

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 - a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.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 12, 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:

A2Z Environmental Group, LLC	\$1,420,000.00
American Energy Services, LLC	\$1,500,000.00
Eastern Waterproofing & Restoration of Virginia LLC	\$4,840,000.00
Paul Francis & Company, LLC d/b/a Bailey & Shipp Electric	\$8,000,000.00
T.E. Jeff Inc.	\$1,500,000.00

2. Prequalification of Architects and Engineers

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

Century Engineering, Inc.	Landscape Architect Engineer Land Survey Construction Management
Kittelson & Associates, Inc.	Engineer
Precision Systems, Inc.	Engineer

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Audits - Audit Reports

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

1. Maryland 9-1-1 Emergency Number System of Baltimore City, Maryland Actual Receipts and Expenditures Report Fiscal Year Ended June 30, 2019.
2. Enoch Pratt Free Library A Component Unit of the City of Baltimore, Maryland, Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2019.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Employees' Retirement System - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve a Subscription Agreement for its investment in Tailwater Energy Fund IV, L.P.

AMOUNT OF MONEY AND SOURCE:

\$30,000,000.00 - approximately of ERS funds
\$600,000.00 - average annual management fee
(approximately 2%)

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The ERS Board of Trustees conducted a search for an alternative investment manager and as a result of that search, it selected Tailwater Capital LLC, a private equity fund manager specializing in energy services, to accept an initial investment of \$30,000,000.00 to be placed with Tailwater Energy Fund IV, L.P. The search and selection process was conducted with the assistance and advice of the ERS' alternative investment advisor, Meketa Investment Group, Inc.

MWBOO GRANTED A WAIVER ON JANUARY 24, 2020.

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Employees' Retirement System (ERS) - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Retiree Benefit Trust (OPEB) to approve a Subscription Agreement for its investment in Tailwater Energy Fund IV, L.P.

AMOUNT OF MONEY AND SOURCE:

\$4,000,000.00 - approximately of ERS funds
\$80,000.00 - average annual management fee
(approximately 2%)

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

The Retiree Benefit Trust (OPEB) Board of Trustees conducted a search for an alternative investment manager and, as a result of that search, it selected Tailwater Capital LLC, a private equity fund manager specializing in energy services, to accept an initial investment of \$4,000,000.00 to be placed with Tailwater Energy Fund IV, L.P. The search and selection process was conducted with the assistance and advice of the OPEB's alternative investment advisor, Meketa Investment Group, Inc.

MWBOO GRANTED A WAIVER ON JANUARY 24, 2020.

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

AGENDA**BOARD OF ESTIMATES****2/12/2020**

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the monthly rate at the City-owned Little Italy Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the Little Italy Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

Little Italy Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$140.00	\$145.00	March 2019

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA**BOARD OF ESTIMATES****2/12/2020**

Parking Authority of - Parking Facility Rate Adjustment
Baltimore City (PABC)

ACTION REQUESTED OF B/E:

The Board is requested to approve an adjustment to the monthly rate at the Franklin Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the Franklin Street Garage in line with its surrounding facilities, the PABC staff developed the submitted rate adjustment recommendation. This rate adjustment was unanimously approved by the PABC Board of Directors.

Franklin Street Monthly Rate Adjustment			
Rate to be Adjusted	Current Rate	Proposed Rate	Date of Last Adjustment
Monthly Market Rate	\$140.00	\$145.00	March 2019

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

2/12/2020

Mayor's Office of Employment - Governmental/Charitable
Development 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 for the Mayor's Office of Employment Development's 2020 YouthWorks Program. The period of the campaign is effective upon Board approval through December 31, 2020.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Persons to be solicited include private and non-profit employers, philanthropic organizations, citizens, and city and state employees. Solicitation strategies to these groups will include: media outreach, as well as direct mail from the Mayor, the Mayor's personnel, staff of the Mayor's Office of Employment Development, and the YouthWorks Leadership Team. Solicitation will occur through presentations and support of special fundraising activities with proceeds going to support the YouthWorks Program.

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 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.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Mayor's Office of Employment - cont'd
Development

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 government program or activity, or a City-endorsed charitable function or activity that has been approved by the Ethics Board. Ethic 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

2/12/2020

AGENDA

BOARD OF ESTIMATES

2/12/2020

Mayor's Office of Employment - cont'd
Development

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 government program or activity, or a City-endorsed charitable function or activity that has been approved by the Ethics Board. Ethic 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

2/12/2020

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 Ms. Kathleen Hendrix, for an amount that is less than the lien amount for the property located at 2017 E. North Avenue.

AMOUNT OF MONEY AND SOURCE:

<u>Property Address</u>	<u>Assessed Value</u>	<u>Flat Taxes & Water</u>	<u>Total Liens</u>	<u>Recommended Purchase Price</u>
2017 E. North Avenue	\$3,000.00	\$6,444.99	\$126,211.02	\$6,444.99

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate for the indicated property at 2017 E. North Avenue for the lien amount on May 14, 2018. Ms. Hendrix has offered to purchase the Tax Sale Certificate for \$6,444.99, file a petition to foreclose, acquire title to the property, and return it to productive use. The purchase price will cover the flat taxes and water bills for the property.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Real Estate - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Lease Agreement with the Baltimore City Health Department, Tenant, for the use of 1,187 sq. ft. of flex/office space located at 3000 Druid Park Drive, Suites 2E, F, and G. The period of the Lease Agreement is November 1, 2019 through October 31, 2020, with one one-year renewal option.

AMOUNT OF MONEY AND SOURCE:

<u>Monthly Installments</u>	<u>Annual</u>
\$986.16	\$11,870.00

Account: 1001-000000-3100-295900-603050

BACKGROUND/EXPLANATION:

The Tenant will use the space primarily for storage purposes. The utilities, taxes and operating expenses are included in the rent.

The Tenant will be responsible for janitorial services and accepts the premises "as is". The Tenant will be responsible for any improvements to the premises, subject to receiving the City's approval. The Tenant is a division under the City, therefore is insured under the City's insurance program.

The Lease Agreement is late because of the administrative review process.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Health Department - Agreements and Inter-Agency Agreement

The Board is requested to approve and authorize execution of the Agreements and Inter-Agency Agreement. The period of the agreement is July 1, 2019 through June 30, 2020.

AGREEMENTS

1. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 9,000.00**

Account: 5000-569720-3023-273335-603051

Chase Brexton Health Services, Inc. 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.

