA Match	1,200	288	24.0%	840	70.0%	0	0.0%	72	6.0%	0	1,200
Workers' Comp. Insurance	15,000	2,250	15.0%	9,000	60.0%	3,000	20.0%	750	5.0%	15,000	0
Payroll Service Fees	3,500	840	24.0%	2,450	70.0%	0	0.0%	210	6.0%	3,500	0
Health Insurance	70,000	21,000	30.0%	49,000	70.0%	0	0.0%	0	0.0%	70,000	0
Disability Insurance	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0
Personnel Expenses - other	1,000	200	20.0%	800	80.0%	0	0.0%	0	0.0%	0	1,000
Subtotal Benefit	122,700	32,258	24.0%	84,490	70.0%	3,000	0.0%	2,952	6.0%	120,500	2,200
Subtotal Personnel	817,706	125,979	15.4%	364,844	44.6%	296,675	36.3%	30,207	3.7%	835,000	-17,294
Program Expenses											
Parking	300	60	20%	120	40%	120	40%	0	0%	0	300
Printing/Publishing/Web	3,000	600	20.0%	450	15.0%	450	15.0%	1500	50.0%	3,000	0

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Income/Expense	FY'21 Proposed Budget	Admin. Allocation	5%	Sanitation Allocation	50%	Safety Allocation	40%	Outreach Allocation	5%	FY'20 Budget	Variance FY21-FY20 Budgets
Supplies	30,000	1500	5.0%	22500	75.0%	3000	10.0%	3000	10.0%	30,000	0
Uniforms	12,000	600	5.0%	11400	95.0%	0	0.0%	0	0.0%	12,000	0
Contracts											0
<i>Rat Abatement Project - pest control contractor</i>	14,000	0	0.0%	14000	100.0%	0	0.0%	0	0%	14,000	0
<i>Other</i>	5,000	250	5.0%	2500	50%	1250	25.0%	1000	20%	0	5,000
Auto Insurance	13,000	0	0.0%	13000	100%	0	0.0%	0	0%	10,750	2,250
Vehicle Op. (fuel, maint., etc)	14,000	0	0.0%	14000	100%	0	0.0%	0	0%	14,000	0
Program Costs - other	250	0	0.0%	187.5	75%	62.5	25.0%	0	0%	0	250
Community Support	1,000	50	5.0%	400	40%	400	40.0%	150	15%	0	1,000
Subtotal Program	92,550	2,950	3.2%	61,350	66%	4,700	5%	5,500	6%	83,750	8,800
Facility Expenses											
Equipment/Furniture	7,500	750	10%	5,625	75%	750	10%	375	5%	4,000	3,500
Depreciation	16,300	815	5.0%	14,670	90.0%	815	5.0%	0	0%	16,300	0
Janitorial/Cleaning	1,500	75	5.0%	750	50.0%	450	30.0%	90	6%	500	1,000
Maintenance/Additions	1,000	50	5.0%	500	50.0%	300	30.0%	60	6%	1,000	0
Rent	39,550	1,978	5.0%	23,730	60.0%	11,865	30.0%	1,978	5%	34,034	5,516
Telephone	5,000	250	5.0%	2,500	50.0%	1,500	30.0%	300	6%	5,000	0
Utilities	4,000	200	5.0%	2,000	50.0%	1,200	30.0%	240	6%	4,500	-500
Subtotal Facilities	74,850	4,118	6%	44,150	59%	15,315	20%	2,668	4%	65,334	9,516
Overhead Expenses											
Accounting/Legal	15,310	766	5.0%	9,186	60.0%	4,593	30.0%	766	5.0%	14,500	810
Advertising	1,200	60	5.0%	720	60.0%	360	30.0%	60	5.0%	1,200	0
Board Meeting expenses	1,000	50	5.0%	600	60.0%	300	30.0%	50	5.0%	1,000	0
Public Meeting expenses	1,000	50	5.0%	600	60.0%	300	30.0%	50	5.0%	500	500
Bank Charges	800	40	5.0%	480	60.0%	240	30.0%	40	5.0%	800	0
Computer Support	6,000	300	5.0%	3,600	60.0%	1,800	30.0%	300	5.0%	6,000	0
D and O Insurance	3,600	180	5.0%	2,160	60.0%	1,080	30.0%	180	5.0%	2,900	700
Interest expense	0	0	5.0%	0	60.0%	0	30.0%	0	5.0%	0	0
Rental Equipment	2,000	100	5.0%	1,200	60.0%	600	30.0%	100	5.0%	200	1,800
Dues and Subscriptions	600	30	5.0%	210	35.0%	210	35.0%	150	25.0%	600	0
Professional Development	1,500	75	5.0%	900	60.0%	0	0.0%	0	0.0%	1,500	0
Property and Liability Ins.	7,200	360	5.0%	4,320	60.0%	2,160	30.0%	360	5.0%	6,600	600
Postage	550	28	5.0%	330	60.0%	165	30.0%	28	5.0%	500	50
General Office Expenses	250	13	5.0%	150	60.0%	75	30.0%	13	5.0%	0	250
Travel	500	25	5.0%	300	60.0%	150	30.0%	25	5.0%	0	500
Subtotal Overhead	41,510	2,038	5%	24,306	59%	11,808	28%	2,083	5%	36,300	5,210
Total Anticipated Expenses	1,026,616	135,085	13.2%	494,650	48.2%	328,498	32.0%	40,458	3.9%	1,020,384	6,232
Excess Income Over Expense	0	3,331		19,508		-6,502		11,588		20,000	

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED