

## **NOTICES:**

1. 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  - a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.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.

**NOTICES** - cont'd

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

**NOTICES** - cont'd

1.     .....  
          •                   **BOARD OF ESTIMATES' RECESS**                   •  
          •                   **FEBRUARY 19, 2020**                   •  
          •                   .....

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on February 19, 2020.

The Board of Estimates will not receive or open bids on February 19, 2020. The Board of Estimates will reconvene on February 26, 2020.

2.     **DEADLINE FOR FEBRUARY 26, 2020 AGENDA SUBMISSION**

.....  
•   **THE DEADLINE FOR THE FEBRUARY 26, 2020 BOARD OF**   •  
•   **ESTIMATES' AGENDA IS THURSDAY, FEBRUARY 13, 2020**   •  
•   **BY 11:00 A.M.**                   •  
.....

## **BOARD OF ESTIMATES' AGENDA - FEBRUARY 5, 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:

Aptus Group USA LLC	\$ 51,630,000.00
CAM Construction Co., Inc.	\$ 64,650,000.00
Metra Industries, Incorporated	\$ 62,710,000.00
P. Flanigan and Sons, Incorporated	\$163,340,000.00

#### 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 requests the approval of the prequalification for the following firms:

Gannett Fleming, Inc.	Engineer Construction Management
KCI Technologies, Inc.	Landscape Architect Engineer Property Line Survey Construction Management

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Baltimore Development Corporation - First Amendment to Land  
Disposition Agreement

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

The Board is requested to approve and authorize execution of the First Amendment to Land Disposition Agreement (First Amendment) with Howard Row, LLC, Developer, for 407-415 N. Howard Street. The amendment will extend the agreement through December 31, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

No interest will accrue on the Purchase Money Mortgage until December 31, 2020.

#### **BACKGROUND/EXPLANATION:**

On October 4, 2017 the City and the Developer entered into the original Land Disposition Agreement (LDA) for the purchase and sale of a property located at 407-415 N. Howard Street (the Property) on the Westside of Downtown Baltimore with a completion date of December 1, 2019. The Property was subsequently sold to the Developer on November 30, 2017. Since the date of settlement, the Developer has worked diligently to complete the enhancements required in the LDA.

Due to unforeseen circumstances related to the poor condition of the Property, the City and the Developer have agreed to amend the terms of the LDA to extend the completion date to December 31, 2020 and adjust the repayment terms of the Purchase Money Mortgage.

Under the amended terms, the Purchase Money Mortgage may be released early following the satisfaction of the following terms: 1) the issuance of a Certificate of Completion for all five buildings; 2) the Developer is current in making all payments under the Purchase Money Mortgage; and 3) the Developer has leased at least 80% of the residential units in the Project pursuant to bona fide leases to third-party residential tenants.

**THE DEVELOPER SIGNED THE COMMITMENT TO COMPLY ON SEPTEMBER 11, 2017.**

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Mayor's Office of Children - Governmental/Charitable  
and Family Success (MOCFS) Solicitation Application

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

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow MOCFS' Executive Director, Tisha Edwards, to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to support College Signing Day. College Signing Day is scheduled for May 1, 2020. The period of the solicitation is February 12, 2020 through December 31, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

#### **BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City Council or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

College Signing Day is an annual celebration event of young people being accepted into college in the same manner that we celebrate athletes being drafted into a professional league.

Baltimore City Code, Article 8, §6-26 prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics regulation 96.26B sets

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

MOCFS - cont'd

out the standards for approval, which includes the requirement that the program, function, or activity to benefit from the proposed solicitation must be endorsed by the Board of Estimates or its designee.

#### **MBE/WBE PARTICIPATION:**

N/A

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Mayor's Office of Children - Governmental/Charitable  
and Family Success (MOCFS) Solicitation Application

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

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow MOCFS' Executive Director, Tisha Edwards, Dr. Andre Bundley, MOCFS Director, African American Male Engagement, and James Green, Jr., Associate Director of Program Operations, MOCFS, African American Male Engagement to solicit donations from local individuals, businesses, civic leaders, the foundation community and the general public to support Rites of Passage Leadership Institute Day. The period of the Campaign is from February 12, 2020 through December 31, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

#### **BACKGROUND/EXPLANATION:**

Donations will be solicited from Baltimore businesses, civic leaders, the foundation community and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors, with respect to the City Council or the Board of Estimates, will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

The Rites of Passage Leadership Institute is for Baltimore boys and young men of color ages 14-19, and will be held during the summer.

Baltimore City Code, Article 8, §6-26 prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics regulation 96.26B sets



## AGENDA

### BOARD OF ESTIMATES

2/5/2020

MOCFS - cont'd

out the standards for approval, which includes the requirement that the program, function, or activity to benefit from the proposed solicitation must be endorsed by the Board of Estimates or its designee.

#### **MBE/WBE PARTICIPATION:**

N/A

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Mayor's Office of Public Affairs - Correction to Governmental  
Charitable Solicitation

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

The Board is requested to endorse a correction to the Board memo submitted for the Governmental Charitable Solicitation for the Mayor's 2020 AFRAM Festival.

#### **AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

#### **BACKGROUND/EXPLANATION:**

On November 13, 2019, the Board approved the original Governmental Charitable Solicitation. Plans are well underway for this year's AFRAM to be held August 15 - 16, 2020. However, the following additional information was not included in the Board memo:

"The solicited funds will be used to support the costs for services, equipment rentals, talent booking, and other expenses related to hosting the festival for 2020. The Mayor's Office is requesting permission to allow funds to be solicited for AFRAM to be deposited directly into the Baltimore City Foundation's account and drawn down as needed. The goal is to raise up to and above \$150,000.00 during the AFRAM 2020 fund raising period."

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

#### **MBE/WBE PARTICIPATION:**

N/A

## **AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Baltimore Police Department (BPD) - Professional Services Agreement

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

The Board is requested to approve and authorize execution of the Professional Services Agreement with IDFIVE, LLC. The period of the agreement is effective upon Board approval through June 30, 2020.

### **AMOUNT OF MONEY AND SOURCE:**

\$335,000.00 - 5000-514020-2041-796100-603026

### **BACKGROUND/EXPLANATION:**

On January 15, 2020, the Board approved and accepted a grant from the GOCCP awarded to the BPD in the amount of \$436,500.00. The funding for this agreement comes from this grant, Police Recruitment and Retention award #PRAR-2020-0001. The primary goal of BPD's Recruitment and Retention Program is to ensure there are adequate staffing levels of law enforcement officers to provide and improve emergency police services to the citizens of Baltimore City. Through this program, the BPD will utilize innovative methods to recruit and retain qualified sworn police officers.

Funded through this grant, IDFIVE, LLC will provide ongoing consulting services through a targeted marketing campaign to assist the BPD in its recruitment efforts. The budget in the approved award for these contractual services is \$336,500.00, although the final budget in the Professional Services Agreement with IDFIVE, LLC is \$335,000.00.

### **APPROVED FOR FUNDS BY FINANCE**

### **AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Mayor's Office of Employment - Provider Agreements Development (MOED)

The Board is requested to approve and authorize execution of the Provider Agreements. The period of the Provider Agreement is October 1, 2019 through September 30, 2020.

1. **CIVIC WORKS, INC.** **\$180,000.00**

Accounts: 4000-806419-6313-474805-603051  
4000-806420-6313-474805-603051

The purpose of this Provider Agreement is to secure the services of the Contractor to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 30 Baltimore City out-of-school youth ages 16 to 24 years old. Civic Works' YouthBuild program will increase employment and education prospects for participants through skills training, leadership development, and the provision of life and workplace readiness skills.

2. **URBAN ALLIANCE FOUNDATION, INC.** **\$ 80,000.00**

Accounts: 4000-806419-6313-734705-603051  
4000-806420-6313-734705-603051

The purpose of this Provider Agreement is to secure the services of the Contractor to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 13 Baltimore City residents. The Urban Alliance Foundation's High School Internship program will provide paid internships, training, mentoring, and case management to in-school, economically disadvantage high school seniors through a sector based model focused on careers in hospitality.

3. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$300,342.60**

Accounts: 4000-806419-6313-474805-603051  
4000-806420-6313-474805-603051

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

MOED - cont'd

The purpose of this Provider Agreement is to secure the services of the Contractor to design and deliver innovative programming and comprehensive services resulting in academic achievement and employment success for 50 Baltimore City out-of-school youth ages 16 to 24 years old. Sinai Hospital's Healthcare Careers Alliances training program will increase employment and education prospects for participants through skills training, leadership development, and the provision of life and workplace readiness skills.

The Provider Agreements are late because additional time was necessary to reach a comprehensive understanding between the parties.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Provider Agreements have 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 pages:

12 - 13

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

2/5/2020

## TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. <b>\$ 20,000.00</b>	9938-911095-9475	9938-912095-9474
Rec & Parks	FY18 Athletic	FY18 Athletic
27 <sup>th</sup> Series	Field Renovation	Field Renovation
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with design services and BGE upgrades for the Gwynns Falls Athletic Fields.

2. <b>\$316,326.96</b>	9938-908115-9475	9938-909115-9474
General Fund	Tree Baltimore	Tree Baltimore
HUR	Program FY19	Program FY19
	(Reserve)	(Active)

This transfer will provide funds to cover the costs associated with the purchase and planting of trees under the Forestry's Tree Baltimore Program.

## Department of General Services

3.    \$ 31,169.80	9916-909227-9197	
1 <sup>st</sup> Parks &	Fire Station Reno-	
Public Faci-	vations Riverside	
lities Loan	& Fort - Active	
17,519.45	9916-909965-9197	
1 <sup>st</sup> Parks &	Old Engine 6 Reno-	
Public Faci-	vations - Active	
<u>lities Loan</u>		
<b>\$ 48,689.25</b>	-----	9916-906228-9197
		Hanover & Ostend Fire
		Facilities Renova-
		tions - Active

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

**TRANSFERS OF FUNDS**

**AMOUNT**

**FROM ACCOUNT/S**

**TO ACCOUNT/S**

Department of General Services - cont'd

This transfer will provide funds to the Department for the renovations at the Hanover & Ostend Fire Facilities building and all associated in-house costs. These renovations will include concrete slab and door replacements, locker and restroom upgrades on the first floor, and sleep area, kitchen and restroom renovations on the second floor.



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Office of the State's Attorney - Ratify Acceptance of Grant  
for Baltimore City                      Adjustment Notices

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the acceptance of Grant Adjustment Notices Nos. 1, 2 and 3 (GANs) from the State of Maryland, Governor's Office of Crime Control and Prevention (GOCCP). Grant Adjustment Notice No. 3 extends the grant period through March 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-430319-1150-118000-404001

**BACKGROUND/EXPLANATION:**

On March 20, 2019, the Board approved acceptance of the award from the GOCCP for the grant entitled IRecord in the amount of \$51,333.00, for the period of October 1, 2018 through September 30, 2019.

On January 29, 2019, the GAN No. 1 changed the Project Director's name from Lisa Smith to Jeneffer Haslam.

On August 12, 2019, GAN No. 2 extended the grant end date to December 31, 2019.

On December 6, 2019, GAN No. 3 extended the end date to March 31, 2020.

The GANs are late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

## AGENDA

BOARD OF ESTIMATES

2/5/2020

Office of Labor Commissioner - Memorandum of Understanding

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

The Board is requested to **NOTE** the Memorandum of Understanding (MOU) between the City of Baltimore and the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, Council 67 and Local 2202 Human Service Workers (AFSCME Local 2202) for FY 2020 - 2021.

### **AMOUNT OF MONEY AND SOURCE:**

The negotiated wage increases have been budgeted.

### **BACKGROUND/EXPLANATION:**

In accordance with the Municipal Labor Relations Ordinance, the Office of the Labor Commissioner has concluded negotiations with AFSCME Local 2202. The results of these negotiations have been reduced to writing in the form of the submitted MOU for Fiscal Years 2020 - 2021.

### **MBE/WBE PARTICIPATION:**

N/A

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Office of Labor Commissioner - Addendum G to Managerial and Professional Society of Baltimore, Inc. Memorandum of Understanding

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

The Board is requested to **NOTE** Addendum G: Watershed Rangers Modification Agreement, to the Memorandum of Understanding between the City of Baltimore and the Managerial and Professional Society of Baltimore, Inc. (MAPS) for Fiscal Years 2020 - 2021. The period of the agreement is effective upon Board approval.

#### **AMOUNT OF MONEY AND SOURCE:**

N/A

#### **BACKGROUND/EXPLANATION:**

On June 26, 2019, the Board approved the upgrade and the representation change of the Watershed Rangers from the City Union of Baltimore, Inc. to MAPS. The Addendum G clarifies conditions of the employment that are dissimilar to most employees represented by MAPS, including hours of work, lunch breaks, and pay for working on holidays.

#### **MBE/WBE PARTICIPATION:**

N/A

(The Addendum G: Watershed Rangers Modification Agreement, Memorandum of Understanding with the Managerial and Professional Society of Baltimore, Inc. has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Department of Real Estate - Tax Sale Certificate

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

The Board is requested to approve the assignment of a Tax Sale Certificate to Positive Youth Expressions, Inc. for an amount that is less than the lien amount for the property located at 1002 N. Dukeland Street.

#### **AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
1002 N. Dukeland Street	\$3,000.00	\$5,964.93	\$26,858.71	\$5,964.93

#### **BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 1002 N. Dukeland Street on May 13, 2019 for \$26,858.71.

Positive Youth Expression, Inc. has offered to purchase the Tax Sale Certificate for \$5,964.93, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$5,964.93 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Department of Real Estate - Tax Sale Certificate

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

The Board is requested to approve the assignment of a Tax Sale Certificate to Better Homes Better Lives, LLC for an amount that is less than the lien amount for the property located at 3615 Fairview Avenue.

#### **AMOUNT OF MONEY AND SOURCE:**

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes &amp; Water</u>	<u>Total Liens</u>	<u>Assignment Amount</u>
3615 Fairview Avenue	\$12,000.00	\$3,271.80	\$69,798.50	\$12,000.00

#### **BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificate for 3615 Fairview Avenue on May 13, 2019 for \$69,798.50.

Better Homes Better Lives, LLC has offered to purchase the Tax Sale Certificate for \$12,000.00, file the petition to foreclose, acquire title to the property, and return it to productive use. The assignment amount of \$12,000.00 for the Tax Sale Certificate will cover the flat taxes and water bills on that property.

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Space Utilization Committee - Amendment to Lease Agreement

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

The Board is requested to approve and authorize execution of an Amendment to Lease Agreement with Precision Pipeline Solutions, LLC, Tenant, for the rental of the property known as ES S. Hanover Street 113'2 S W Wells Street (Block 1036, Lot 9/11) containing 0.284 acres. The period of the Amendment to Lease Agreement is January 1, 2020 through December 31, 2020 with three additional one year terms.

##### **AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Installments</u>
1	\$16,390.91	\$1,365.91
2	\$16,882.63	\$1,406.88
3	\$17,389.11	\$1,449.09
4	\$17,901.78	\$1,492.56

##### **BACKGROUND/EXPLANATION:**

The Agreement is amended to provide an additional one-year term effective January 1, 2020 through December 31, 2020. All other terms and conditions of the original Lease Agreement dated March 14, 2018 remain in full force and effect.

The Space Utilization Committee approved the Amendment to Lease Agreement on January 14, 2020.

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2019 through June 30, 2020.

1. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 64,999.86**

Account: 5000-520120-3080-288900-603051

Baltimore Medical System, Inc. will utilize the funds to provide clinical services for family planning. Clinical reproductive health care services will allow the client to choose from a broad range of contraceptive options.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.**

2. **TOTAL HEALTH CARE, INC.** **\$210,400.00**

Account: 5000-569720-3023-273373-603051

Total Health Care, Inc. will utilize the funds to provide non-medical case management services to all patients in the Ryan White program. The non-medical case management supports patients' HIV care by providing them with resources necessary to address identified social barriers to care.

**MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.**

3. **TOTAL HEALTH CARE, INC.** **\$156,276.00**

Account: 5000-569720-3023-273374-603051

Total Health Care, Inc. will utilize the funds to provide dental services to Ryan White patients with oral health needs.

**MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.**

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - cont'd

**4. TOTAL HEALTH CARE, INC. \$ 15,000.00**

Account: 5000-569720-3023-273371-603051

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

**5. TOTAL HEALTH CARE, INC. \$ 95,650.00**

Account: 5000-569720-3023-273372-603051

Total Health Care, Inc. will utilize the funds to provide access to medical nutrition therapy to Ryan White patients with nutrition needs. Medical nutrition therapy is a key component in any Ryan White program, because in addition to providing nutrition assessments, education and counseling, nutritionists also help to address medication side effects, problems with chewing and swallowing, and help clients find creative and budget-friendly ways to meet nutritional needs.

**MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.**

**6. SINAI HOSPITAL OF BALTIMORE, INC. \$ 15,000.00**

Account: 5000-569720-3023-273362-603051

Clients with chronic health conditions, like HIV, need support to resolve barriers to care, assistance with accessing and maintaining support programs, and assistance with navigating complex services systems. Access to transportation is a barrier to care for many clients due to limited mobility, limited income and time. Sinai Hospital of



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - cont'd

Baltimore, Inc. will utilize the funds to provide transportation services to 75 clients for medical, social services and psychosocial support services.

7. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 45,000.00**

Account: 5000-569720-3023-273360-603051

Clients with chronic health conditions, like HIV, need support to resolve barriers to care, assistance with accessing and maintaining support programs, and assistance with navigating complex services systems. Lack of a stable living environment is a barrier to medical care for many clients due to limited income, lack of housing support and elevated housing costs. Sinai Hospital of Baltimore, Inc. will utilize the funds to provide housing assistance grants and support toward ongoing housing stability.

8. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 55,150.00**

Account: 5000-569720-3023-273364-603051

Clients with chronic health conditions, like HIV, are at an increased risk of anxiety and depression, decreasing their ability to cope with their health care needs. Sinai Hospital of Baltimore, Inc. will utilize the funds to provide psychosocial support services to 75 clients through individual counseling, group counseling and ongoing Wellness activities.

**MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.**

9. **THE JOHNS HOPKINS UNIVERSITY** **\$ 36,419.00**

Account: 5000-569720-3023-273384-603051

The Johns Hopkins University, School of Medicine provides Health Education Risk Reduction (HERR) services to support and educate clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR will

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - cont'd

utilize the funds to provide services to include the provision of information about treatment adherence, health literacy training, health care coverage navigation and HIV medications.

10. **THE JOHNS HOPKINS UNIVERSITY** **\$ 8,200.00**

Account: 5000-569720-3023-273337-603051

The Johns Hopkins University, School of Medicine will utilize the funds to provide food items and/or gift cards that may be used to purchase food. The organization will also provide food services to homeless clients who are Ryan White eligible. This may include direct provision of hot meals to homebound and medically fragile HIV clients.

11. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 54,150.00**

Account: 5000-569720-3023-273319-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide services to reduce the impact of addictions as a barrier to patients establishing and maintaining a positive engagement in their health care. Chase Brexton Health Services, Inc. will provide evaluations, crisis interventions, individual and group counseling that focuses on addressing the unmet needs of African American men having sex with men with the co-occurring problems of substance abuse, HIV/AIDS and mental health issues.

**MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.**

12. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 91,000.00**

Account: 5000-569720-3023-273335-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide housing support services to reduce financial and

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Health Department - cont'd

concrete barriers to care, promote treatment adherence, and prevent homelessness among eligible persons living with HIV/AIDS throughout the service area.

**MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.**

13. **BALTIMORE CRISIS RESPONSE, INC.** **\$200,000.00**

Account: 5000-569720-3023-273301-603051

Baltimore Crisis Response, Inc. will utilize the funds to expand their community outreach efforts to partner sites which may include medication assisted treatment program, behavioral health clinics, transitional housing, mixed population housing and homeless drop-in centers. The goal is to meet the needs of the targeted community as far as early identification of HIV and linkage to care without compromise, stigma or any other barriers specific to the targeted population. They will help unaware individuals learn of HIV status and assist with linking them to treatment and other resources.

**MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.**

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - Ratification of Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Agreement with RnD Associates, Inc. The period of the agreement was January 1, 2019 through December 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 4000-499019-3023-513200-603051

**BACKGROUND/EXPLANATION:**

RnD Associates, Inc. will organize a Youth Sexual Health and Leadership Conference with panel discussions, workshops, and social marketing to increase sexual health awareness.

This agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.**

**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

2/5/2020

#### Health Department - Ratification of Revised Notice of Award

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

The Board is requested to ratify the Revised Notice of Award (NoA) with Department of Health and Human Services, Centers for Disease Control and Prevention (CDC). The period of the Notice of Award was January 1, 2019 through December 31, 2019.

##### **AMOUNT OF MONEY AND SOURCE:**

N/A

##### **BACKGROUND/EXPLANATION:**

On March 13, 2019, the Board approved the initial NoA in the amount of \$4,237,790.00 for the period of January 1, 2019 through December 31, 2019.

On July 31, 2019 the Board approved the revised NoA for supplemental funding in the amount of \$1,500,000.00. This made the total award amount \$5,737,790.00.

On August 27, 2019, the Department received the first revised NoA, which approved the change in the grantee authorizing official from Leslie Thompson to Malcolm Green-Haynes.

On November 24, 2019, the Department received the amended NoA, which approved the revised budget supplement for Ending the HIV Epidemic.

All other terms and conditions issued with the original award remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

The revised NoA's are late because of delays in the administrative review process.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Health Department - Ratification of the Notice of Grant  
Award/Amendment No. 2 to an Agreement

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

The Board is requested to ratify the Notice of Grant Award/Amendment No. 2 to the Agreement with Maryland State Department of Education (MSDE). The period of the grant award was July 1, 2018 through June 30, 2019.

#### **AMOUNT OF MONEY AND SOURCE:**

\$80,947.71 - 4000-427119-3080-294303-404001

#### **BACKGROUND/EXPLANATION:**

On November 6, 2019, the Board approved the original NGA from the MSDE in the amount of \$296,455.00 for the period of July 1, 2018 through June 30, 2019.

The Board also approved Amendment No. 1. Amendment No. 1 corrected the payment code on the NGA to "0". No additional funds were associated with this amendment.

On August 13, 2019, the Department received Amendment No. 2 in the amount of \$80,947.71 from the MSDE. Amendment No. 2 increased the amount of the State of Maryland Fiscal Year 2019 Consolidated Local Implementation Grant to \$377,402.71.

Because of an oversight Amendment No. 2 was not submitted on time. The Board is requested to ratify Amendment No. 2. This will allow the Department to finalize the grant reports.

The Amendment No. 2 is late because of an administrative oversight.

#### **APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Health Department - cont'd

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

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



EXTRA WORK ORDERS

\* \* \* \* \*

The Board is requested to approve  
the Extra Work Orders  
as listed on the following pages:

31 - 33

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

### EXTRA WORK ORDERS

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

Department of Public Works/Office  
of Engineering and Construction

1. EWO #014, \$1,000,000.00 - SC 845R, Nitrification Filters & Related Work for the Enhanced Nutrient Removal Facilities at the Patapsco Wastewater Treatment Plant  
\$129,750,000.00    \$1,146,308.78    Balfour Beatty    99%  
Infrastructure,  
Inc.

The Office of Engineering and Construction is in need of additional funding to remediate the Enhanced Nutrient Removal (ENR) Facilities at the Patapsco Wastewater Treatment Plant. In July/August of 2018 the Plant experienced continuous high flow, which coupled with Synagro process problems caused high sludge levels in the Sludge Blending Tanks. There was a sludge event in August 2018, which inundated the ENR and stopped the contractor from continuing their start-up testing. Balfour Beauty was currently on site to finish the project when the incident happened. The remedy to clean up the sludge would be extensive and it was decided to use the Contractor for the work because it effected the work that was performed. Some of the work that was already performed needed to be repaired or replaced. Another vendor could not be selected to perform the cleanup and repair of the equipment because: 1) It would eliminate the warranty that we have with the vendor once the job is complete and 2) the incident happened within the footprint of the vendor job's site. This sludge event required immediate remediation and the Contractor was still responsible for the project start-up and was in place to take care of the remediation. This sludge event was due to Plant operations and required extensive clean-up, replace/repair to multiple pumps/instrumentation, etc. There was no emergency declaration done for this work (not included in the SC 961 supplemental contract).

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### EXTRA WORK ORDERS

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

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

#### **MBE/WBE PARTICIPATION:**

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

**MBE:** 12.66%

**WBE:** 4.50%

**THE EAR WAS APPROVED BY MWBOO ON JANUARY 14, 2019.**

#### Department of Transportation

2. EWO #001, (\$13.28) - TR 11307, Park Circle Intersection Improvements			
\$5,740,926.70	-	Civil Construction, LLC	99%

This authorization is for the relocation of water main work south of the Park Circle Intersection, due to the roadway widening along Reisterstown Road that would add several feet of fill material at the location. The additional fill would have created an issue for future maintenance work for the existing 20' water main.

A request was made for the relocation work, but the Contractor had difficulty locating the existing 20' water main at the tie-in points. It was decided to abandon the relocation work and

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

**EXTRA WORK ORDERS**

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

Department of Transportation

the Contractor is being compensated for the extensive exploratory work.

**DBE PARTICIPATION:**

The Contractor has a DBE goal of 21%

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Mayor's Office of Homeless Services - Provider Agreements

The Board is requested to approve and authorize execution of the Provider Agreements. The period of the agreement is July 1, 2019 through June 30, 2021 unless otherwise indicated.

1. **MANNA HOUSE, INC.**

**\$ 43,300.00**

Account: 4000-407120-5940-760300-603051

Manna House, Inc., will operate a day center and provide supportive services to 200 individuals in Baltimore City experiencing homelessness. The provider will offer services under their Day Resource Center/M meal Program.

**MWBOO GRANTED A WAIVER ON OCTOBER 8 2019.**

2. **MANNA HOUSE, INC.**

**\$ 95,977.00**

Account: 1001-000000-3572-778700-603051

Manna House, Inc., will use the funds to operate a day center and provide supportive services to 50 individuals experiencing homelessness in the City of Baltimore. The providers will offer services through their Soup plus Program. The period of the agreement is July 1, 2019 through June 30, 2020.

**MWBOO GRANTED A WAIVER ON DECEMBER 3, 2019.**

3. **ASSOCIATED CATHOLIC CHARITIES, INC.**

**\$113,500.00**

Account: 5000-529120-3572-767000-603051

Associated Catholic Charities, Inc., will provide supportive services to 500 individuals and families in Baltimore City experiencing homelessness. The Provider will offer services

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

MOHS - cont'd

under their My Sister's Place Program. The period of the agreement is July 1, 2019 through June 30, 2020.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 18, 2019.**

4. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$75,000.00**

Account: 4000-407120-5940-760500-603051

Associated Catholic Charities Inc., will provide supportive services to 275 individuals and/or families in Baltimore City experiencing homelessness. The Provider will offer services under their Weinberg Housing Resource Center Program.

**MWBOO GRANTED A WAIVER ON OCTOBER 4, 2019.**

5. **ASSOCIATED CATHOLIC CHARITIES, INC.** **\$11,719.00**

Account: 5000-529120-3573-765500-603051

Associated Catholic Charities, Inc., will provide supportive services to 14 individual men, medically disabled or non-disabled, experiencing homelessness in the City of Baltimore. The provider will offer services under their Holden Hall Program. The period of the agreement is July 1, 2019 through June 30, 2020.

6. **MARIAN HOUSE, INCORPORATED** **\$30,692.50**

Account: 4000-407018-3573-758400-603051

Marian House, Incorporated will provide supportive services

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

MOED - cont'd

to 19 individuals and/or families in Baltimore City experiencing homelessness. The goal of the project is to increase housing stability and enhance self-sufficiency so clients do not return to a homelessness status. The period of the agreement is December 1, 2019 through November 30, 2020.

7. **BRIDGE HAVEN, INC.** **\$251,500.00**

Account: 5000-529120-3572-766300-603051

Bridge Haven, Inc., will operate an emergency homeless overflow shelter for 78 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services through their Pinderhughes Shelter Program. The period of the agreement is October 1, 2019 through June 30, 2020.

**MWBOO GRANTED A WAIVER ON NOVEMBER 20, 2019.**

8. **PEOPLE ENCOURAGING PEOPLE, INCORPORATED** **\$418,326.00**

Account: 1001-000000-5940-781900-603051

People Encouraging People, Incorporated, will use funds to provide homeless outreach services to 50 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services through their Expanded Homeless Outreach Program.

**MWBOO GRANTED A WAIVER ON DECEMBER 24, 2019.**

The agreements are late because of administrative delays.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

MOED - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Baltimore City Fire Department - Approval for Leadership Training

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize payment to The Leadership to cover the cost of training for Amy Beth Leasure during the 2020 session.

**AMOUNT OF MONEY AND SOURCE:**

\$8,250.00 - 1001-000000-2101-225900-603026

**BACKGROUND/EXPLANATION:**

This training is used to enhance the leadership and competency of the Fire Department upper level administration. This training will provide a focus on accountability and responsibility within the ethical scope of leading other members of the Department.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**2/5/2020**

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

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

The Board is requested to approve and authorize execution of a Community Development Block Grant Agreement with HomeFree-USA, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

\$75,000.00 - 2089-208920-5930-214091-603051

#### **BACKGROUND/EXPLANATION:**

The purpose of this agreement is to provide CDBG funds to subsidize the operating costs of the Subgrantee. The Subgrantee operates Move Up in Baltimore, a housing counseling program providing housing counseling and activities to attract and retain homeowners in the Poppleton Neighborhood as well as Baltimore City.

On July 17, 2019, the Board approved a Resolution authorizing 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
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2019 and beyond. Consequently, these agreements were delayed due to final negotiations and processing.

**MWBOO GRANTED A WAIVER ON OCTOBER 22, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Community Development Block Grant Agreement with HomeFree-USA, Inc. has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA****BOARD OF ESTIMATES****2/5/2020****OPTIONS/CONDEMNATIONS/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Condemnations/ or Redemptions</u>			
1. Sylvia Cooper, Elaine Cooper Cutler, and Sheila Cooper Kramer	1020 N. Stockton Street	G/R \$30.00	\$ 200.00
Funds are available in account no. 9904-919052-9127-900000- 704040, Smithson Street Park Project.			
2. Sylvia Cooper, Elaine Cooper Cutler, and Sheila Cooper Kramer	1022 N. Stockton Street	G/R \$30.00	\$ 200.00
Funds are available in account no. 9904-919052-9127-900000- 704040, Smithson Street Park Project.			
3. Sylvia Cooper, Elaine Cooper Cutler, and Sheila Cooper Kramer	1024 N. Stockton Street	G/R \$30.00	\$ 200.00
Funds are available in account no. 9904-919052-9127-900000- 704040, Smithson Street Park Project.			

The Board is requested to approve acquisition of the ground rent interests 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 interests for these properties.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Department of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following applications for a Minor Privilege Permit. The application is 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.	3201 Saint Paul Street	CVE Retail, LLC	One single face electric sign 25.66 Sf., one blade sign 4 sf.

\$566.59 - Flat Charge

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Department of Transportation - Developer's Agreement No. 1663

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1663 with 9 N. Howard Street LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$21,420.00 - Performance Bond

**BACKGROUND/EXPLANATION:**

The Developer will upgrade an existing water service in the vicinity of their renovation to commercial property located at 9 North Howard 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 \$21,420.00 has been issued to 9 N. Howard Street LLC which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Department of Transportation - Master Limited Right-of-Entry Agreement

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

The Board is requested to approve and authorize execution of a Master Limited Right-of-Entry Agreement with the Maryland Transit Administration (MTA). The period of the agreement is February 1, 2020 through February 28, 2025.

##### **AMOUNT OF MONEY AND SOURCE:**

The Master Limited Right-of-Entry is being granted at no cost to the City.

##### **BACKGROUND/EXPLANATION:**

The Master Limited Right-of-Entry Agreement clarifies the City's responsibilities when the City enters onto MTA property to perform routine work, such as inspections and normal maintenance of City owned structures or utilities.

##### **MBE/WBE PARTICIPATION:**

N/A

(The Master Limited Right-of-Entry Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

Department of Transportation - Memorandum of Understanding

#### ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with University of Maryland Medical Center, LLC (UMMC). The MOU is effective upon Board approval and will remain in effect for a 25 years, with a five year renewal option, unless terminated earlier in accordance with this MOU or when the lease between University of Maryland Faculty Physicians, Inc. and UMMC expires or is terminated.

#### AMOUNT OF MONEY AND SOURCE:

\$15,188.65 - 9950-903492-9514 - MDOT  
15,188.64 - 9950-903492-9514 - UMMC  
\$30,377.29

#### BACKGROUND/EXPLANATION:

The MOU will establish a framework for the City to construct, install and maintain an ADA compliant ramp located in front of 16 South Eutaw Street. The ramp will be constructed in the City's right-of-way and will remain the property of the City. However, the City will share fifty percent the cost with UMMC.

#### APPROVED FOR FUNDS BY FINANCE

#### AUDITS REVIEWED AND HAD NO OBJECTION.

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

**AGENDA****BOARD OF ESTIMATES****2/5/2020**Department of Transportation - cont'd**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT</u></b>	<b><u>TO ACCOUNT</u></b>
\$15,188.64	9950-944002-9507	9950-903492-9514
Others	Constr. Res.	Resurfacing
	Res. for Closeouts	JOC Urgent
		TR 19006

This transfer will move appropriations in the account for money to be received from the University of Maryland Medical Center.

(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**

**2/5/2020**

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

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

The Board is requested to approve the assignment of Task No. 3 to Dewberry Engineers, Inc., Consultant, under Project 1267D, On-Call Water Design and Engineering Services. The Task Assignment is approximately 20 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$199,959.12 - 9960-904978-9557-900020-703032

#### **BACKGROUND/EXPLANATION:**

The Department is requesting the Consultant provide on-call water design and engineering services for various water main appurtenances projects. It may also include planning, design for rehabilitation and construction phase services related to evaluation, assessment inspections as well as repairs, maintenance and new construction for the improvements of the City water system.

#### **MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 30% and WBE: 10%.

**MWBOO APPROVED ON DECEMBER 18, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$185,722.03 Revenue Bond	9960-911049-9558 Water Infrastructure Rehabilitation Urgent Need	
30,233.82 <u>County Revenue</u>	9960-911049-9558 Water Infrastructure Rehabilitation Urgent Need	
<b>\$215,955.85</b>	-----	9960-904978-9557-3 Design

This transfer will cover the costs of Project 1267D, On-Call Water Design and Engineering Services Task No. 3.

(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

2/5/2020

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

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

The Board is requested to approve the assignment of Task No. 10 to Hazen & Sawyer PC, Consultant, under Project 1804 (WC 1190, WC 1120, WC 1173R, TR 11013R, WC 1199, WC 1229, WC 1362, WC 1230R, WC 1295, WC 1326, WC 1328, WC 1243) On-Call Projects and Construction Management Assistance and Inspection Service. The Task Assignment is approximately 24 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$ 17,038.00	- 9960-905622-9557-900020-703032	WC 1190, Montebello Plant I Implementation
35,266.00	- 9960-901917-9557-900020-703032	WC 1120, Guilford Pumping Station
35,266.00	- 9960-903710-9557-900020-703032	WC 1173R, Guilford Finish Water Reservoir
35,266.00	- 9960-904648-9557-900020-703032	TR 11013R, Loch Raven Watershed
35,266.00	- 9960-906918-9557-900020-703032	WC 1199, Ashburton Pumping Station Improvement
35,266.00	- 9960-911141-9557-900020-703032	WC 1229, Rehab of Vernon Pumping Station
35,266.00	- 9960-904694-9557-900020-703032	WC 1362, Montebello II Emergency Filter Repair
35,266.00	- 9960-910301-9557-900020-703032	WC 1230R, Prettyboy Reservoir Dam Gatehouse
35,266.00	- 9960-909728-9557-900020-703032	WC 1295, Towson Generators
35,266.00	- 9960-904546-9557-900020-703032	WC 1326, SCADA Single Platform
35,266.00	- 9960-905622-9557-900020-703032	WC 1328, Montebello Plant I Improvements
<u>35,266.00</u>	- 9960-912715-9557-900020-703032	WC 1243 Cromwell Pumping Station Improvements
<b>\$404,964.00</b>		

## **AGENDA**

### **BOARD OF ESTIMATES**

**2/5/2020**

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

#### **BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction is in need of Project Engineering Services for the ongoing work on WC 1190, WC 1120, WC 1173R, TR 11013R, WC 1199, WC 1229, WC 1362, WC 1230R, WC 1295, WC 1326, WC 1328, WC 1243. The work requested is within the original scope of the agreement.

#### **MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement MBE: 29% and WBE: 10%.

**MWBOO APPROVED ON OCTOBER 25, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>
\$46,686.26	9960-936001-9558	
Revenue Bonds	Construction	
	Reserve	
41,401.02	9960-936001-9558	
<u>County Grant</u>	Construction	
	Reserve	
<b>\$88,087.28</b>	-----	9960-912715-9557-3
		Inspection

This transfer will cover the costs of Project 1804 (WC 1190, WC 1120, WC 1173R, TR 11013R, WC 1199, WC 1229, WC 1362, WC 1230R, WC 1295, WC 1326, WC 1328, WC 1243) On-Call Projects and Construction Management Assistance and Inspection Service Task No. 10.

(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**

**2/5/2020**

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

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

The Board is requested to approve the assignment of Task No. 004 to KCI Technologies, Inc. under Project 1266K, On-Call Wastewater Engineering Services. The Task Assignment is approximately 12 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$261,056.50 - 9956-905343-9551-900020-703032

#### **BACKGROUND/EXPLANATION:**

The Department needs the Consultant to provide field and technical engineering support for wastewater engineering projects.

#### **MBE/WBE PARTICIPATION:**

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

**MWBOO APPROVED ON DECEMBER 5, 2019.**

**APPROVED FOR FUNDS BY FINANCE**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**2/5/2020**

#### Department of Public Works - Expenditure of Funds

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

The Board is requested to approve an expenditure of funds by Expenditure Authorization to pay the American Water Works Association (AWWA) for the Department's membership dues for March 2020 through February 2021.

##### **AMOUNT OF MONEY AND SOURCE:**

\$21,667.00 - 2071-000000-5541-398600-603020

##### **BACKGROUND/EXPLANATION:**

The AWWA is the largest non-profit, scientific, educational association dedicated to managing and treating water. The AWWA provides solutions to improve public health, protect the environment, strengthen the economy, and enhance Baltimore City's quality of life. The benefits of membership include standing with the water community to influence government regulations and legislation, learning about issues before they become a full-blown crisis, professional development opportunities for staff, and improving day-to-day operations.

The AWWA dues are based on the number of customer service connections and provides membership to 25 staff persons. The Department of Public Works serves over 150,000 water customer service connections and its membership dues in FY 2020 totaled \$21,667.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**2/5/2020**

#### Department of Public Works - Grant Agreement

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

The Board is requested to approve and authorize execution of a Grant Agreement with the Living Classrooms Foundation, Inc. The period of the agreement is effective upon Board approval through June 30, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 -2025-000000-5152-802600-603050

#### **BACKGROUND/EXPLANATION:**

The Maryland voters passed a public referendum in 2012 to legalize table games in the State's casinos Md. Code State Gov't § 9-1A-01 et seq.(the "Video Lottery Terminal Law"), that created local impact grants as a funding source for projects in local Maryland jurisdictions. Consistent with the requirements of the Video Lottery Terminal Law's provisions for grant distributions in § 9-1A-31, Baltimore City submitted the Final Fiscal Year 2020 Pimlico Local Impact Aid Spending Plan to the Pimlico Community Development Authority on April 16, 2019 that called for \$100,000.00 of local impact grants (the "Grant") for street and alley cleaning in the Park Heights Master Plan area of Baltimore City.

The Parties desire to mutually develop and support a cohesive working partnership for the temporary placement of LCF's Project SERVE members in a cleaning program with an educational component at the Park Heights Site. DPW desires to distribute the Grants designated under the Video Lottery Terminal Law and the 2020 Local Impact Aide Spending Plan to LCF to support its overall mission to perform the kind of work envisioned in the Program.

#### **MBE/WBE PARTICIPATION:**

N/A



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Department of Public Works - cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### Department of Public Works - Non-Construction Consultant Agreement

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

The Board is to approve and authorize execution of a Non-Construction Consultant Agreement (Agreement) with Lyle International, LLC. The period of the agreement is effective upon Board approval for one year.

##### **AMOUNT OF MONEY AND SOURCE:**

\$10,890.00 - 2070-000000-5541-399300-603026  
21,780.00 - 2071-000000-5541-398601-603026  
10,890.00 - 2072-000000-5181-613400-603026  
21,780.00 - 1001-000000-5131-385800-603026  
7,260.00 - 1001-000000-1901-190300-603026  
\$72,600.00 (Not to exceed)

##### **BACKGROUND/EXPLANATION:**

The Department's Office of Communications and Strategic Alliances is in need of a Consultant to serve as the graphic and web Consultant for the Department and provide services related to production of annual reports, banner designs, marketing material, marketing consultation, photography management, website graphics and functionality.

##### **MBE/WBE PARTICIPATION:**

N/A

##### **APPROVED FOR FUNDS BY FINANCE**

##### **AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Department of Public Works - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay Isle, Inc. for the annual membership in the Technology Approval Group (TAG). The period covered by the expenditure is January 1, 2020 through December 31, 2020.

**AMOUNT OF MONEY AND SOURCE:**

\$ 6,000.00 - 2070-000000-5531-398600-603022  
6,000.00 - 2071-000000-5531-398600-603022  
6,000.00 - 2072-000000-5181-613400-603022  
**\$18,000.00**

**BACKGROUND/EXPLANATION:**

TAG provides a viable option for agencies to strengthen the network of progressive utilities and leverages the approach for technology in the global municipal water sector. TAG has a proven track record in strengthening utility partnerships, by Isle, Inc.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA****BOARD OF ESTIMATES****2/5/2020**

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 to purchase the Leasehold interest in 1953 Edmondson Avenue, and the Fee Simple interests in 5102 Litchfield Avenue, 3830 Park Heights Avenue, and 646 N. Fulton Avenue from the Housing Authority of Baltimore City (HABC).

In addition, the Board is requested to approve the acquisition of these properties SUBJECT to municipal liens in the amount of \$125.96 and all other municipal liens, interest and penalties, other than water bills, that may accrue.

**AMOUNT OF MONEY AND SOURCE:**

Funds are available from the following accounts for the following projects:

	Address	Amount	Account Number	Account Name	Project Name
1.	1953 Edmondson Avenue	\$ 7,000.00	9910-904177-9588-900000-704040	General Account	HABC Transfers
2.	5102 Litchfield Avenue	\$ 9,000.00	9910-904177-9588-900000-704040	General Account	HABC Transfers
3.	3830 Park Heights Avenue	\$12,000.00	9910-904177-9588-900000-704040	General Account	HABC Transfers
4.	646 N. Fulton Avenue	\$1,750.00	9910-904177-9588-900000-704040	General Account	HABC Transfers

**Total \$29,750.00**

**AGENDA****BOARD OF ESTIMATES****2/5/2020**

Department of Housing and - cont'd  
Community Development

**BACKGROUND/EXPLANATION:**

This Contract of Sale will enable the City of Baltimore to acquire the interests in the above-listed vacant properties, for demolition and resale.

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, and these properties will be redeveloped.

The City will acquire these properties 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 February 11, 2019, follows. The HABC is exempt from Real Estate Taxes; therefore, no taxes are included in these figures. The water bills will be paid and are not listed.

<u>Property</u>	<u>Bill No</u>	Bill Date	Balance
1953 Edmondson Avenue	3989126	1/23/2006	\$125.96
5102 Litchfield Avenue			\$0.00
3830 Park Heights Avenue			\$0.00
646 N. Fulton Avenue			\$0.00
		<b>Total</b>	<b>\$125.96</b>

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

Department of Housing and - cont'd  
Community Development

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

(The Contract of Sale to purchase the Leasehold interest in 1953 Edmondson Avenue, and the Fee Simple interests in 5102 Litchfield Avenue, 3830 Park Heights Avenue, and 646 N. Fulton Avenue from the Housing Authority of Baltimore City has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

### **BOARD OF ESTIMATES**

**2/5/2020**

#### Bureau of Procurement - Open Price Proposals

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

The Board is requested to accept the technical proposals submitted in response to Solicitation Number B50005835, City of Baltimore and the Housing Authority of Baltimore City Disparity Study received from Miller3 Consulting, Inc., Griffin & Strong P.C., MGT Consulting Group, and Mason Tillman Associates, Ltd. The Board is also requested to open envelope "B" containing the price submittals.

##### **AMOUNT OF MONEY AND SOURCE:**

N/A

##### **BACKGROUND/EXPLANATION:**

Vendors were solicited by postings on CitiBuy, eMaryland Marketplace, and in local newspapers. Four proposals were received on September 25, 2019.

The proposals were found responsive and subsequently reviewed by the evaluation committee for technical scoring. All four technical proposals scored by the evaluation committee met the City's minimum technical requirements for price opening.

##### **MBE/WBE PARTICIPATION:**

No awards are recommended at this time.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

1. C & W CONSTRUCTION

COMPANY	\$100,000.00	Renewal
Contract No. B50004826 - Snow Removal Services for Police Districts - Department of General Services - P.O. No.: P538145		

On January 11, 2017, the Board approved the initial award in the amount of \$221,700.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$100,000.00 is for the period May 1, 2020 through April 30, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On November 4, 2016, MWBOO approved a waiver of MBE and WBE goals.

**MWBOO GRANTED A WAIVER ON NOVEMBER 4, 2016.**

2. HACH COMPANY	\$300,000.00	Renewal
Cooperative Contract WSSC #6369 - Hach Reagents - Department of Public Works - P.O. No.: P545870		

On November 9, 2016, the Board approved the initial award in the amount of \$200,000.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$300,000.00 is for chemical reagents and consumables which must be used in the water quality testing process. The period of the renewal is February 23, 2020 through February 22, 2021.

It is hereby certified that the 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 services is recommended.



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

**MBE/WBE PARTICIPATION:**

Not applicable.

3. F & F AND A. JACOBS  
AND SONS, INC. \$ 0.00 Renewal
- 
- Contract No. B50004455 - Provide Dress and Work Uniforms -  
Baltimore City Sheriff's Office - P.O. No. P535616

On May 18, 2016, the Board approved the initial award in the amount of \$240,000.00. The award contained four 1-year renewal options. Two renewal options have been exercised. The vendor is responsible for measurements, fitting, and delivery of new uniforms for each employee within the Sheriff's Office on an as-needed basis. This third renewal in the amount of \$0.00 is for the period June 1, 2020 through May 31, 2021, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 14, 2015, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON DECEMBER 14, 2015.**

4. PROMOTIONS UNLIMITED, INC.  
TRAY PML  
AUTHENTIC PROMOTIONS \$125,000.00 Renewal
- 
- Contract No. B50004531 - Promotional Items - Recreation and  
Parks - P.O. Nos.: P535724, P535725 and P535726

On June 1, 2016, the Board approved the initial award in the amount of \$275,000.00. The award contained two renewal options. Subsequent actions have been approved. This final

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

renewal in the amount of \$125,000.00 is for the period June 1, 2020 through May 31, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract. These are commodity purchases from vendors who will provide printed promotional items. The services being provided consist solely of providing the requested promotional items. Promotions Unlimited, Inc. is a Baltimore City certified WBE.

**MWBOO GRANTED A WAIVER ON MARCH 1, 2016.**

**5. VENDOR RETAINER FEE**

LORENZ LAWN & LANDSCAPE INC.	
d/b/a LORENZ INC.	49,000.00
ASHBRITT, INC.	0.00
AMERICAN HERITAGE EXCAVATING	
LLC	48,000.00
P2 CLEANING SERVICES, LLC	7,200.00
A HALCON CONTRACTORS, INC.	3,200.00
SARAH E. COLEMAN d/b/a	
FOUR SEASONS NURSERY &	
LANDSCAPE SERVICES	7,200.00
LG CONSTRUCTION, INC.	3,200.00
METROPOLITAN INDUSTRIAL	
SERVICES, LLC	0.00
PL SPECIALIST LLC	3,200.00
DESTINY GROUP, INC. d/b/a	
KMT CONTRACTORS	2,000.00

**AGENDA****BOARD OF ESTIMATES****2/5/2020****INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

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

CORPORATE MAINTENANCE GROUP, LLC	32,000.00	
W. MITCHELL d/b/a CARROLL CONCRETE CONSTRUCTION CO.	14,000.00	
HARFORD TREE EXPERTS & LANDSCAPING	20,000.00	
D & B CONSTRUCTION, INCORPORATED	21,600.00	
MANUEL LANDSCAPING INC.	17,600.00	
STEVE R. SCHULTE d/b/a S.R. SCHULTE CONTRACTING	2,800.00	
AB TRUCKING & CONTRACTING LLC	6,400.00	
CRUSSE CONSTRUCTION LLC	12,000.00	
LJW INC.	2,000.00	
P & J CONTRACTING COMPANY, INC.	0.00	

**\$7,000,000.00****Renewal**

Solicitation No. B50004618 - Master Snow Removal Services - Department of Transportation - P.O. Nos.: P537550, P537533, P537555, P537557, P537559, P537561, P537563, P537565, P537567, P537552, P537551, P537554, P537556, P537558, P535760, P537562, P537564, P537566, P537568, P537792 - Department of Transportation

On November 9, 2016, the Board approved the initial award in the amount of \$5,000,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$7,000,000.00 is necessary for the Department of Transportation to utilize supplemental contractors to provide snow removal services for the winter season with each zone designated to a specific contractor in accordance with the contract. This final renewal is for the

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

period May 1, 2020 through April 30, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On May 10, 2016, MWBOO determined that no goals would be set to encourage small businesses to bid as prime contractors.

**MWBOO GRANTED A WAIVER ON MAY 10, 2016.**

6. THE CANTON GROUP

LLC	\$210,000.00	Increase
Contract No. 08000 - Software Development - Health Department - P.O. No.: 540177		

On July 19, 2017, the Board approved the initial award in the amount of \$50,000.00. Subsequent actions have been approved. This increase in the amount of \$210,000.00 will provide additional functionality in the new data repository for the most sensitive health information, which will be used to provide programmatic insights and critical metrics required for the data analytics platform. This increase in the amount of \$210,000.00 will make the award \$385,000.00.

**MBE/WBE PARTICIPATION:**

Not applicable. These services are exclusively available from the Vendor. The Canton Group, LLC is a City certified MBE.

7. DLT SOLUTIONS,

LLC	\$5,000,000.00	Non-Competitive/ Procurement/Increase
Maricopa County Cooperative Contract Number 180233-001-Oracle Products and Services - Departments of Transportation, General Services, Public Works, etc. - P.O. No.: P550093		

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

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 29, 2019, the Board approved the initial award in the amount of \$449,549.27. This increase in the amount of \$5,000,000.00 is necessary to allow various end user agencies obtain Oracle software products under the cooperative contract established by Maricopa County, the lead government agency for Omnia Partners (formerly US Communities), a cooperative procurement organization, through a competitive solicitation process. The City of Baltimore is a member of the cooperative and may utilize its contracts for various procurements as needed. This increase in the amount of \$5,000,000.00 will make the award amount \$5,449,549.27. The above amount is the City's estimated requirement.

It is hereby certified that the 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 services is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. The Oracle products are exclusively available through authorized partners of the software manufacturer, Oracle Cooperation.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

- |  |              |           |
|--|--------------|-----------|
| 8. E.J. WARD, INC.   | \$ 50,000.00 | Extension |
| Contract No. 08000 - E. J. Ward Fuel Control System Equipment Maintenance Agreement - Department of General Services, Fleet Management - P.O. No.: P538598 |              |           |

On February 1, 2017, the Board approved the initial award in the amount of \$165,514.00. The award contained two renewal options. Two renewal options have been exercised. This increase in the amount of \$50,000.00 is necessary to continue with E. J. Ward Fuel Control System Equipment Maintenance Agreement. The extension will allow for time to complete the solicitation process for a new contract. The contract expires on January 31, 2020. The period of the extension is February 1, 2020 through July 31, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable.

- |  |         |   |
|--|---------|---|
| 9. PNC BANK, NATIONAL ASSOCIATION  | \$ 0.00 | Non-Competitive/<br>Procurement/Extension |
| Contract No. B50000757 - Small Purchases Procurement Card Services - Department of Finance - Bureau of Procurement - P.O. No.: P508321 |         |   |

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

On June 3, 2009, the Board approved the initial award in the amount of \$0.00. On June 25, 2014, the Board approved the sole renewal in the amount of \$0.00. Three extensions have been approved. PNC Bank is the card provider for the City's

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

Small Purchasing Procurement Card program. This fourth extension in the amount of \$0.00 is necessary to continue services while completing the award and transition process for Solicitation B50005774. The contract expires on February 29, 2020. The period of the extension is March 1, 2020 through June 30, 2020. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On June 27, 2008, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JUNE 27, 2008.**

10. BENTLEY SYSTEMS, Inc.	\$160,642.080	Non-Competitive Procurement/Selected Source/Selected Program Agreement
Contract Number 08000 – Bentley SELECT Program Agreement – Department of Transportation – P.O. No.: To be determined.		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The Board is requested to approve and authorize execution of a Select Program Agreement with Bentley Systems, Inc. The period of the agreement is December 18, 2019 through December 17, 2022 with one, three-year renewal options upon mutual agreement.

Execution of the Agreement will provide continuation of the Bentley Enterprise License Subscription, which provides on demand access to SELECT Program civil engineering design software applications for the Department's engineering staff.

**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

**MBE/WBE PARTICIPATION:**

Not Applicable. The vendor is the sole proprietor of the software.

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

		Non-Competitive Procurement/Cooperative Agreement
11. ATC CORP	\$1,000,000.00	
Region 14 ESC Contract #08-18 Athletic Surfacing & Asphalt Maintenance - Department of Recreation and Parks - Req. No.: Various		

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

**STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:**

The Board is requested to approve and authorize execution of a Cooperative Agreement with ATC Corp. The period of the agreement is February 5, 2020 through August 31, 2021, with two one-year renewal options.

The Department of Recreation and Parks will be procuring services for Athletic Surfacing & Asphalt Maintenance at various locations owned by the City. The services are essential for getting recreation resources for City residents. This contract was competitively bid by Region 14 Education Service Center, Abilene, TX 76601 and was awarded to a local vendor.



**AGENDA**

**BOARD OF ESTIMATES**

**2/5/2020**

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

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

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 is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

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

12. EVERGREEN LANDSCAPE	\$300,000.00	Increase and
& DESIGN CORPORATION	100,000.00	Renewal
	<b>\$400,000.00</b>	

Contract No. B50004833 - Mowing and Debris Removal for Vacant Lots and Abandoned Properties I - Department of Public Works - Bureau of Solid Waste - P.O. No.: P539346

On April 26, 2017, the Board approved the initial award in the amount of \$87,080.00. The award contained three 1-year renewal options. On March 13, 2019, the Board approved the first renewal in the amount of \$100,000.00. This increase in the amount of \$300,000.00 is necessary to meet the Mayor's initiative for an increase of debris removal from vacant lots and abandoned properties before the onset of the spring mowing season. This second renewal in the amount of \$100,000.00 is for the period April 26, 2019 through April 25, 2020, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

2/5/2020

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

**MBE/WBE PARTICIPATION:**

On October 20, 2016, MWBOO set goals of 27% MBE and 9% WBE. On January 30, 2020, Evergreen Landscape and Design Corporation was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Grassroots Landscaping Company, LLC	27%	\$362,346.00	19.83%
<b>WBE:</b> Upper Management, LLC	9%	\$112,680.00	6.16%

**MWBOO FOUND VENDOR IN COMPLIANCE ON JANUARY 30, 2020.**

## AGENDA

### BOARD OF ESTIMATES

2/5/2020

#### CITY COUNCIL BILLS:

19-0469 - An Ordinance concerning Release of Easement - 10 South Howard Street for the purpose of authorizing the Mayor and City Council of Baltimore to release a pedestrian easement located on the property known as 10 South Howard Street and no longer needed for public use; and providing for a special effective date.

The Department of Planning opposes City Council Bill No. 19-0469 for the following reasons:

Howard Street has struggled for many years and is finally seeing the redevelopment potential come to fruition. In the last few years there have been many redevelopments moving forward along the corridor from Mulberry Street to Baltimore Street. The recent addition of the reconstruction of the Lexington Street Market further adds to the increased investment within the area. All of the projects along Howard Street, existing and proposed, front onto this main street and collectively add to the positive impact and transformation. It is important for these programs to do so in order to add vitality to the street and allow for the public environment to thrive in support of the private investment.

Public transit in Baltimore City, and specifically along Howard Street, has had some historically negative impacts on the vitality of the street. Throughout Baltimore City, transit connection is limited, at best. The public relies mainly on a bus network to get in and through the City with very limited rail access. Baltimore is beginning to see the change occur throughout the City wherein TOD (Transit Oriented Developments) are moving forward. The value of the Light Rail, albeit limited due to its service geography, is positive and allows to private development the greatest catchment area of prospective tenants, users, and pedestrian traffic. This is why public access to the stations we have, and further encouraging redevelopment around them should be fully protected within the City and, specifically, Downtown.

**CITY COUNCIL BILLS:**

19-0469 - cont'd

The program of this proposed redevelopment is a great asset to the West Side and the University, and allows the opportunity for a new gateway experience for light rail riders to visit the building and access the University overall. The mid-block location and existing Redwood easement allow for that to happen directly and is likely the reason the easement exists at all. The proposed program of the building could easily adjust to capitalize on the public connection for its tenants and visitors while enhancing the public realm. The elimination of the easement access and creation of the building's main entrance on the Redwood Street and alley side of the building turns its back to a major Baltimore street and disconnects the activity of the building from the public environment. Physical design and actual building programs are what create the vibrancy of the urban environment. This connection is the very thing that each of the other redevelopments within the Howard Street corridor do.

The change in the building program from a government office building that is only active during business hours to a 24-hour residential building with ground-level retail spaces along the light rail, are the exact types of redevelopment that should activate the entire streetscape of Howard Street and connect to the light rail stops. The Department of Planning understands the immediate benefits the closure of this easement will offer the new owners of this building today. The Department of Planning's view is concerned with the longer term challenge that eliminating the easement and disconnecting these users and the broader public from a direct connection to the station will bring. For these reasons, the Department of Planning respectfully recommends disapproval of City Council Bill No. 19-0469.

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

## AGENDA

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#### CITY COUNCIL BILLS:

- 19-0448 - An Ordinance concerning sale of property - 801 Braddish Avenue 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 property known as 801 Braddish Avenue (Block 2373, Lot 001) and no longer needed for public use; and providing for a special effective date.

#### **ALL REPORTS RECEIVED WERE FAVORABLE.**

- 19-0479 - An Ordinance concerning property tax credit - low-income employees of the City of Baltimore for the purpose of establishing a tax credit against the property tax imposed on the principal residences of certain low-income employees of the City of Baltimore; imposing certain limitations, conditions, and qualifications for credit eligibility; providing for the amount, duration, and administration of the credit; defining certain terms; and providing for a special effective date.

The Bureau of the Budget and Management Research, Department of Finance opposes City Council Bill No. 19-0479 for the following reasons:

#### **Position: Does Not Support**

The Department of Finance is herein reporting on City Council Bill 19-0479, Property Tax Credit-Low Income Employees of the City of Baltimore, the purpose of which is to establish a \$2,500.00 tax credit against the real property tax imposed on the principal residences of certain low-income employees that fall within the lowest 25% for employees of the City of Baltimore.

#### **Background**

The City has added three new tax credits for City employees over the past two years. On November 29, 2017, the Mayor signed City

## AGENDA

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#### CITY COUNCIL BILL NO. 19-0479: - cont'd

Council Bill 17-0120, Property Tax Credit-Public Safety Officers, which grants a local real property tax credit of up to \$2,500.00 to eligible public safety officers that have owner occupied residents. On December 13, 2018, the Mayor signed City Council Bill 18-0254, Property Tax Credit-School Police Safety Officers, which extended the public safety officers tax credit to also include individuals employed by the Baltimore City Public School System. On September 30, 2019, the Mayor signed City Council Bill 18-0304, Property Tax Credit 9-1-1 Public Safety Telecommunicators, which grants a local real property tax credit of up to \$2,500.00 to certain 9-1-1 public safety communicators.

#### Fiscal Impact

City Council Bill 19-0479 would provide a credit of up to \$2,500.00 for certain low-income employees of the City of Baltimore. Eligible low-income employees are regular, full time employees among the 25% lowest paid, who own a dwelling located in Baltimore City. In addition, these employees need to have been continuously employed for 12 months and have worked a minimum of 1,500 hours. The following table shows the details of the potentially impacted employees, and their identified residency status:

City Employee Population		
	# of Employees	%
FTE*, 12 Month Employment	11,208	
Among Lowest 25% Paid FTE*	2,712	
Low Income Owner Occupied	435	16%
Low Income Resident, Non-Owner	1,529	56%
Low Income Non-resident	748	28%

\*Full-time employee

\*\*Salary Cutoff for the lowest 25% is \$41,537

**AGENDA****BOARD OF ESTIMATES****2/5/2020****CITY COUNCIL BILL NO. 19-0479:** - cont'd

The Department estimated the fiscal impact based on the expected experience of three employee groups: City residents that own and occupy their home, City resident renters, and non-City residents. City residents that own and occupy their home would become immediately eligible for the proposed tax credit. For renters and non-City residents, the cost would depend on how many, if any, employees are enticed to own property in the City because of the tax credit. This is difficult to predict due to the variety of factors that impact these decisions outside of financial considerations, such as transportation, schools, and child care. For those two groups the Department modeled the potential impact based on three scenarios at 10%, 20%, and 30%.

Owner Occupied City Residents

The Department has identified 435 employees who would immediately become eligible for the proposed tax credit. The table below details the impact of the proposed legislation on current owners. As of December 2019, the total property tax liability for these employees is \$815,418.00. The proposed credit will reduce the total property tax liability for those employees to \$0.00. The table below shows the impact on the individual and total residents in this group.

<b>Impact from Eligible Owner Occupied Residents</b>		
	<b>Individual</b>	<b>Total Residents</b>
City Owner Occupied	1	435
City Property Tax	\$2,297	\$999,018
Property Tax Credits	\$177	\$77,189
Est'd THTC Tax Credit	\$245	\$106,411
Total Net Property Tax	\$1,875	\$815,418
Cost due to Proposed Tax Credit	(\$1,875)	(\$815,418)
Remaining Payable Taxes	\$0	\$0
Offsetting Revenues*	\$0	\$0
Net Benefit/(Cost) to City	(\$1,875)	(\$815,418)

\* There are no offsetting revenues to the cost of this credit

**AGENDA****BOARD OF ESTIMATES****2/5/2020****CITY COUNCIL BILL NO. 19-0479:** - cont'd**Non-Owner-Occupied City Residents**

The second group consists of employees that are not eligible as home-owners but currently reside in the City. The Department identified 1,529 City employees in this category. The table below shows the impact of the proposed legislation on these employees.

Impact from Eligible City Non-Owner Occupied Residents				
	Individual	Low Range	Mid range	High Range
City Non-Owner Occupied	1	1529	1529	1529
Participation Rate	100%	10%	20%	30%
Est'd # of Participants	1	153	306	459
Est'd Property Taxes	\$2,297	\$351,149	\$807,643	\$1,211,464
Est'd Tax Credits of Participants	\$177	\$27,131	\$54,263	\$81,394
Est'd THTC Tax Credit	\$245	\$37,403	\$74,806	\$112,209
Total Net Taxes to City	\$1,875	\$286,615	\$678,574	\$1,017,861
Est'd Cost from Proposed Tax Credit	(\$1,875)	(\$286,615)	(\$678,574)	(\$1,017,861)
Remaining Payable Taxes	\$0	\$0	\$0	\$0
Offsetting Revenues*	\$2,937	\$449,090	\$898,179	\$1,347,269
1st Year Net Benefit/(Cost) to City	\$4,812	\$162,475	\$219,605	\$329,408
Out Years Net Benefit/(Cost) to City	(\$1,875)	(\$286,615)	(\$678,574)	(\$1,017,861)

\*Offsetting revenues include one-time transactional proceeds such as recordation and transfer taxes, and income tax; however because these individuals are already City residents, there is no additional income tax revenue to the City.