2. **CHASE BREXTON HEALTH SERVICES, INC.** **\$ 116,000.00**

Account: 5000-569720-3023-273317-603051

Chase Brexton Health Services, Inc. will utilize the funds to provide outpatient diagnostic, preventive and therapeutic Oral Health Services to be rendered by dental health care professionals, including general dental practitioners, dental specialists, dental hygienists, and licensed dental assistants.

MWBOO GRANTED A WAIVER ON DECEMBER 13, 2019.

3. **TOTAL HEALTH CARE, INC.** **\$ 327,141.00**

Account: 5000-569720-3023-273369-603051

With fewer new infections and a national push to end the epidemic by 2030, agencies must deploy staff to provide HIV testing, health education, and referrals to all persons they encounter in the community regardless of their status. Individuals who are HIV-negative should be provided with referrals for services to help them stay HIV-negative, including information and linkage to biomedical HIV prevention methods such as pre-exposure prophylaxis and non-

AGENDA

BOARD OF ESTIMATES

2/12/2020

Health Department - cont'd

occupational post-exposure prophylaxis. Total Health Care, Inc. will utilize the funds to continue to provide status-neutral early intervention services to individuals in the community, including HIV testing, Hepatitis C testing, health education and referrals.

MWBOO GRANTED A WAIVER ON DECEMBER 20, 2019.

4. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 167,200.00**

Account: 5000-569720-3023-273361-603051

Sinai Hospital of Baltimore, Inc. will utilize the funds to provide services to clients with chronic health conditions, like HIV who need support to resolve barriers to care, assistance with maintaining medical care and treatment adherence counseling. Sinai Hospital of Baltimore, Inc. will also provide ongoing medical case management to 100 individuals to support them in their health care and support service needs.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

5. **SINAI HOSPITAL OF BALTIMORE, INC.** **\$ 141,000.00**

Account: 5000-569720-3023-273363-603051

Sinai Hospital of Baltimore, Inc. will utilize the funds to provide services to clients with chronic health conditions, like HIV who need support to resolve barriers to care, assistance with accessing and maintaining support programs and assistance with navigating complex service systems. Sinai Hospital of Baltimore, Inc. will also provide ongoing non-medical case management to 100 individuals to support them in their health care and support service needs.

MWBOO GRANTED A WAIVER ON DECEMBER 6, 2019.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Health Department - cont'd

6. **HEALTH CARE FOR THE HOMELESS, INC.** **\$ 162,600.00**

Account: 5000-569720-3023-273324-603051

Health Care for the Homeless, Inc. will utilize the funds to provide Health Education Risk Reduction (HERR) services for clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR services will include sharing information about medical and psychosocial support services and counseling clients to improve their health status.

MWBOO GRANTED A WAIVER ON SEPTEMBER 30, 2019.

7. **PARK WEST HEALTH SYSTEMS, INC.** **\$ 163,450.00**

Account: 5000-569720-3023-273355-603051

Park West Health Systems, Inc. will utilize the funds to provide outpatient ambulatory health services as well as diagnostic and therapeutic services provided directly by a licensed health care provider with experience and treatment of patients with HIV disease.

MWBOO GRANTED A WAIVER ON DECEMBER 3, 2019.

INTER-AGENCY AGREEMENT

8. **MAYOR'S OFFICE OF HOMELESS SERVICES** **\$1,166,750.00**

Account: 5000-569720-3023-273350-603051

The Mayor's Office of Human Services - Homeless Services Program (MOHS-HSP) is the Housing Opportunities for Persons Living with HIV/AIDS grantee for the Baltimore Eligible Metropolitan Statistical Area (EMSA). The EMSA covers Baltimore City, Baltimore County, Anne Arundel County, Harford County, Carroll County, Howard County and Queen Anne's County. The Baltimore EMSA provides housing in the form of tenant-based rental assistance, short-term rent,

AGENDA

BOARD OF ESTIMATES

2/12/2020

Health Department - cont'd

mortgage, and utility assistance, permanent housing placement and supportive services to low-income persons living with HIV/AIDS and their families. The MOHS-HSP will contract with providers for housing and support services. Support services may include short-term housing, utility assistance, medical and non-medical case management, home health service, emergency financial assistance, groceries and home delivered meals.

MWBOO GRANTED A WAIVER ON DECEMBER 3, 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 and Inter-Agency Agreement have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/12/2020

Health Department - Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Maryland Department of Health (MDH) for the Medicaid Non-Emergency Medical Transportation (NEMT) Grant. The period of the MOU is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The transportation grant is awarded for the provision of non-emergency transportation services to qualified Medical Assistance participants for access to Medicaid-covered medically necessary treatment by a Medicaid provider who has entered into a provider agreement with the Maryland Department of Health.

The MOU defines the responsibilities of the Health Department, as grantee of the Maryland Medicaid Non-Emergency Medical Transportation (NEMT) grant. The Department will ensure that the NEMT grant funds are used only to improve the effectiveness and efficiency of the NEMT Program.

The MOU is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Mayor's Office of Homeless Services - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with St. Vincent De Paul of Baltimore, Inc. The period of the agreement is July 1, 2019 through June 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$361,000.00 - 5000-529120-3572-778500-603051

BACKGROUND/EXPLANATION:

The City has received a Maryland Department of Housing and Community Development grant to undertake the Homelessness Solutions Program. As a sub-recipient, St. Vincent De Paul of Baltimore, Inc. will operate emergency homeless shelters for 151 families experiencing homelessness in the City. The provider will offer services through their Sarah's Hope Program.

The agreement is late because of a delay at the administrative level.

MWBOO GRANTED A WAIVER ON NOVEMBER 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

2/12/2020

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

The Board is requested to approve and authorize execution of the Community Development Block Grant (CDBG) Agreements. The period of the CDBG Agreements is July 1, 2019 through June 30, 2020, unless otherwise indicated.

1. **ARUNDEL COMMUNITY DEVELOPMENT** **\$126,000.00**
 SERVICES, INC.

Account: 2089-208920-5930-682162-603062

Under the terms of this agreement, the funds will be used to subsidize operating expenses and administer a rehabilitation deferred loan program for low and moderate-income owner occupant households that reside in the Brooklyn/Curtis Bay area. The period of the agreement is October 1, 2019 through September 30, 2020.

MWBOO GRANTED A WAIVER ON NOVEMBER 4, 2019.

2. **HABITAT FOR HUMANITY OF THE** **\$265,000.00**
 CHESAPEAKE, INC.

Account: 2089-208920-5930-431662-603051

Under the terms of this agreement, the funds will be used to subsidize the Subgrantee's operating expenses. The Subgrantee will complete the rehabilitation, sale and settlement of ten vacant properties for first-time, owner occupancy by low-and moderate-income households within the Woodbourne-McCabe, Sandtown-Winchester and Biddle Street neighborhoods of Baltimore City.

MWBOO GRANTED A WAIVER ON OCTOBER 15, 2019.

3. **PARK HEIGHTS RENAISSANCE, INC.** **\$ 90,650.00**
 (PHR)

AGENDA

BOARD OF ESTIMATES

2/12/2020

DHCD - cont'd

4. **PARK HEIGHTS RENAISSANCE, INC.** **\$ 90,650.00**
(PHR)

Account: 2089-208920-5930-682162-603051	\$ 42,650.00
2089-208920-5930-682191-603051	\$ 48,000.00

Under the terms of this agreement, the funds will be used to subsidize the PHR's operating expenses. The PHR will administer the final set of rehabilitation deferred loans provided to low-and moderate-income owner occupant households that reside within the Park Heights Stabilization Area. PHR will also provide individual housing counseling services and various housing workshops.

MWBOO GRANTED A WAIVER ON JANUARY 16, 2020.

On July 17, 2019, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2019 Annual Action Plan for the following formula programs:

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Community Block Grant 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:

22 - 24

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****2/12/2020****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. \$150,000.00	9916-903257-9194	9916-904357-9197
3 rd Parks &	SE Community	SE Community Action
Public Facili-	Action Center -	Center - Active
ties Loan	Reserve	

This transfer will provide funds to the Department of General Services for the roof and HVAC renovations at the Southeast Community Action Center and all associated in-house costs. This project will be in two parts, design and construction. Once the design is completed, a second transfer will be submitted to cover the cost of construction.

Department of Planning

2. \$355,000.00	9904-921021-9129	9904-922021-9127
1 st Community	INSPIRE Plan	INSPIRE
and Economic	Implementation	
Development		
Loan		

This transfer will go towards community project/public space improvements around the following new 21st Century Schools: Patterson High School, Bay Brook Elementary/Middle School, Walter P. Carter Elementary/Middle School, Fort Worthington, Harford Heights Elementary School, Frederick Elementary/Middle School, Arlington Elementary School, and the REACH! School.

AGENDA

BOARD OF ESTIMATES

2/12/2020

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning - cont'd</u>		
3. \$ 115,000.00	9904-921021-9129	
1 st Community	INSPIRE Plan	
and Economic	Implementation	
Development		
Loan		
910,500.00	"	"
2 nd Community		
and Economic		
Development		
Loan		
\$1,025,500.00	-----	9904-910023-9127
		INSPIRE Sidewalks
		and Tree Pits

The funds will be used for improvements to walking paths around the following new 21st Century Schools: Mary E. Rodman Elementary School, Medford Heights Elementary School, Walter P. Carter Elementary/Middle School, Govans Elementary School, and Patterson High School.

Baltimore Convention Center

4. \$350,000.00	9953-912015-9535	
1 st Park &	BCC MSA Unallocated	
Public Facilities		
50,000.00	"	"
2 nd Parks &		
<u>Public Facilities</u>		
\$400,000.00	-----	9953-902026-9534
		BCC Expansion/Re-
		novation

AGENDA

BOARD OF ESTIMATES

2/12/2020

TRANSFERS OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

Baltimore Convention Center - cont'd

This transfer will enable the payment of the City's share of the jointly-funded Phase Two of the Convention Expansion/Renovation study. The work, when completed, will deliver a concept design with a total project cost estimate and an economic impact/return-on-investment analysis. The Convention Center is a driver of economic activity and tax revenue generation for Baltimore City. It currently is the oldest and smallest of its competitive set nationally. The cost of this project is not to exceed \$400,000.00 and will be paid directly to the Maryland Stadium Authority as the manager of this project.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Transportation - Developers' Agreements

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

1.	<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
	PAUL'S PLACE COMMUNITY KITCHEN, LLC	1590	\$ 18,555.00

Paul's Place Community Kitchen, LLC is in the process of constructing a new community restaurant building and needs to upgrade an existing water service at 925-937 Washington Boulevard. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$18,555.00 has been issued to Paul's Place Community Kitchen, LLC which assumes 100% of the financial responsibility.

2.	FLAMINGO APARTMENTS, LLC	1648	\$318,538.50
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Flamingo Apartments, LLC would like to construct new roads, sidewalks, water, conduit, street lighting, storm drains and sanitary improvements to its property located in the vicinity of 3900-3934 Flamingo Place. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$318,538.50 has been issued to Flamingo Apartments, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

AGENDA**BOARD OF ESTIMATES****2/12/2020**Department of Transportation - Minor Privilege Applications

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	3827 Falls Road	3827 Falls Road, LLC	One double face electric sign 8.58 sf.
	Flat charge: \$ 210.90		
2.	301-305 N. Howard Street	B & B Baltimore, LLC	One canopy 123 sf., one ADA ramp 137 sf., eight goose- neck lamps, one mansard cornice 175 sf.
	Annual charge: \$3,493.00		
3.	132 S. Washington Street	ML Real Estate, LLC	One planter 12 sf.
	Annual charge: \$ 42.00		
4.	3600 Fleet Street k/a 531 S. Conkling Street	WesBanco Bank, Inc.	One cornice sign 21.38 sf.
	Flat charge: \$ 105.60		

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Transportation - Traffic Mitigation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Catholic Community School Land, Inc. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

AMOUNT OF MONEY AND SOURCE:

\$35,248.08 - 9950-918090-9512-000000-490375

BACKGROUND/EXPLANATION:

Baltimore City Ordinance 11-529, approved on May 9, 2012, determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for 732 West Lexington Street at Parcel 1- 732 West Lexington Street; Parcel 2- 763 Dr. Benjamin Quarles Place constructing an elementary school with a total of 65,500 square feet. The Developer agrees to make a one-time contribution of \$35,248.08 to fund the City's multimodal transportation improvements in the Development's vicinity.

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 17 to Whitman, Requardt & Associates, LLP, Inc. under Project 1208, On-Call Transportation Planning/Policy/Feasibility Studies. The Task Assignment is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$236,472.08 - 6000-617420-2303-248700-603026

BACKGROUND/EXPLANATION:

This task will provide Transit Technical assistance during FY20 including Charm City Circulator contract oversight and preparation of the FY 19 National Transit Database report.

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: 23% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON JANUARY 10, 2020.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA**BOARD OF ESTIMATES****2/12/2020****Bureau of the Budget and - Fiscal 2021 Budget Planning Calendar
Management Research**

In accordance with Article VI, Section 2, of the Charter of Baltimore City (1996 Edition), the submitted schedule for preparing the Fiscal 2021 Budget is recommended for adoption by the Board. These dates are preliminary and subject to change.