**Non-City Residents**

The third group consists of employees who do not currently reside within the City. The table below shows the impact of the proposed legislation on these employees.



# **AGENDA**

## **BOARD OF ESTIMATES**

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### **CITY COUNCIL BILL NO. 19-0479:    - cont'd**

Impact from Eligible Non-City Residents				
	Individual	Low Range	Mid range	High Range
Current Non-City Residents	1	748	748	748
Participation Rate		10%	20%	30%
Est'd # of Participants	1	75	150	224
Est'd Property Taxes	\$2,297	\$171,785	\$343,570	\$515,355
Est'd Tax Credits of Participants	\$177	\$13,273	\$26,546	\$39,819
Est'd THTC Tax Credit	\$245	\$18,298	\$36,596	\$54,893
Total Net Taxes to City	\$1,875	\$140,214	\$280,429	\$420,643
Est'd Cost from Proposed Tax Credit	(\$1,875)	(\$140,214)	(\$280,429)	(\$420,643)
Remaining Payable Taxes	\$0	\$0	\$0	\$0
Offsetting Revenues*	\$2,937	\$220,837	\$440,535	\$660,234
1st Year Net Benefit/(Cost) to City	\$4,812	\$80,622	\$160,107	\$239,591
Out Years Net Benefit/(Cost) to City	(\$1,875)	(\$140,214)	(\$280,429)	(\$420,643)

\*Offsetting revenues include one-time transactional proceeds such as recordation and transfer taxes, and income tax.

The participation levels vary based on the assumption that there are many different unknown factors causing these employees to reside outside of the City.

To summarize, the City should expect an \$815,418.00 incremental cost based on low-income employees that already live in the City, plus the possibility of up to \$1,400,000.00 of additional costs if 30% of the current renters and/or non-City residents purchase a home in the City.

Summary - Estimated Impact of Proposed Legislation				
	Participation Level			
	Current Residents	Low	Mid	High
Number of Participants	435	663	890	1,118
Net Tax Liability	\$815,418	\$1,242,247	\$1,774,421	\$2,253,922
Cost of Proposed Tax Credit	(\$815,418)	(\$1,242,247)	(\$1,774,421)	(\$2,253,922)
Remaining Payable Taxes	\$0	\$0	\$0	\$0
1st Year Net Benefit/(Cost) to City	(\$815,418)	(\$572,320)	(\$435,706)	(\$246,419)
Out Years Net Benefit/(Cost) to City	(\$815,418)	(\$1,242,247)	(\$1,774,421)	(\$2,253,922)

Note: The low, mid, and high participation levels are the sum of the impacts from each City employee grouping examined above.

CITY COUNCIL BILL NO. 19-0479: - cont'd

Other Considerations

Policy Goals

It is unclear what policy objective is achieved by this tax credit, or for any tax credit that favors one class of employees or occupation over another.

From the City's perspective, these credits do not provide a net financial return to the City. Choosing where to live is a complicated decision based on a variety of factors such as housing choices, transportation options, and family considerations, among others. The data collected so far on a similar credit, the Public Safety Officers Credit, indicate that few, if any, officers have relocated due to the tax credit alone. At the time of its passage, the Department identified 531 officers who were City homeowners and were eligible, but as of December 2019 only 283 have received the credit. In practice, these credits end up providing additional benefits to employees who have already chosen to live in the City, rather than an enticement for new residents.

In addition, this tax credit is an expensive and inefficient way to direct money to any class of employees. Each new credit requires new programming in the tax credit system, requires ongoing City resources for oversight and management, and requires the employee to file an application with proof of eligibility. A better way of directing assistance to homeowners is with direct cash assistance, which the City already offers through the City employee Homeownership Incentive Program. This program provides up to \$5,000.00 for down payment assistance for employees purchasing their first home in Baltimore City.

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#### CITY COUNCIL BILL NO. 19-0479: - cont'd

##### Benefits Cliff

This tax credit has the potential to create a benefits cliff amongst the lowest paid City employees. City employees amongst the 25% lowest paid will run the risk of losing the benefit of the tax credit, generating a net cost for the employee if they begin earning above the 25% threshold. This could have major fiscal impacts for individuals and households that are already financially vulnerable. The table below shows how a \$100.00 increase in salary could lead to a loss of \$2,178.00 in earnings.

Potential Tax Credit Benefits Cliff		
	Eligible	Not Eligible
Salary	\$41,500	\$41,600
City Property Tax*	(\$2,698)	(\$2,698)
Avg. City Tax Credits for Low Income	\$422	\$422
Proposed Credit	\$2,276	\$0
Income Tax	(\$1,328)	(\$1,331)
Salary After City Taxes/Credits	\$40,172	\$37,994
Benefits Cliff	(\$2,178)	

\*Property Tax is calculated using a home valued at \$120,000.

##### Implementation

Baltimore City Office of Information & Technology (BCIT) estimates it will take at least four to six months to complete the online application for the Low-Income Employee Tax Credit. BCIT has one developer working part-time on the Tax Credit System, who is currently developing the system for the 9-1-1 Specialist Tax Credit. For complex new tax credit applications, the development time may increase to one year. The estimated development cost is \$100,000.00.

## AGENDA

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### CITY COUNCIL BILL NO. 19-0479: - cont'd

The Department of Finance is requesting that the bill be amended to specify that the Ordinance will apply to **tax years beginning after June 30th, 2021 and ending before July 1st, 2031**. Specific language to that effect will provide clear guidance to potential tax credit applicants and give the Department of Finance the necessary time to work with BCIT to update the City's Tax Credit Application System to provide for this credit. Additionally, Section E in the bill should be changed to February 20<sup>th</sup> from January 30<sup>th</sup> to ensure that BCIT, the Department of Human Resources (DHR), and the Department of Finance are able to coordinate and verify data.

Finally, the Department of Finance believes that the DHR should be the responsible agency for notifying employees that they may be qualified for this new benefit. The DHR is best equipped to communicate eligibility to employees for several reasons. First, they have more direct contact with employees across the City, especially when it comes to eligibility for benefits. Second, the DHR would be best able to assess the most effective means of communicating with eligible employees, via mail, phone, or email, since they are in more regular communications. Finally, the DHR manages the data system that houses all employee information, including salary and wages, which is vital to identifying whether an applicant is eligible. The Department of Finance's role in the tax credit process is to verify that individuals are residing in owner-occupied properties and applying the credit to their property tax bill.

### Conclusion

Based on the Department of Finance's experience with other similar credits, the Department believes this legislation as written will simply serve to provide a benefit to existing homeowners rather

## AGENDA

### BOARD OF ESTIMATES

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#### CITY COUNCIL BILL NO. 19-0479: - cont'd

than as an incentive for new homeowners. The cost to the City will be at least \$815,418.00 of lost revenue, with the potential for up to \$2,300,000.00 of additional lost revenue if 30% of eligible employees purchase a home in the City. The Department is not clear on what policy objective is being achieved with this credit (or any occupation-based credit), especially in light of existing homeownership programs that are available for City employees.

The Department of Finance recognizes the importance of providing additional assistance to City employees, especially those earning the lowest incomes, but believes that creating tax credits is not the most efficient or effective way to accomplish this. Additionally, in anticipation of the financial challenges the City will face with the Kirwan Commission's school funding recommendations, the proposed tax credit could restrict our ability to properly fund services for City residents.

Based on these findings, the Department of Finance opposes the passage of Council Bill 19-0479.

If this bill were to move forward, the Department of Finance would ask for an amendment to change this credit to start in Fiscal Year 2022 and end by June 30, 2031, as well as the DHR to be the responsible agency for coordinating and notifying eligibility to employees who may qualify for this new benefit in order to address our implementation concerns.

The Department of Human Resources is favorable with amendments for City Council Bill No. 19-0479, defers to the Bureau of the Budget and Management Research, Department of Finance.

**ALL OTHER REPORTS RECEIVED WERE FAVORABLE.**

**AGENDA****BOARD OF ESTIMATES****2/5/2020****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Police Department</u>			
1. Kevin Bailey	LGBT Law Enforcement Training Conference Napa, CA April 5 - 8, 2020 (Reg. Fee \$225.00)	General Funds	\$1,903.84

The subsistence rate for this location is \$275.00 per night. The hotel rate is \$199.00 per night, hotel taxes of \$33.28 per night, plus a tourism fee of \$20.00 per night. The airfare cost of \$634.00 and registration fee of \$225.00 were prepaid on a City-issued procurement card assigned to Tribhuvan Thacker. Mr. Bailey personally incurred the total hotel costs of \$756.84. Therefore, the disbursement to Mr. Bailey is \$1,044.84.

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

Baltimore City Fire Department

2. Blair Skinner	Media Relations Sunnyvale, CA Feb 8 - 12, 2020 (Reg. Fee \$375.00)	General Funds	\$2,123.39
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The subsistence rate for this location is \$319.00 per day. The hotel cost is \$297.25 per day, plus taxes of \$37.75 per day. Ms. Skinner will stay at the hotel on February 8, 2020 at her own expense.

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**BOARD OF ESTIMATES**

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**TRAVEL REQUESTS**

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

The cost of the airfare in the amount of \$563.39, the registration fee in the amount of \$375.00, and the hotel fees for February 9 - 11, 2020 were prepaid on a City-issued credit card assigned to Mr. James Fischer. The Fire Department is requesting additional subsistence of \$18.25 per day for meals and incidentals. Therefore, Ms. Skinner will be disbursed \$180.00.

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

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**