Budget Calendar Fiscal 2021 Planning		
Item	Date	Description
Preliminary Budget at BOE	April 1, 2020	Transmittal of Department of Finance Recommendations to Board of Estimates
Taxpayer's Night	April 7, 2020	Budget Pop-Up at 6:00 p.m., Taxpayer's Night at 7:00 p.m. - War Memorial Building
Ordinance at BOE	May 6, 2020	Board of Estimates adopts proposed Ordinance of Estimates. This includes transmittal of the Executive Summary Budget Book
Publish Ordinance	May 11, 2020	Publication of a copy of proposed Ordinance of Estimates in two daily Baltimore City newspapers
Ordinance at City Council	May 11, 2020	Introduction of proposed Ordinance of Estimates to City Council
Agency Detail Book	May 11, 2020	Transmittal of the Agency Detail Budget Book to City Council
Ordinance Passage	<i>no later than</i> June 24, 2020	Passage of Ordinance of Estimates for Fiscal Year ending June 30, 2020

AGENDA**BOARD OF ESTIMATES****2/12/2020****OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Law Department - Payment of Settlement</u>			
1. Patrani Vega	3121 Virginia Avenue	L/H	\$11,300.00

Funds will be drawn from account no. 9910-903183-9588-900000-704040, Park Heights Redevelopment Area Complete Project.

On July 9, 2019, the City filed a condemnation action to acquire the leasehold interest in the real property located at 3121 Virginia Avenue in the amount of \$23,200.00, based upon the highest of two independent appraisals. The Defendant contested the City's value and countered with a fair market value of \$40,000.00. The parties settled on a fair market value of \$34,500.00. Thus, the Board is requested to approve an additional \$11,300.00 (\$34,500.00 less the previous approved amount of \$23,200.00).

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Finance - Payment in Lieu of Taxes Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Payment in Lieu of Taxes (PILOT) Agreement template for the Hollander Ridge project (the "Hollander Project"), an affordable housing project required to be developed under the Settlement Agreement for Thompson, et al. v. United States Department of Housing and Urban Development ("HUD"), et al. ("Thompson Settlement Agreement") to which the Housing Authority of Baltimore City ("The HABC") and the City are parties.

The Board is further requested to authorize the Director of Finance to execute the Hollander PILOT Agreement in the form of the template with Hollander Ridge Investor, LLC (the "Owner"), subject to review and approval for form and legal sufficiency by the City Solicitor's Office.

AMOUNT OF MONEY AND SOURCE:

No City funds are requested at this time. The PILOT will have no impact on City revenue for the reasons discussed below.

BACKGROUND/EXPLANATION:

Previously, the Board approved the form of PILOT Agreement to be used for phases one and two of public housing units sold by the HABC to private entities so that the properties could be renovated and upgraded under HUD's Rental Assistance Demonstration (RAD). RAD Phases I and II involved the conversion under RAD of public housing units in 23 public housing projects.

In 1996, the HABC was awarded \$20,000,000.00, under a HOPE VI grant to redevelop the former Hollander Ridge public housing site. All residents were relocated and the site was cleared. However, community opposition and subsequent litigation in connection with the Thompson, et al. v. HUD, et al. lawsuit prohibited the redevelopment of housing onsite using the HOPE VI funds. In 2012, the parties signed the Thompson Settlement Agreement, which required the HABC to develop up to 100 public housing units in certain communities in Baltimore City.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Finance - cont'd

Due to capital financing impediments in developing and maintaining the Hollander units as public housing, in October 2015, the parties agreed to amend the Thompson Settlement Agreement to allow the units to be converted under RAD.

In May 2016, HUD approved the revised Hollander development proposal, providing for the units to be initially developed as public housing and then converted under RAD project based rental assistance. The RAD conversion to project based rental assistance allows the HABC to attract millions of dollars in new capital for the rehabilitation and maintenance of the Hollander properties. Ninety-four Hollander properties were acquired by June 30, 2019.

The Hollander properties are currently governed by a Cooperation Agreement between the City and the HABC which, among other things, allows for a Payment in Lieu of Taxes by the HABC for its properties. The HABC PILOT under the Cooperation Agreement calls for a payment of ten percent of the shelter rents collected by the HABC, which is, ten percent of the rents collected directly from the tenants, minus utilities. Due to the financing structure that will be necessary to support the rehabilitation work in the Hollander properties, the entity that the HABC controls and wholly owns (the "Baltimore Housing Authority entity") will ground lease the land under the buildings and sell its ownership interest in the buildings to a new owner entity that will be partly owned by it. The effect of this ownership will be that the properties will no longer be covered by the Cooperation Agreement. In order to maintain the existing property tax status the HABC has requested and the Finance Department supports a new PILOT Agreement for the Owner for which the payment will be 10% of the rents collected from the residents. Based on the ownership structure, which will include a Baltimore Housing Authority entity, the Owner will be eligible to receive a PILOT under Section 12-104 of the Housing and Community Development Article of the Annotated Code of the State of Maryland.

The PILOT is necessary to preserve the properties' present tax levels, which are in turn necessary to raise sufficient capital for rehabilitation. Without the PILOT these properties would not

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Finance - cont'd

be financeable, would not benefit from RAD, and the necessary capital resources to complete the rehabilitation of the properties could not be attained.

The Hollander Project is in the final stage of financing approvals and an executed PILOT is necessary for financing to be approved by HUD and the State in connection with the four percent Low Income Housing Tax Credits and tax-exempt bonds awarded to the project. The executed PILOT Agreement must be provided before the project financing can close.

MBE/WBE PARTICIPATION:

Per HUD Federal Section 3 guidelines, the Developer will adhere to the 20% MBE/WBE goals (HABC to monitor).

(The Payment in Lieu of Taxes Agreement Template has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

2/12/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|---------|---------|
| 1. UWS, INC. | \$ 0.00 | Renewal |
| Contract No. B50004450 - Large Water Meter Testing, Repair, and Replacement Services - Department of Public Works - Bureau of Water and Wastewater - P.O. No.: P534917 | | |

On March 16, 2016, the Board approved the initial award in the amount of \$292,138.50. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$0.00 is for the period March 31, 2020 through March 30, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On December 7, 2015, MWBOO approved a waiver as segmentation was not considered practicable.

MWBOO GRANTED A WAIVER ON DECEMBER 7, 2015.

- | | | |
|--|---------------|---------------------|
| 2. GENERAL TRAFFIC EQUIPMENT | | Non-Competitive |
| CORP. | \$ 200,000.00 | Procurement/Renewal |
| Contract No. 08000 - Pedestrian Traffic Signal Assemblies - Department of Transportation - P.O. No.: P534937 | | |

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

On March 23, 2016, the Board approved the initial award in the amount of \$125,058.00. The award contained four renewal options. Three renewal options have been exercised. This final renewal in the amount of \$200,000.00 is for the period

AGENDA

BOARD OF ESTIMATES

2/12/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

March 22, 2020 through March 23, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

3. UNIVAR USA, INC.
BRENNTAG NORTHEAST,
INC.

\$ 200,000.00

Increase

Contract No. B50004593 - Sodium Hydroxide (Caustic Soda) Solution - Department of Public Works - Water and Wastewater - P.O. Nos.: P536252 and P536253

On July 13, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained four 1-year renewal options. Subsequent actions have been approved. Due to the additional consumption of the chemical during startup of new Enhanced Nutrient Removal Facility at Patapsco Water Treatment Plant, an increase in the amount of \$200,000.00 is necessary. This increase will make the award amount \$1,650,000.00. The contract expires on July 14, 2020, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 4, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON MAY 4, 2016.

AGENDA

BOARD OF ESTIMATES

2/12/2020

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

4. ARBUTUS REFRIGERATION, INC.	\$ 39,877.00	Non-Competitive/ Procurement/Sole Source
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Contract No. 08000 - Commercial Dishwashers - Health - Health
Department - Req. No.: R843031

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The new animal shelter facility has been designed to exactly fit two of the Hobart ventless dishwashers in the animal kitchen area. This is a one-time procurement. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable. This award is below the MWBOO subcontracting threshold.

5. MWI ANIMAL HEALTH	\$ 85,646.14	Non-Competitive/ Procurement/Sole Source
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Contract No. 08000 - Surgery Equipment for New Location -
Baltimore City - Health Department - Req. No.: R840379

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement - cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The new animal shelter has been specifically designed for these items and model numbers of this specialty veterinary equipment and the vendor is the only source. This is a one-time procurement. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

Not applicable.

6. ROBERTS WATER TECHNOLOGIES, INC.	\$ 57,572.00	Non-Competitive/ Procurement/Sole Source
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Contract No. 08000 - Replacement of Dynamic Probes - Department of Public Works - Req. No.: R841193

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT:

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment at the water treatment plants. The probes are required to control the monitoring, washing and operations of the filters, and are necessary to meet the federal EPA water

AGENDA

BOARD OF ESTIMATES

2/12/2020

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

quality standards for the water treatment plant. The period of the award is February 12, 2020 through February 11, 2021. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

- | | |
|---|----------------------------|
| 7. K2 SOLUTIONS, | K2 Master |
| INC. | \$ 0.00 Services Agreement |
| Contract No. 08000 - Person-Borne Explosive Detective Canine Services - Baltimore Convention Center - P.O. No.: P549300 | |

The Board is requested to approve and authorize execution of a K2 Master Services Agreement with K2 Solutions, Inc. The period of the agreement is February 12, 2020 through February 11, 2021.

On October 23, 2019, the Board approved the initial award in the amount of \$156,000.00.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

(The K2 Master Services Agreement has been approved by the Law Department as to form and legal sufficiency.)

8. GLOBAL PUBLIC SAFETY, LLC	\$ 43,304.20	Non-Competitive/ Procurement/ Cooperative Agreement
State of Maryland Contract No. BPO 001B840027 - Police Vehicle and Emergency Vehicle Warning Systems and Lighting - Baltimore Police Department - Req. No.: R829832		

This request 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 Global Public Safety, LLC. The contract expires on October 31, 2021 with two 1-year renewal options.

Lights, sirens and radio parts, as well as installation and removal services will be purchased under a competitively bid, cooperative contract with the State of Maryland. This will replace older equipment and remove equipment from older vehicles.

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

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

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.)

9. ACME AUTO LEASING,	\$450,000.00	Ratification and
LLC	250,000.00	Extension
	<u>\$700,000.00</u>	

Contract No. B50001886 - Vehicle Leasing - Baltimore City Police Department - P.O. No.: P519341

On January 18, 2012, the Board approved the initial award in the amount of \$372,018.00. This ratification in the amount of \$450,000.00 is necessary to pay invoices for leasing services rendered before and after the expiration of the contract. An extension in the amount of \$250,000.00 is necessary to continue vehicle leasing services for various City agencies since new Solicitation B50005715 was not advertised due to scope of work and specification changes. Solicitation will be advertised the week of February 11, 2020.

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

MBE/WBE PARTICIPATION:

On March 25, 2011, it was determined that no goals would be set because of no opportunity to segment the contract. The

AGENDA

BOARD OF ESTIMATES

2/12/2020

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

contract requires that where feasible current Fleet
maintenance/repair contracts are utilized.

MWBOO GRANTED A WAIVER ON MARCH 25, 2011.

EXTRA WORK ORDERS

* * * * *

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

43 - 46

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

AGENDA**BOARD OF ESTIMATES****2/12/2020****EXTRA WORK ORDERS**

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

Department of Transportation/DOT Engineering
and Construction Division (DOT TEC)

1. EWO #003, \$60,791.14 - TR 03319, Replacement of Bridge No. BC 3212 Harford Road over Herring Run
\$18,997,069.00 \$260,100.67 Technopref - 36%
Industries,
Inc.

This authorization is requested on behalf of the Department of Transportation to perform the work that was deemed necessary due to differing site conditions. During the installation of various storm drain related work, the Contractor encountered utility conflict along Harford Road between Chesterfield Avenue and Lake Montebello Drive. The necessary redesign impacted structures already fabricated, MH3-3 was increased in size due to an unexpected inflow pipe found during installation, and an unexpected rock was encountered during the installation of the storm sewer between MH3-3 and MH3-2. The additional costs were deemed necessary to facilitate the forward progress of the work. An Engineer's Certificate of Completion of Work has not been issued.

DBE PARTICIPATION:

The DBE established a goal of 18%.

2. EWO #001, \$0.00 - TR 19011, Resurfacing Highways @ Various Locations - N.E Sector I
\$1,959,434.41 - Manuel Luis 108 90%
Construction
Co., Inc.

AGENDA

BOARD OF ESTIMATES

2/12/2020

EXTRA WORK ORDERS

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

Department of Transportation/DOT Engineering - cont'd
and Construction Division (DOT TEC)

This authorization is requested on behalf of the Department of Transportation and provides for a 108-day non-compensable time extension. The additional time is needed to complete the work on this contract. The Notice to Proceed was issued March 29, 2019 with an original completion date of January 30, 2020. The extra time is needed to complete ongoing temperature sensitive items that require asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk and ADA repairs. The additional time will extend the contract through the Spring of 2020 and allow for the completion of the proposed work. The contract was advertised using 210 working days and the additional 108 working days will result in a revised completion date of June 30, 2020. An Engineer's Certificate of Completion of Work has not been issued.

MWBOO SET GOALS OF 26% FOR MBE AND 10% FOR WBE.

THE EAR WAS APPROVED BY MWBOO ON JANUARY 7, 2020.

3. EWO #002, \$0.00 - TR 19012, Resurfacing Highways @ Various Locations - N.W. Sector II

\$1,967,384.92	\$127,250.60	Manuel Luis	108	85%
		Construction		
		Co., Inc.		

This authorization was requested on behalf of the Department of Transportation and provides for a 108-day non-compensable

AGENDA

BOARD OF ESTIMATES

2/12/2020

EXTRA WORK ORDERS

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

Department of Transportation/DOT Engineering - cont'd
and Construction Division (DOT TEC)

time extension. The additional time is needed to complete the work on this contract. The Notice to Proceed was issued March 29, 2019 with an original completion date of January 30, 2020. The extra time is needed to complete ongoing temperature sensitive items that require asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk and ADA repairs. The additional time will extend the contract through the Spring of 2020 and allow for the completion of the proposed work. The contract was advertised using 210 working days and the additional 108 working days will result in a revised completion date of June 30, 2020. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 26% FOR MBE AND 10% FOR WBE.

THE EAR WAS APPROVED BY MWBOO ON JANUARY 7, 2020.

THE TRANSFER OF FUNDS RELATED TO THIS ITEM WAS APPROVED BY THE BOARD ON JANUARY 22, 2020.

4. EWO #001, \$0.00 - TR 19013, Resurfacing Highways @ Various Locations - S.W. Sector III

\$1,898,149.77	-	Manuel Luis	108	64%
		Construction		
		Co., Inc.		

This authorization was requested on behalf of the Department of Transportation and provides for a 108-day non-compensable

AGENDA

BOARD OF ESTIMATES

2/12/2020

EXTRA WORK ORDERS

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

Department of Transportation/DOT Engineering - cont'd
and Construction Division (DOT TEC)

time extension. The additional time is needed to complete the work on this contract. The Notice to Proceed was issued March 29, 2019 with an original completion date of January 30, 2020. The extra time is needed to complete ongoing temperature sensitive items that require asphalt placement, pavement markings, 7-inch and 9-inch concrete placement, sidewalk and ADA repairs. The additional time will extend the contract through the Spring of 2020 and allow for the completion of the proposed work. The contract was advertised using 210 working days and the additional 108 working days will result in a revised completion date of June 30, 2020. An Engineer's Certificate of Completion has not been issued.

MWBOO SET GOALS OF 26% FOR MBE AND 10% FOR WBE.

THE EAR WAS APPROVED BY MWBOO ON DECEMBER 30, 2019.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Recreation and Parks - Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Blackout Management LLC and Baltimore Civic Fund, Inc. formerly known as Baltimore City Foundation Inc. The Agreement is effective upon Board approval through September 30, 2020.

AMOUNT OF MONEY AND SOURCE:

\$200,000.00 - 1001-000000-1250-779600-603026

BACKGROUND/EXPLANATION:

Blackout Management LLC provided the City with talent acquisition services in 2019 and would like to do so again. Blackout Management LLC will identify, negotiate, book and manage national talent for the two-day AFRAM Festival on August 15 - 16, 2020. Blackout Management LLC will identify, negotiate, secure and manage sponsors and sponsorships for the festival on behalf of the Department.

The Baltimore Civic Fund, Inc. is the fiscal management agency for the AFRAM funds. Upon Board approval, the Baltimore Civic Fund, Inc. will pay Blackout Management LLC for talent acquisition and management fees.

MWBOO GRANTED A WAIVER ON JANUARY 14, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Human Resources - Personnel Matter

The Board is requested to approve following Personnel matter.

Create the following position:

1. Classification: Operations Officer IV
Job Code: 00088
Grade: 931 (\$75,715.00 - \$121,037.00)
Position No.: To Be Assigned

Cost: \$42,757.00 - 2041-000000-1602-172500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:

50 - 55

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

In connection with the Transfers of Funds,
reports have been requested from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

2/12/2020

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- | | | | |
|----|--|-------------------------------|----------------|
| 1. | B50005795, Laboratory
Analysis Services | Microbac Laboratories
Inc. | \$1,250,000.00 |
|----|--|-------------------------------|----------------|

ALS Group USA Corp.
d/b/a ALS Environmental

(Department of Public
Works)

MBE/WBE PARTICIPATION:

On June 19, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON JUNE 19, 2019.

Department of Public Works/Office
of Engineering and Construction

- | | | | |
|----|---|---------------------------|----------------|
| 2. | WC 1403, Urgent Need
Water Infrastructure
Rehabilitation and
Improvements - Phase
II - FY20 | Metra Industries,
Inc. | \$8,454,504.00 |
|----|---|---------------------------|----------------|

MWBOO SET GOALS OF 13% FOR MBE AND 5% FOR WBE.

AGENDA**BOARD OF ESTIMATES****2/12/2020****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

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

MBE: Economic International Construction Co., Inc.	\$ 846,000.00	10.00%
AB Trucking & Contracting, LLC	<u>254,000.00</u>	<u>3.00%</u>
Total	\$1,100,000.00	13.00%
WBE: R&R Contracting Utilities, Inc.	\$ 423,000.00	5.00%

MWBOO FOUND VENDOR IN COMPLIANCE.**3. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$6,918,000.00 Revenue Bond	9960-911049-9558 Water Infra. Rehab. Urgent Need	
288,000.00 County Revenue	" "	
1,183,864.32 Revenue Bond	9960-907122-9558 WC 1388 URG Infra- structure III	
741,000.00 <u>County Revenue</u>	" "	
\$9,130,864.32	-----	9960-904978-9557-6 Construction

AGENDA

BOARD OF ESTIMATES

2/12/2020

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

TRANSFER OF FUNDS

AMOUNT

FROM ACCOUNT/S

TO ACCOUNT/S

This transfer will cover the costs associated with WC 1403, Urgent Need Water Infrastructure Rehabilitation and Improvements - Phase II - FY20.

Department of Recreation and Parks/
Capital Development and Planning

4. RP 17807, Druid Hill Aquatic Center & Parking Lot Plano-Coudon, LLC \$10,088,000.00

MWBOO SET GOALS OF 11% FOR MBE AND 7% FOR WBE.

MBE: Bryant Concrete Construction, Inc.	\$ 820,000.00	8.13%
Ironshore Contracting, LLC	169,000.00	1.68%
Reedbird Steel, LLC	125,000.00	1.24%
	<u>\$1,114,000.00</u>	<u>11.05%</u>
 WBE: Comer Construction, Inc.	 \$1,012,000.00	 10.03%

Although the dollar amount was not listed on Part D: Participation Affidavit, MWBOO was able to decipher the dollar amount from the contract. The total dollar amount is not considered a material defect of the contract.

MWBOO FOUND VENDOR IN COMPLIANCE ON JANUARY 21, 2020.

AGENDA**BOARD OF ESTIMATES****2/12/2020****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Recreation and Parks**TRANSFERS OF FUNDS**

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
5.	\$ 435,000.00	9938-912099-9474	
	General Funds	Herring Run Stream Stabilization - (Active)	
	26,000.00	"	"
	2 nd Parks & Public Facilities		
	225,000.00	9938-909044-9475	
	27 th Series Rec. & Parks FY15	FY 15 MD Community Parks and Playgrounds (Reserve)	
	375,000.00	9938-907779-9475	
	2 nd Parks & Public Facilities	Pool & Bathhouse Renovations (Reserve)	
	450,000.00	"	"
	3 rd Parks & Public Facilities		
	3,000.00	"	"
	25 th Series Rec. & Parks		

AGENDA**BOARD OF ESTIMATES****2/12/2020****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of Recreation and Parks - cont'd**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
1,027,000.00 27 th Series Rec. & Parks	" "	
1,125,000.00 State (Program Open Space)	" "	
3,760,000.00 1 st Parks & Pub- lic Facilities	9938-903778-9475 Druid Hill Pool & Bathhouse (Reserve)	
717,000.00 State (Program Open Space)	" "	
\$8,143,000.00	-----	9938-908779-9474 Druid Hill Pool and Bathhouse Renova- tion - (Active)

This transfer will provide funds to cover the costs associated with the award of the Druid Aquatic Center & Parking Lot, RP 17807 to Plano-Coudon, LLC.

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
6. \$ 450,000.00 State (Program Open Space)	9938-914074-9475 Park Roadway Im- provements - (Reserve)	

AGENDA

BOARD OF ESTIMATES

2/12/2020

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Recreation and Parks - cont'd

105,000.00
2nd Parks & Public
Facilities

"

"

278,000.00
General Fund/
HUR

"

"

\$ 833,000.00

9938-915074-9474
FY17 Park Roadway
Improvements -
(Active)

This transfer will provide funds to cover the costs associated with the award of the Druid Aquatic Center & Parking Lot, RP 17807 to Plano-Coudon, LLC.

7. **\$ 300,000.00**
State (Program
Open Space)

9938-918031-9475
Druid Hill Park
Trail Head and
Parking
(Reserve)

9938-919031-9474
Druid Hill Park
Trail Head and
Parking - (Active)

This transfer will provide funds to cover the costs associated with the award of the Druid Aquatic Center & Parking Lot, RP 17807 to Plano-Coudon, LLC.

AGENDA**BOARD OF ESTIMATES****2/12/2020**

Department of Housing and - Amendment to Community
Community Development Catalyst Grants Program

ACTION REQUESTED OF B/E:

The Board is requested to amend the named awardees of four Community Catalyst Operating Grants listed below:

Previously Named Awardees approved by the Board of Estimates on September 18, 2019	Corrected Awardees to be approved by the Board of Estimates	Previously awarded Grant Award	Date BOE approved Budgets and Scope of Work
Baltimore Roundtable for Economic Democracy (Grantee) and The Working World, Inc. (Fiscal Agent)	The Working World, Inc. (Grantee)	\$47,000.00	Oct. 30, 2019
Baltimore Good Neighbors Coalition (Grantee) and Strong City Baltimore, Inc. (Fiscal Agent)	Strong City Baltimore, Inc. (Grantee)	\$50,000.00	Oct. 30, 2019
Forest Park Alliance (Grantee) and WBC Community Development Corporation (Fiscal Agent)	WBC Community Development Corporation (Grantee)	\$75,000.00	Nov. 6, 2019
The Sandtown-Winchester Harlem Park Master Plan Collective (Grantee) and Strong City Baltimore, Inc. (Fiscal Agent)	Strong City Baltimore, Inc. (Grantee)	\$60,000.00	Nov. 6, 2019

AMOUNT OF MONEY AND SOURCE:

No funds are requested.

BACKGROUND/EXPLANATION:

As the prior awardees are not established 501(c)3 organizations and were unable to register with the State of Maryland, following approval, the DHCD will execute individual agreements with each of the four amended awardees. The term of the agreement will vary for each of the awardees but can be a maximum of three years effective

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Housing and - cont'd
Community Development

from the date agreements are executed with the DHCD. This Amendment does not change the grant amount, or the Form Agreements previously approved by the Board.

MBE/WBE PARTICIPATION:

The MWBOO Office has reviewed and approved waivers for all awards \$50,000.00 and greater.

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Recreation and Parks - Second Amendment to Non-Construction Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to the Non-Construction Consultant Agreement between the City, South Baltimore Gateway Community Impact District Management Authority d/b/a South Baltimore Gateway Partnership (SBGP), and Parks & People Foundation (P&PF), who is serving as Project Manager for Stakeholder Engagement and Design Team Selection on the Middle Branch Waterfront Vision and Implementation Plan. The Second Amendment to the Non-Construction Consultant Agreement extends the period of the agreement through March 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$30,000.00 - 2026-000000-4781-783301-603026

This increases the total compensation from City sources to \$228,775.00.

BACKGROUND/EXPLANATION:

In 2018, the City engaged P&PF to serve as Project Manager in its effort to create a Middle Branch Waterfront Vision and Implementation Plan (the Plan), toward the ultimate goal of improving and constructing a network of publicly accessible parks and trails along 11 miles of shoreline of the Middle Branch of the Patapsco in South Baltimore.

The original Agreement engaged P&PF and its sub-consultants to assist with Stakeholder Engagement and Design Team Selection, representing Phase 1 in the creation of the Plan. Under the Scope of Services, P&PF facilitated an invited design competition, from

AGENDA

BOARD OF ESTIMATES

2/12/2020

Department of Recreation and Parks - cont'd

which an expert jury recommended that the City engage the team led by West 8 Landscape Architecture & Urban Design P.C. for the actual creation of the Plan itself. P&PF continues to assist the City in communications with stakeholders, seeking funding for the Plan, and developing the scope of work for West 8's services.

On December 12, 2018, the Board approved the original Agreement for the period ending on June 30, 2019, and awarded P&PF compensation that included \$198,775.00 from City/Casino Local Impact Grant funds and \$58,671.79 from the SBGP, who is serving as the Fiscal Agent, for a total of \$257,446.79 due to P&PF.

On August 21, 2019, the Board approved the First Amendment to the Agreement which extended the period of the Agreement through December 31, 2019, and authorized an additional \$50,000.00 in compensation from the SBGP (with no additional funds from the City), for a total of \$307,446.79 due to P&PF.

The Second Amendment to the Agreement extends the period of the Agreement through March 31, 2020, and authorizes an additional \$30,000.00 in compensation from City/Casino Local Impact Grant funds, for a total of \$228,775.00 from the City and a combined total of \$337,446.79 in City and SBGP funds.

The Second Amendment to the Agreement is late because of administration delays.

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2018.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA**BOARD OF ESTIMATES****2/12/2020****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Mohammed Rahman	Design-Build for Water/Wastewater Conference 2020 Dallas, TX April 19 - 22, 2020 (Reg. Fee \$585.00)	Water Utility	\$2,410.65

The subsistence rate for this location is \$227.00 per night. The hotel rate is \$260.93 per night, hotel taxes of \$39.82 per night, a resort fee of \$25.00 per night, plus a resort fee tax of \$3.81 per night. The Department is requesting additional subsistence of \$33.93 per night to cover the hotel cost, plus total hotel taxes of \$205.90 and \$40.00 per day for meals and incidentals. The airfare cost of \$656.96 and registration fee of \$585.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, the disbursement to Mr. Rahman is \$1,168.69.

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 Council

2. Kristerfer Burnett	Local Progress 2020 Board Meeting Seattle, Washington Feb. 27 - Mar. 1, 2020 (Reg. Fee \$0.00)	\$ 336.00
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Local Progress will be covering all hotel and meal costs. Mr. Burnett personally incurred the airfare cost of \$336.00. Therefore, the disbursement to Mr. Burnett is \$336.00.

AGENDA**BOARD OF ESTIMATES****2/12/2020****TRAVEL REQUESTS**

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

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

Police Department

3.	Gregory Moxey*	2020 Maryland State	General	\$	0.00
	Ronnie Waters**	Police Motor In-	Funds		
		structor Training			
		School			
		Sykesville, MD			
		Apr. 6 - 24, 2020*			
		Apr. 13 - 24, 2020**			
		(Reg. Fee \$0.00)			

The training is being offered to the Police Department at no cost.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request form 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.

Fire and Police Employees' Retirement System

4.	Robert Haukdal	Investment	Special	\$2,819.95
		Institute	Funds	
		New Orleans, LA	Fire and	
		April 26 - 29, 2020	Police	
		(Reg. Fee: \$1,550.00)		

AGENDA

BOARD OF ESTIMATES

2/12/2020

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Fire and Police Employees' Retirement System - cont'd</u>			

The subsistence rate for this location is \$228.00 per night. The cost of the hotel is \$239.00 per day and hotel tax of \$36.33 per day. The Department is requesting additional subsistence of \$11.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. The registration cost of \$1,550.00 and hotel deposit of \$400.00 has been prepaid by check.

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

Department of Recreation and Parks

5. Kendra Aneisha Moore	2020 Beyond School Hours XXIII Orlando, FL Feb. 26 - 29, 2020 (Reg. Fee \$599.00)	General Funds	\$1,940.68
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The subsistence rate for this location is \$219.00 per night. The cost of the hotel is \$197.00 per night plus taxes of \$24.63 per night. The Department is requesting additional subsistence of \$18.00 per day for meals and incidentals.

The airfare cost of \$342.96 and the registration cost of \$599.00 were prepaid using a City-issued credit card assigned to Ms. Stella Clanton. The hotel cost of \$591.00, hotel tax of \$73.88 and rental car cost of \$183.34 were prepaid using a City-issued credit card assigned to Ms. Moore. Therefore, the disbursement to Ms. Moore is \$150.00.

AGENDA

BOARD OF ESTIMATES

2/12/2020

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
<p>The Department is requesting a rental car due to the 2.7 mile distance between the conference and the hotel, there is no accessible shuttle between the two locations.</p> <p>Pursuant to AM-240-8 if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.</p> <p>Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five work days or if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.</p>			
6. Stella Regina Clanton	2020 Beyond School Hours XXIII Orlando, FL Feb. 26 - 29, 2020 (Reg. Fee \$599.00)	General Funds	\$1,091.96

The Department is requesting only the cost of \$40.00 per day for meals and incidentals because Ms. Clanton is sharing the hotel room with Ms. Moore.

The airfare cost of \$342.96 and the registration cost of \$599.00 was prepaid using a City-issued credit card assigned to Ms. Clanton. The hotel cost of \$591.00 and hotel tax of \$73.88 was prepaid using a City-issued credit card assigned to Ms. Kendra Moore. Therefore, the disbursement to Ms. Clanton is \$150.00.

AGENDA

BOARD OF ESTIMATES

2/12/2020

TRAVEL REQUESTS

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

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

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Health Department

7. Hilda Ndirangu	2019 National Coalition of STD Directors Annual Meeting Alexandria, VA Nov. 19 - 22, 2019 (Reg. Fee \$550.00)	Comprehensive STD Prevention Project	\$1,230.34
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Ms. Ndirangu traveled to Alexandria, Virginia on November 19 - 22, 2019 for the 2019 National Coalition of STD Directors Annual Meeting.

The subsistence rate for this location was \$257.00 per day. The hotel rate was \$149.00 per night, plus hotel taxes of \$22.86 per night.

The hotel costs and the registration fee in the amount of \$550.00 were prepaid on a City-issued credit card assigned to Mr. Malcolm Green-Haynes.

Ms. Ndirangu personally incurred the cost of mileage, parking, and meals and incidental. Therefore, Ms. Ndirangu will be reimbursed \$164.76.

AGENDA

BOARD OF ESTIMATES

2/12/2020

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Health Department - cont'd

TRAVEL REIMBURSEMENT

\$ 55.10 - Mileage (95 miles x \$0.58)
42.00 - Parking (\$14.00 x 3 days)
67.66 - Meals and incidentals
\$164.76 - Total reimbursement

This request is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED