NOTICES:

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

a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.

b. Protests.

1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.

2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.

3. The written protest shall include:

a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;

b. A narrative description of the issues and facts supporting the protest; and

c. A description as to how the protestant will be harmed by the proposed Board action.

d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c) must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.

2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

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

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

NOTICES - cont'd:

1. **SPECIAL NOTICE FOR JUNE 2, 2021, 9:00 A.M. BOARD OF ESTIMATES' MEETING**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1 (408) 418-9388 (ACCESS CODE: 179 810 2346) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

2. **12:00 NOON MEETING ANNOUNCEMENT OF BIDS AND OPENINGS**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING (443) 984-1696 (ACCESS CODE: 0842939) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

3. **EFFECTIVE MARCH 9, 2021, THE BOARD SUBMISSION DEADLINE IS WEEKLY ON TUESDAY AT 11:00 A.M.**

BOARD OF ESTIMATES' AGENDA – JUNE 2, 2021

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:

Bensky Construction Co., LLC	$ 1,500,000.00
Brayman Construction Corporation	$ 75,630,000.00
Oak Grove Roofing LLC	$ 200,000.00
Ruff Roofers, Inc.	$ 8,000,000.00
Trionfo Builders, Inc.	$ 8,000,000.00
Vigil Contracting, Inc.	$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

Accurate Infrastructure Data, Inc.	Engineer Property Line Survey
AECOM Technical Services, Inc.	Engineer
Delon Hampton & Associates, Chartered (MBE)	Engineer

BOARDS AND COMMISSIONS – cont'd

Johnson, Mirmiran & Thompson, Inc.	Architect Landscape Architect Engineer Land Survey
KES Engineering, Inc.	Engineer
KUMI Construction Management Corporation	Engineer
Lardner/Klein Landscape Architects, P.C.	Landscape Architect
Morris & Ritchie Associates, Inc.	Architect Landscape Architect Engineer Land Survey Property Line Survey
OptiRTC, Inc.	Engineer
Reynolds Smith and Hills, Inc. A/K/A RS&H, Inc.	Engineer

Department of Planning – Non-Construction Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with South Baltimore Gateway Partnership and James Corner Field Operations, LLC. The period of the agreement is effective upon Board approval and will terminate 12 months thereafter, with an option to renew for six additional months.

AMOUNT OF MONEY AND SOURCE:

$311,425.00 – 2026-000000-1873-732500-603018 - FY20 Casino Local Impact Grant
540,026.00 – South Baltimore Gateway Partnership
$851,451.00

BACKGROUND/EXPLANATION:

The Department of Planning in collaboration with South Baltimore Gateway Partnership (SBGP) seek to engage James Corner Field Operations (JCFO) to lead an updated Middle Branch Master Plan (MBMP), continuing work on Phase 2 of the Middle Branch Waterfront Vision & Implementation Plan.

Under a separate agreement, the City and South Baltimore Gateway Partnership contracted with Parks & People Foundation to conduct Stakeholder Engagement and Design Team Selection (Phase 1). That process culminated in an invited design competition of pre-qualified consultant teams led by landscape architecture firms experienced in large-scale, public waterfront projects. This resulted in JCFO being among the firms recommended for their qualifications and the quality of their design proposals.

The City and SBGP previously contracted with West 8 Landscape Architecture and Urban Design (West 8) for Task 1 of the MBMP in an agreement approved by the Board on May 6, 2020. West 8 performed a portion of the task work before resigning effective July 3, 2020 (approved by the Board on July 15, 2020).

SBGP engaged Mahan Rykiel Associates to finish and expand the Task 1 work, which is now complete. The City and SBGP negotiated a scope of work with JCFO and its team, comprised of sub-consultants that includes Mahan Rykiel Associates, to complete Tasks 2-4 of the Master Plan, building on the Task 1 work.

The City and SBGP identified funding for all tasks and expenses outlined in the Scope of Work and Budget contained in the Agreement. However, given that some funds will be

Department of Planning – cont'd

appropriated in fiscal year 2022, the City and SBPG wish to proceed only with Task 2 at this time, for a total cost not to exceed $851,451.00. The sources of funding for Task 2 are: $311,425.00 in City-controlled Casino Local Impact Grant (LIG) funds, appropriated for this purpose in FY20 and FY21; and $540,026.00 in community-directed LIG funds from SBGP.

As FY22 funds are available, the City and SBGP will add tasks by amendment and notification to the Board.

MBE/WBE PARTICIPATION:

The goals for this project are currently being reviewed.

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.)

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of a City-owned property building located at 2801 Mosher Street to Dana M. Rivas, Developer.

AMOUNT OF MONEY AND SOURCE:

$8,500.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title and interest in 2801 Mosher Street, a vacant building, to the Developer for $8,500.00. The Developer will be using private funds for the project.

The Developer proposes to purchase the vacant building at 2801 Mosher Street for complete rehabilitation as a single-family home, to be sold at market rate.

The authority to sell the property, is given under Baltimore City Code, Article 13, § 2-7(h) of the Baltimore City Code.

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

Pursuant to the Appraisal policy of Baltimore City, a Waiver Valuation determined the property located at 2801 Mosher Street to be valued at $14,200.00 and it will be sold for $8,500.00. The property is being sold below the price determined by the Waiver Valuation process for the following reasons:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase the property for a price that is less than $50,000.00 and will

DHCD – cont'd

receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE participation is not applicable.

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

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of a City-owned property building located at 3724 Reisterstown Road (Block 3176, Lot 008) to Mr. Stephen Tate, Developer.

AMOUNT OF MONEY AND SOURCE:

$1,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title and interest in 3724 Reisterstown Road to the Developer for $1,000.00, which will be paid to the City of Baltimore at the time of settlement. The purchase and improvements to the site will be financed through private sources.

The Developer wishes to purchase the vacant property located at 3724 Reisterstown Road to renovate and resell as a single-family dwelling to a homeowner that will use it as their primary residence.

The authority to sell the lot located at 3724 Reisterstown Road comes by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized on December 22, 2010.

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

Pursuant to the Appraisal policy of Baltimore City, a Waiver Valuation determined the property located at 3724 Reisterstown Road to be valued at $2,000.00 and it will be sold for $1,000.00. The property is being sold below the price determined by the Waiver Valuation process for the following reasons:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

DHCD – cont'd

MBE/WBE PARTICIPATION:

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

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

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of a City-owned property building located at 4727 Alhambra Avenue to CR of Maryland 1, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

$14,500.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title and interest in 4727 Alhambra Avenue to the Developer for $14,500.00. The Developer will be using private funds for the project. The Developer proposes to purchase the vacant building for complete rehabilitation as a single-family home to be sold at market rate.

The authority to sell the property is given under Baltimore City Code, Article 13, § 2-7(h) of the Baltimore City Code.

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

Pursuant to the Appraisal policy of Baltimore City, a Waiver Valuation determined 4727 Alhambra Avenue to be valued at $19,500.00 and it will be sold for $14,500.00. The property is being sold below the price determined by the Waiver Valuation process for the following reasons:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase the property for a price that is less than $50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation; therefore, MBE/WBE

DHCD – cont'd

participation is not applicable.

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

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of a City-owned property building located at 5345 Denmore Avenue to At The House, Inc., Developer.

AMOUNT OF MONEY AND SOURCE:

$2,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title and interest in 5345 Denmore Avenue to the Developer for $2,000.00, which will be paid to the City of Baltimore at the time of settlement. The Developer will be using private and public funds for this project.

The project will involve the new construction of a neighborhood social community center providing support services.

The authority to sell the property located at 5345 Denmore Avenue comes from Article 28, § 8-3 of the Baltimore City Code.

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

Pursuant to the Appraisal policy of Baltimore City, a Waiver Valuation determined the property located at 5345 Denmore Avenue to be valued at $6,500.00 and it will be sold for $2,000.00. The property is being sold below the price determined by the Waiver Valuation process for the following reasons:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood,
- the sale will return the property to the City's tax rolls, and

DHCD – cont'd

- the sale will provide economic development.

MBE/WBE PARTICIPATION:

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

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

Department of Housing and Community Development (DHCD) - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of six City-owned properties located at 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street to American Communities Trust, Inc., Developer.

AMOUNT OF MONEY AND SOURCE:

$1.00 - 1337 N. Gay Street
1.00 - 1339 N. Gay Street
1.00 - 1341 N. Gay Street
1.00 - 1343 N. Gay Street
1.00 - 1345 N. Gay Street
1.00 - 1347 N. Gay Street
$6.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interests in 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street to the Developer for a total purchase price of $6.00. The improvements to the site will be financed through grant sources.

The Developer wishes to purchase the vacant lots located at 1337, 1339, 1341, 1343, 1345, and 1347 N. Gay Street for the purpose of creating a park along the border between East Baltimore and East Baltimore Development Initiative (EBDI). Additionally, American Communities Trust, Inc. will endeavor to beautify the Amtrak underpass to the East Baltimore neighborhood and the EBDI. American Communities Trust, Inc. has been maintaining the subject property through the Baltimore City Adopt-A-Lot Program since 2017.

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

Pursuant to the City of Baltimore Appraisal Policy, vacant lots assessed for $2,500.00 or less are not required to have an appraisal. These lots are assessed at $1,000.00 each making the total value $6,000.00, according to the appraisal policy. The properties are being sold for $1.00 each, for a total purchase price of $6.00, to American Communities Trust, Inc. for the following reasons:

DHCD – cont'd

- the renovations will be to the specific benefit to the immediate community,
- the Developer has maintained the property since 2017, and
- the Developer has spent numerous funds and man hours in beautification and maintenance on the property since its submission of the Adopt-a-Lot program application.

MBE/WBE PARTICIPATION:

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

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

Office of the State's Attorney for Baltimore City – Service Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Service Agreement with Washington/Baltimore HIDTA (W/B HIDTA)- Mercyhurst University. The period of the agreement is January 1, 2021 through December 31, 2021.

AMOUNT OF MONEY AND SOURCE:

$161,602.00 – 4000-404321-1150-122300-601001

BACKGROUND/EXPLANATION:

HIDTA will reimburse the Office of the State's Attorney for the salary and benefits for two prosecutors to support initiatives in targeting the most violent drug gangs in the city.

The agreement is late because the agreement was recently signed by all parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

Department of Transportation - Developer's Agreement No.1646

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1646 with TopGolf USA Baltimore, LLC. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

$2,602,067.00 – Performance Bond

BACKGROUND/EXPLANATION:

TopGolf USA Baltimore, LLC desires to install new water services, storm drain, outfall relocation, sanitary sewer, conduit, and roadway improvements to its proposed new building located at 1411 Warner Street and 301 Stockholm 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 $2,602,067.00 has been issued to TopGolf USA Baltimore, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

(The Developer's Agreement No. 1646 has been approved by the Law Department as to form and legal sufficiency.)

EXTRA WORK ORDER

* * * * * *

The Board is requested to approve

the

Extra Work Order

as listed on the following page:

18

The EWO has been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

EXTRA WORK ORDER

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

Department of Recreation & Parks

1. EWO #027, $41,930.53 – RP 17806, Cahill Fitness & Wellness Center

$ 17,698,000.00	$ 410,617.49	Dustin Construction, Inc.	0	99

This extra work order is necessary to make modifications to the previously installed playground area and equipment to maintain compliance with playground codes and regulations. This work consisted of demolition and the installation of additional concrete curbs, safety matting, handrails and playground equipment. The Department of Recreation & Parks and the engineers at GWWO Inc. and Rummel, Klepper & Kahl, LLC have reviewed the contractor's proposal and find it to be acceptable.

MBE/WBE PARTICIPATION:

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

MBE: 18%
WBE: 4%

THE EAR WAS APPROVED BY MWBOO ON APRIL 27, 2021.

Department of Real Estate - Renewal of Sub-Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal option of the sub-lease agreement with Poe Baltimore, Inc. (Sub-Tenant) and for the property known as the Poe House Museum, 203 N. Amity Street, consisting of approximately 921.27 square feet. The period of the renewal is March 16, 2021 through March 15, 2026, with two additional 5-year renewal options remaining.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

$1.00 if demanded

BACKGROUND/EXPLANATION:

On March 16, 2016, the Board approved the initial agreement for the period March 15, 2016 through March 15, 2021. The agreement contained three 5-year renewal options. This is the first renewal option.

The Sub-Leased Premises shall continue to be operated and managed by Poe Baltimore, Inc. as a museum, educational institution and attraction to the public. All other terms and conditions of the Sub-Lease Agreement remain in full force and effect.

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

Department of Real Estate – Second Amendment to Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Second Amendment to Lease Agreement with 1410 Management Inc., Landlord, and the Mayor's Office of Employment Development (MOED), Tenant, for the rental of the property known as 1410 Bush Street, being on the first floor, consisting of approximately 2,423 square feet.

The Second Amendment to Lease Agreement extends the lease agreement for an additional one-year period. The period of the lease agreement is April 1, 2021 through March 31, 2022, with the option to renew for one additional year.

AMOUNT OF MONEY AND SOURCE:

Annual Rent	Monthly Installments
$33,379.80	$2,727.11

Account - 2026-000000-6311-733905-603013

BACKGROUND/EXPLANATION:

The leased premises will be used by MOED for a small-scale career center. The Board approved the lease agreement on April 1, 2015 for one year, commencing April 1, 2015 and terminating March 31, 2016, with the option to renew for one additional year. On March 16, 2016, the City exercised the renewal option, commencing April 1, 2016 and terminating March 31, 2017. On April 5, 2017, the Board approved an Amendment to the Lease Agreement. The lease was extended for a two-year period commencing April 1, 2017 and terminating March 31, 2019, with the option to renew for an additional two-year period. The City exercised another renewal option, commencing April 1, 2019 and terminating March 31, 2021. This Second Amendment will extend the lease for an additional one-year period, with the option to renew for one additional year period. All other rentals, conditions, and provisions of the original Interdepartmental Lease Agreement dated April 1, 2015 and amended April 5, 2017 shall remain in full force and effect.

Department of Real Estate – cont'd

The Space Utilization Committee approved the Second Amendment to Lease Agreement on April 20, 2021.

APPROVED FOR FUNDS BY FINANCE

Department of Real Estate – Second Renewal to Inter-Departmental Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the second renewal option of an Inter-Departmental Lease Agreement by and between the Department of General Services, Landlord, and the Baltimore City Office of Information and Technology, Tenant, for the rental of a portion of the property known as 401 E. Fayette Street, consisting of 11,149 square feet. The period of the agreement is July 1, 2021 through June 30, 2022, with the option to renew for three additional one-year periods.

AMOUNT OF MONEY AND SOURCE:

Annual Rent	Quarterly Installments
$229,950.95	$57,487.74

Account: 1001-000000-1471-165700-603096

BACKGROUND/EXPLANATION:

On March 4, 2020, the Board approved an Inter-Departmental Lease Agreement between the Department of General Services, Landlord and the Baltimore City Office of Information and Technology for one year, July 1, 2019 through June 30, 2020, with five 1-year renewal options. On August 5, 2020, the Board approved the first renewal for the period July 1, 2020 through June 30, 2021. This is the second renewal, with three additional one-year renewal options remaining.

The Landlord's responsibilities will include maintaining the interior common areas and exterior of the building, providing janitorial and pest control services, and providing and paying for all utilities.

The Tenant's responsibilities will include the cost of improvements, providing equipment for tenant operations, telephone and computer services, and providing security to the leased premises. All other rentals, conditions and provisions of the Lease Agreement dated March 4, 2020, will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

Department of Real Estate - Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate to Dahlak Partners, LLC, for an amount that is less than the lien amount, for the property known as 2616 Greenmount Avenue (Block 3836A, Lot 007).

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes & Water	Total Liens	Recommended Purchase Price
2616 Greenmount Avenue	$ 2,300.00	$1,197.76	$93,837.95	$2,300.00

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificate on July 20, 2020 in the total amount of $93,837.95.

Dahlak Partners, LLC has offered to purchase the Tax Certificate for 2616 Greenmount Avenue in the amount of $2,300.00, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of $2,300.00 will cover the flat taxes and water charges for the property. Other charges include $15,646.16 in interest and penalties, $211.78 for miscellaneous billing, $124.82 for Special Benefits, $283.13 for alley/footway, and $832.50 for property registration.

PERSONNEL MATTERS

* * * * * *

The Board is requested to approve

all of the Personnel matters

listed on the following pages:

25 - 40

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department as to form and legal sufficiency.

PERSONNEL

Baltimore City Office of Information and Technology

		Hourly Rate	Amount
1.	**THEODROS ABERA**	$82.50 for 2,400 hours	**$198,000.00** (not to exceed)

Account: 1001-000000-1474-165700-601009

Mr. Abera will continue to work as a Contract Services Specialist II. His duties will include, but are not limited to designing, configuring, leading, coordinating and troubleshooting the City of Baltimore's Voice Over IP services; designing and implementing new network solutions, improving the efficiency of current networks; and providing support for the City's routing and switching infrastructure. He will also be responsible for supporting and troubleshooting the City of Baltimore's wireless Wi-Fi infrastructure; maximizing network performance through ongoing monitoring and troubleshooting; performing upgrades for security and/or known bugs of network equipment; performing on-site survey and requirement collections and analysis for wire services; and coordinating with other BCIT departments. The period of the agreement is effective upon Board approval for one year.

Comptroller's Office

2.	**TYRONE L. HOBBS**	$36.30 for 1,900 hours	**$ 68,970.00** (not to exceed)
3.	**DEMITRIUS CARROLL**	$36.30 for 1,900 hours	**$ 68,970.00** (not to exceed)

Account: 2039-000000-1330-158400-601009

These individuals will continue to work as Contract Services Specialist II's. Their duties will include but are not limited to providing Citywide information technology services which includes installation, testing, infrastructure audit, repair, maintenance and day to day technical support of existing voice systems including Voice Over IP (VoIP), Centrex, key system equipment and peripherals, performing enterprise maintenance and installation

PERSONNEL

Comptroller's Office – cont'd

support of inside cable plant and related telecommunications cabling and writing infrastructure. They will be responsible for ensuring accuracy of cable records, station equipment and other related documentation required to maintain accurate inventories, assessing end user connectivity requirements on cabling and fiber terminations, supporting the Agency IT Specialist II in major moves, add and changes of Mitel VoIP equipment across the enterprise network, and coordinate and manage all large and complex telecommunications moves, adds and changes on the Mitel and Norstar key system. The period of the agreement is effective retroactive beginning May 15, 2021 for one year.

The agreements are late because of delays in the approval process.

Fire Department

4. Reclassify the following vacant position**:**

From:

Classification: IT Project Manager
Job Code: 33160
Grade: 929 ($72,033.00 - $115,100.00)
Position No.: 37074

To:

Classification: Agency IT Supervisor
Job Code: 33150
Grade: 936 ($84,822.00 - $135,651.00)

Cost: $12,212.00 – 1001-000000-2101-225100-601001

Department of General Services (DGS)

		Hourly Rate	Amount
5.	**IMANI EDWARDS**	$20.17 for 1,900 hours	**$38,323.00** (not to exceed)

Account: 1001-000000-1981-194600-601009

PERSONNEL

DGS – cont'd

		Hourly Rate	Amount

Ms. Edwards will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to posting updates to Facebook, Twitter, Instagram, and LinkedIn accounts with relevant, and high-quality contents; following closely pre-determined marketing/branding guidelines; posting and updating news and announcements in a timely manner using appropriate content and platforms; and performing research to find articles, stories and resources, or other content that is relevant to the customer base and post it to \ LinkedIn, Twitter, Instagram, Facebook, YouTube, Social Sprout and GovDelivery pages in a manner that invites conversation and interaction. She will also be responsible for posting relevant photos, video, or other content from DGS activities and events; reviewing, analyzing and reporting on activity of social media networks as well as the official DGS website; presenting analytics to superior; meeting with department managers to determine best practices; researching ways to automate and streamline processes; and assisting with the creation and implementation of the DGS Media Strategic Plan. Ms. Edwards additional duties include coordinating all PR, such as working with the local news to promote agency activities, counteract negative publicity and plan events. The period of the agreement is effective upon Board approval for one year.

6.	**CHRISTINE DJURIC**	$46.07 for 1,900 hours	**$87,553.00** (not to exceed)

Account: 1001-000000-7340-721700-601009

Ms. Djuric will continue to work as a Contract Services Specialist II. Her duties will include, but are not limited to serving as a subject-matter expert in the implementation of architectural conservation of capital projects, and developing and providing technical information and knowledge about architectural conservation; performing research and conditions assessments on City historic properties and determining appropriate treatments; and coordinating, overseeing and executing preservation/conservation projects with a construction project supervisor and following principles of scientific methods of conservation for historic building materials. She will also be responsible for reviewing submittals and Requests for Information (RFI) for conformance with architectural conservation practices and make recommendations to project manager regarding submittals for RFI's adequacy of materials and process specified; and reviewing all test reports and ensuring they are in compliance with specifications.

PERSONNEL

DGS – cont'd

		Hourly Rate	Amount

This is the same hourly rate as in the previous contract. The period of the agreement is effective upon Board approval for one year.

Health Department

Amendment to Agreement

7.	**SHERRY ADEYEMI**	$44.28 for 1,200 hours	**$13,815.00** (not to exceed)

Account: 6000-624921-3100-295900-601009

On May 6, 2020, the Board approved the original employment agreement for Ms. Adeyemi in the amount of $53,136.00. The period of the agreement was effective upon Board approval through June 30, 2021. Ms. Adeyemi works as a Contract Services Specialist I. Her duties include, but are not limited to administrative oversight/support for the Bureau of School Health budget; and assisting in the administration of the U-Choose, Administrative Care Coordination, Family Planning, School Nurse and Vision for Baltimore grants. She also assists with the implementation of the school nurse electronic record and the development of standard operating procedures for moving, storage and/or disposal of Health Department assets resulting from Baltimore City Public School relocation and closures.

This Amendment to Agreement will amend the term to start retroactively on July 1, 2020 through June 30, 2021 and increase the hours worked by an additional 312 hours at a rate of $44.28 per hour, not to exceed $13,815.36. The additional hours worked were needed to address the COVID-19 pandemic in Baltimore City since March 2020.

8. Create the following position:

Classification: Community Health Educator II
Job Code: 61252
Grade: 085 ($40,896.00 - $49,277.00)
Position No.: To be determined

PERSONNEL

Health Department – cont'd

Cost: $73,039.88 – 5000-569721-3023-273308-601001

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

Mayor's Office of Homeless Services

9. Create the following position:

Classification: Community Education and Engagement Coordinator
Job Code: 01228
Grade: 977 ($11.75 - $21.40)
Position No.: To be determined

Cost: $40,248.00 – 4000-438320-3574-327200-601001

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

Department of Planning

10. Create the following new classification:

Classification: Floodplain Manager
Job Code: 74138
Grade: 927 ($50,013.00 – 60,785.00)
Position No.: To be determined

Cost: There are no costs associated with this action.

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

Police Department

		Hourly Rate	Amount
11.	**BARBARA DARGAN**	$20.19 for 2,080 hours	**$ 42,000.00** (not to exceed)

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

Account: 5000-504221-2021-813600-601009

Ms. Dargan, retiree, will continue to work as a Contract Services Specialist I. She will be responsible for analyzing new gun submissions for weapons violations, tracking convicted gun offenders, analyzing new protective orders and ex parte orders for weapons, and analyzing ammunitions logs. In addition, Ms. Dargan will conduct intelligence research for the Homicide Unit resulting in case nexus; create timelines, organizational charts and maps for the purpose of enforcement and prosecution; and create, capture and coordinate data for investigation purposes. This is the same hourly rate as in the previous contract period. The period of the agreement is July 1, 2020 through June 30, 2021.

12. **NAWSATH ASHARAFF** $14.42 **$ 30,000.00**

Account: 5000-588201-2021-667600-601009

Ms. Asharaff, retiree, will continue to work as a Contract Services Specialist II. She will ensure that inaccurate information contained in all ex parte/protective orders are corrected, coordinate with the appropriate law enforcement jurisdiction to ensure the order is received, and provide assistance by decreasing the time that ex parte/protective orders from the Courts are "tied up" administratively by setting in place a system of accountability between the Courts and the Baltimore City Police Department. This is the same hourly rate as in the previous contract period. The period of the agreement is July 1, 2020 through June 30, 2021.

The Police Department is requesting that these renewals be retroactive due to COVID restrictions and safe distance office limitations, which delayed obtaining reviews and endorsements.

13. **BRAD WILLIAMSON** $20.19 **$ 42,000.00**

Account: 1001-000000-2024-796500-603026

Mr. Williamson, retiree, will continue to work as a Contract Services Specialist I in the Recruitment Section. He will be responsible for reviewing applicant's initial application to ensure applicants possess the minimum qualifications to move forward in the hiring process, conducting criminal records checks, and completing

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

administrative reports for each database inquiry. In addition, Mr. Williamson will request law enforcement and/or military discipline checks, conduct random law enforcement application checks submitted by the applicant, interview applicants, perform fingerprint scans for federal and state arrest record check, and conducting a tattoo review for gang affiliation if applicant has tattoos. This is the same hourly rate as in the previous contract period. The period of the agreement is July 22, 2021 through July 21, 2022.

14. **KATRINA E. BAYTON** $20.19 **$ 42,000.00**

Account: 1001-000000-2003-796400-601009

Ms. Bayton, retiree, will continue to work as a Contract Services Specialist II in the Recruitment Unit. She will inspect recruitment reports and documents for compliance with departmental procedures, enter and maintain the recruitment databases, and ensure correct and prompt service to both recruitment and background investigations. In addition, she will maintain data and compile reports for Recruitment Supervisors, streamline procedures to increase efficiencies and effectiveness of the Recruitment Section, and conduct correspondence follow-ups with applicants. This is the same hourly rate as in the previous contract period. The period of the agreement is July 22, 2021 through July 21, 2022.

15. **KATHY L. KLINE** $20.19 **$ 42,000.00**

Account: 1001-000000-2002-195500-601009

Ms. Kline, retiree, will continue to work as a Contract Services Specialist I for the Internal Affairs Division. She will handle the initial intake of complaints to the Internal Affairs Department from department members and/or citizens regarding police misconduct concerns, conduct preliminary investigations of all complaints received from City Hall and the Office of the Police Commissioner, and conduct administrative investigations for assigned cases. In addition, Ms. Kline will interview and obtain written statements from complainants, civilian witnesses and sworn officers; and gather case evidence including crime scene photos, body worn camera footage, roll books, Evidence Control Unit submissions, and video

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

surveillance. She will also conduct investigation Internet searches including Facebook, Instagram and Internet histories; draft correspondence to complainants, witnesses and attorneys; attend administrative suspension hearings and receive all requests from Legal Affairs, the State's Attorney's Office, and the U.S. Attorney's Office for Office of Professional Responsibility cases. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2021 through August 27, 2022.

16. **SHONDA D. WILLIAMS** $20.19 **$ 42,000.00**

Account: 1001-000000-2041-813000-601009

Ms. Williams, retiree, will continue to work as a Contract Services Specialist I for the Records Management Section. She will be responsible for approving Part One offense reports in the InPursuit database system, verifying the information from the Part One offense reports to ensure the data coincides with the InPursuit database and inputting and/or updating the data in the InPursuit database. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2021 through July 13, 2022.

17. **FRED D. WRIGHT** $20.19 **$ 42,000.00**

Account: 1001-000000-2024-796500-601009

Mr. Wright, retiree, will continue to work as a Contract Services Specialist I for the Forensic Services Division. He will process investigative notices from the Maryland State Police Lab and the Convicted Offender Labs, which participate in the National DNA Index System and perform DNA case tracking data entries. In addition, Mr. Wright will serve as a liaison for the Criminal Investigation Division and Laboratory Section, provide lectures for Police Officer Trainee classes on the crime lab and the Combined DNA Index System, and process all Maryland Public Information Act requests for the laboratory section. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2021 through July 13, 2022.

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount
18.	**EDNA M. PRICE**	$20.19	**$ 42,000.00**

Account: 1001-000000-2024-796500-601009

Ms. Price, retiree, will continue to work as a Contract Services Specialist I for the Evidence Control Unit (ECU). She will handle all four of the EC's drug vaults, track and transfer various amounts of Controlled Dangerous Substances (CDS) submitted to the unit on a daily basis from agency members, organize the various ECU drug vaults, and organize the various types and amounts of CDS which have been submitted to the unit to prepare them for the drug burn for disposal. This is the same hourly rate as in the previous contract period. The period of the agreement is July 14, 2021 through July 13, 2022.

19.	**DOUGLAS W. KERR**	$20.19	**$ 42,000.00**

Account: 1001-000000-2041-195800-601009

Mr. Kerr, retiree, will continue to work as a Contract Services Specialist I for the Asset Management Section. He will be responsible for the inventory and accountability of all departmental equipment; and maintaining the work order system, coordinating building maintenance, inventory control, material requisitions, solid waste disposal, and facility reservations. In addition, Mr. Kerr will identify and label all non-expendable property and entering said information into the database. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2021 through August 27, 2022.

20.	**ELIZABETH GEISELMAN**	$28.85	**$ 60,000.00**

Account: 1001-000000-2021-212600-601009

Ms. Geiselman, retiree, will continue to work as a Contract Services Specialist I for the Criminal Investigation Division. She will review daily correspondence with the Bureau of Alcohol, Tobacco and Firearms regarding crime guns, maintain the National Integrated Ballistics Information Network (NIBIN) connectivity charts, and direct communication with the homicide division regarding the NIBIN and firearms.

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

In addition, Ms. Geiselman will track residency for gun ownership, track occupations of gun owners, track stolen firearms, complete urgent e-trace submissions regarding short time to crime guns and NIBIN leads, report, review and disseminate this information to individual detectives, and provide identification of possible straw purchaser(s). This is a 9% increase in the hourly rate from the previous contract period. The period of the agreement is July 1, 2021 through June 30, 2022.

21. **CASEY L. ROBERTS** $30.28 **$ 63,000.00**

Account: 5000-510619-2023-744600-601009

Ms. Roberts will continue to work as a Contract Services Specialist II for the Special investigations Section. She will analyze data from call detail records to assist with ongoing investigations, analyze data from digital forensics to assist with investigations, and monitor incoming requests for digital forensics, enhancements, and analysis to identify emerging needs. In addition, Ms. Roberts will advise primary detectives of analysis findings, provide the detectives with guidance on required legal documents to obtain digital evidence, and act as a liaison with the Office of the State's Attorney to coordinate additional evidence acquisitions for trial. This is the same hourly rate as in the previous contract period. The period of the agreement is August 5, 2021 through August 4, 2022.

22. **CORNELIUS J. HAIRSTON** $20.19 **$ 42,000.00**

Account: 1001-000000-2003-796400-601009

Mr. Hairston will continue to work as a Contract Services Specialist II in the Recruitment Unit. He will inspect recruitment reports and documents for compliance with departmental procedures, enter and maintain the recruitment databases, and ensure correct and prompt service to both recruitment and background investigations. In addition, Mr. Hairston will maintain data and compile reports for Recruitment Supervisors, streamline procedures to increase efficiencies and effectiveness of the Recruitment Section, and conduct correspondence follow-ups with applicants. This is the same hourly rate as in the

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount

previous contract period. The period of the agreement is July 22, 2021 through July 21, 2022.

23. **DAVID M. WERNER** $20.19 **$ 42,000.00**

Account: 1001-000000-2041-813000-601009

Mr. Werner, retiree, will continue to work as a Contract Services Specialist I for Central Records. He will review the original National Crime Information Center (NCIC) entries, police reports, and any current supporting documents; and contact the victim, the complainant, the Courts, and any other appropriate source or individual for follow-up information. In addition, Mr. Werner will access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplemental reports. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2021 through August 27, 2022.

24. **ANIBAL D. FERNANDEZ** $20.19 **$ 42,000.00**

Account: 1001-000000-2042-796500-601009

Anibal D. Fernandez, retiree, will continue to work as a Contract Services Specialist I in the Evidence Control Unit (ECU). The retiree will be responsible for the entry and accurate retention of all property retained by the Police Department and several surrounding agencies, receiving property and evidence submissions from police officers and laboratory personnel, and ensuring the accuracy and completeness of the paperwork, and entering this data into the evidence tracking system. In addition, Anibal D. Fernandez will release property to personnel for further examination or as evidence for Court; update the evidence tracking system with appropriate changes of location of the property for chain of custody and document the location; release property to the public and document the same in the evidence tracking system; and lift and handle evidence submitted to the ECU. This is the same hourly rate as in the previous contract period. The period of the agreement is August 20, 2021 through August 19, 2022.

PERSONNEL

Police Department – cont'd

		Hourly Rate	Amount
25.	**ALBERT M. DIGGS**	$20.19	**$ 42,000.00**

Account: 1001-000000-8160-821100-601009

Mr. Diggs, retiree, will continue to work as a Contract Services Specialist I for the Overtime/Secondary Employment Unit. He will coordinate, schedule and oversee the billing associated with multiple vendors including Major League Baseball (Orioles), the Marriott Inner Harbor, the Marriott Hotel Waterfront, Marshall's Department Stores, Shopper's Food Markets, the Quarantine Landfill, and Target Department Stores. In addition, Mr. Diggs will prepare all invoices and billing necessary to secure accurate and timely agency reimbursement of costs and expenditures associated with the hours worked by the Police Department members, within a secondary employment capacity. This is the same hourly rate as in the previous contract period. The period of the agreement is August 28, 2021 through August 27, 2022.

On January 3, 1996, the Board approved a Waiver to Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire the retired/foregoing police officers on a contractual basis.

Enoch Pratt Free Library

26. Create the following position:

Classification: Media Producer Director I
Job Code: 00643
Grade: 090 ($50,013.00 - $60,785.00)
Position No.: To be determined

Cost: $62,000.00 – 5000-575420-4501-594100-601001

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

PERSONNEL

Department of Public Works

27. A. Abolish the following two vacant positions:

Classification: Utilities Installer Repairer Supervisor I
Job Code: 53515
Grade: 082 ($36,947.00 - $43,703.00)
Position Nos.: 22161 and 22395

B. Reclassify the following seven vacant positions:

From:

Classification: Utilities Installer Repairer Supervisor I
Job Code: 53515
Grade: 082 ($36,947.00 - $43,703.00)
Position Nos.: 22388, 22392, 22387, 22061, 33654, 22596 and 22391

To:

Classification: Utilities Installer Repairer Supervisor II
Job Code: 53516
Grade: 087 ($44,263.00 - $53,504.00)
Position Nos.: 22388, 22392, 22387, 22061, 33654, 22596 and 22391

Costs: $ 14,601.50 - 2071-000000-5521-393200-601001
14,601.50 - 2071-000000-5521-393700-601001
14,601.50 - 2071-000000-5521-393400-601001
14,601.50 - 2071-000000-5521-608900-601001
$58,406.00

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

28. Create the following position:

Classification: Design Planner Supervisor
Job Code: 74149
Grade: 931 ($77,608.00 - $124,063.00)
Position No.: To be determined

PERSONNEL

Department of Recreation and Parks – cont'd

Cost: $128,789.00 – 9938-908049-9474-900000-703001

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

29. Reclassify the following filled position:

From:

Classification: Architect II
Job Code: 75112
Grade: 927 ($67,771.00 - $108,433.00)
Position No.: 52647

To:

Classification: Design Planner Supervisor
Job Code: 74149
Grade: 931 ($77,608.00 - $124,063.00)
Position No.: 52647

Cost: $5,623.00 – 9938-908049-9474-900000-703001

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

30. Create the following position:

Classification: Office Support Specialist III
Job Code: 33213
Grade: 078 ($33,082.00 - $38,149.00)
Position No.: To be determined

Cost: $56,125.00 – 5000-577720-4711-361800-601001

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

PERSONNEL

Mayor's Office of Children and Family Success

31. Change in funding source for 15 vacant positions:

Classification: Grants Services Specialist II
Job Code: 10216
Grade: 919 ($38,254.00 - $60,682.00)

FROM: **TO**:

PN's	Classification	Current Fund	Proposed Funding (ERAP – Federal fund)
50098	GSS II (Unfilled)	6000 Special Revenue	4000-446021-1191-594700-601009
50100	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50102	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50104	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50106	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50108	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50110	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50112	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50114	GSS II (Unfilled)	6000 Special Revenue	4000-446021-1191-594700-601009

PERSONNEL

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

50116	GSS II (Unfilled)	6000 Special Revenue	4000-446021-1191-594700-601009
50118	GSS II (Unfilled)	6000 Special Revenue	4000-446021-1191-594700-601009
50156	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50160	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50164	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009
50166	GSS II (Unfilled)	5000 State Grants Fund	4000-446021-1191-594700-601009

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with this action.

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a request from the Mayor's Office of Children and Family Success to change the funding source for 15 positions for the Federal Emergency Rental Assistance program (ERAP). The changing of funds will allow the agency to use the positions for the ERA program. This program is critical to City residents so that thousands of people will be able to stay in their homes and avoid facing eviction.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement

1. CYLINDER SALES AND TESTING, LLC $ 18,124.00 Renewal

Contract Number 08000 – Cylinder Hydro Testing – Baltimore Fire Department - P.O. No.: P548830

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On January 25, 2019, the City Purchasing Agent approved the initial award in the amount of $13,896.50. The award contained two 1-year renewal options. This first renewal in the amount of $18,124.00 is for the period February 1, 2021 through January 31, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

2. MILTON S. HERSHEY MEDICAL CENTER $ 0.00 Renewal

Contract Number 06000 – Non-Emergent Air Transportation Services – Department of Health – P.O. No.: P547682

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

On April 24, 2019, the Board approved the initial award in the amount of $50,000.00. The award contained two renewal options. This first renewal in the amount of $0.00 is for the period April 25, 2021 through April 24, 2022. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON APRIL 3, 2019.

3. AL PACKER'S WHITE
MARSH FORD, LLC $2,000,000.00 Increase
Contract No. B50005720 – O.E.M. Parts and Service for Ford Vehicles – Department of General Services – Fleet – P.O. No.: P547855

On May 15, 2019, the Board approved the initial award in the amount of $3,000,000.00. This increase in the amount of $2,000,000.00 is necessary for the continuation of service for the remaining contract period. This increase will make the award amount $5,000,000.00. The contract expires May 31, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 12, 2018, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WIVER ON APRIL 12, 2018.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

4. ALTEC INDUSTRIES, INC. $300,000.00 Increase

Contract No. 08000 – O.E.M. Parts and Repair Services for Altec Bucket Trucks – Department of General Services – Fleet – P.O. No.: P546384

On February 27, 2019, the Board approved the initial award in the amount of $200,000.00. On December 23, 2020, the Board approved an Amendment in the amount of $0.00. This increase in the amount of $300,000.00 is necessary to continue services for the remaining contract period. This increase will make the award amount $500,000.00. The contract expires April 1, 2022. 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 as these commodities are only available from the distributor and are not available from subcontractors.

5. VERITIV OPERATING COMPANY
f/k/a UNISOURCE INC.
B.W. WILSON PAPER COMPANY
INC.
TSRC, INC. d/b/a FRANK PARSONS
BUSINESS PRODUCTS
CENTRAL NATIONAL-GOTTSMAN,
INC. d/b/a LINDENMEYR MUNROE
$ 0.00 Extension

Contract No. 06000 – Provide Various Cuts, Types and Weights of Paper – Department of Finance/Digital Document Division – P.O. No.: P529255

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

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

On November 5, 2014, the Board approved the initial award in the amount of $200,000.00. The award contained two renewal options. Subsequent actions have been approved and two renewals have been exercised. This extension is necessary to allow for additional time to advertise, evaluate and award a new contract and allow the Vendors to continue servicing the City. The extension is for the period July 1, 2021 through September 30, 2021. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 4, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER ON SEPTEMBER 4, 2014.

6. BELAIR ROAD SUPPLY CORPORATION, INC. $ 45,000.00 Low Bid

Solicitation No. B50006220 – Provide Cement and Mortar Mixes – Department of Transportation – Req. No.: R858413

Vendors were solicited by posting on CitiBuy. On May 7, 2021, the sole bid was found to be fair and reasonable. Award is recommended to be made to the responsible bidder. The period of the award is June 2, 2021 through June 1, 2023, with three 1-year renewal options. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

Labor Commissioner – Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** receipt of the Memorandum of Understanding (MOU) for FY 2021 between the City of Baltimore and the Baltimore Fire Fighters, Local 734, IAFF.

AMOUNT OF MONEY AND SOURCE:

The negotiated wage increases have been budgeted for FY 2021.

BACKGROUND/EXPLANATION:

In accordance with the Municipal Labor Relations, negotiations were conducted and concluded with the Baltimore Fire Fighters, Local 734 for Fiscal Year 2021. The results of the negotiations have been reduced to writing in the form of the submitted Memorandum of Understanding.

MBE/WBE PARTICIPATION:

N/A

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

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with University of Maryland, Baltimore. The period of the agreement is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

$105,992.56 – 4000-490821-3571-762400-603051

BACKGROUND/EXPLANATION:

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Housing Opportunity for Persons with AIDS Grant (HOPWA) Program. As a Provider, University of Maryland, Baltimore will provide mortgage/rental assistance and support services to 100 low-income HIV/AIDS positive individuals and/or families in the City of Baltimore. The Provider will offer services through their HOPWA Housing Improvement Program.

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

MBE/WBE PARTICIPTION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Mayor's Office of Homeless Services – Provider Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Provider Agreement with University of Maryland, Baltimore. The period of the agreement is July 1, 2020 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

$241,356.19 – 5000-569821-3571-762400-603051

BACKGROUND/EXPLANATION:

The City has received a Maryland Department of Health Grant to undertake the State Special Funds (SSF) Program. As a Provider, University of Maryland, Baltimore will provide rental assistance and supportive services to 61 low income HIV/AIDS positive individuals and/or families in the City of Baltimore. The Provider will offer services through their THRIVE SSF Project.

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

MBE/WBE PARTICIPATION:

MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Department of Public Works (DPW) – Amendment to License Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to License Agreement with The Maryland Department of the Environment (MDE) for MDE's use of certain property at Lake Montebello, 3900 Hillen Road, for an air quality monitoring site. The period of the agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

MDE is responsible for all costs associated with the License Agreement as amended.

BACKGROUND/EXPLANATION:

The Environmental Protection Agency (EPA) has established National Ambient Air Quality Standards for pollutants shown to threaten human health and welfare. Pursuant to 40 Code of Federal Regulations Parts 50 and 58, each State is required to establish an air monitoring network to measure for these pollutants. To meet this requirement, MDE has chosen and EPA Region II has approved the property for a monitoring location.

The Board approved the License Agreement on August 26, 2020, granting MDE a non-exclusive, revocable license to construct, operate, and maintain a monitoring site at the property. Paragraph 8.d. of the approved License Agreement anticipates that MDE will need to perform utility upgrades to operate its air monitoring station. In order to avoid the cost of running new electrical services to the property, the MDE has requested and DPW has agreed to allow MDE to submeter the existing electrical system serving the property. MDE will be solely responsible for the costs of the electricity measured by the submeter and DPW will provide an annual invoice for those costs.

MBE/WBE PARTICIPATION:

N/A

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

Bureau of the Budget and Management – Fiscal 2022 Targeted Homeowners
Management Research (BBMR) Tax Credit

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize a corrective action by the Department of Finance to set up the Fiscal 2022 Targeted Homeowners Tax Credit rate of $0.283 per $100.00 of improved assessed value pursuant to Article 28 § 10-16 of the Baltimore City Code. The Targeted Homeowners Tax Credit is limited to the City tax liability, excluding Special Benefit districts.

AMOUNT OF MONEY AND SOURCE:

The Targeted Homeowners Tax Credit will result in a reduction of an estimated $27,406,000.00 from the City's property tax collection.

BACKGROUND/EXPLANATION:

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

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

MBE/WBE PARTICIPATION:

N/A

Bureau of the Budget and Management – Fee Changes for Special Event Permits
Management Research (BBMR)

ACTION REQUESTED OF B/E:

The Board is requested to approve the fee schedule for services rendered by the Baltimore Police Department (BPD) for special events permits referred to as special events fees in the City of Baltimore. The fee schedule is effective for all special events permit applications made after July 1, 2021.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND AND EXPLANATION:

There are over 2,000 fees utilized by the City of Baltimore. On January 21, 2011, the Board of Estimates established a User Fee Policy in order to provide guidelines for setting and reviewing user fees and charges by the City. The Department of Finance is currently completing a review in accordance with this policy.

A recent audit, conducted by the City Auditor as well as BPD's independent review, concluded that the rates charged for police coverage for special events, set years ago, are outdated and in need of adjustment. This has resulted in BPD not recovering full costs for the services provided to event organizers and absorbing the difference. The conclusion reached by the City Auditor and BPD is that the rate should more closely reflect the actual cost for overtime pay for officers working these events. Based on an analysis of current overtime costs, the following rate schedule is submitted for the Board's approval:

1.	Officer	$65.00 per hour
2.	Sergeant	$70.00 per hour
3.	Lieutenant	$75.00 per hour
4.	Marked Police Vehicle (for mobile events)	$56.00 per vehicle
5.	Administrative Charge	5%

Administration of Fees

The fees presented are not subject to negotiation and payment is based on a uniform

BBMR – cont'd

application of the law. Flat fees are to be charged in all instances where applicable in addition to service charges.

MBE/WBE PARTICIPATION:

N/A

Bureau of the Budget and Management Research (BBMR) – FY 2022 Budget and Property Tax Surcharge Rate – Charles Village Benefits District

ACTION REQUESTED OF B/E:

The Board is to approve the Charles Village Community Benefits District (CVCBD) Fiscal 2022 Budget and Property Tax Surcharge Rate.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2022 property tax surcharge rate is $0.125 per $100.00 of assessable value.

BACKGROUND/EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the CVCBD. The district has submitted its plan for Fiscal 2022. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2022 as in Fiscal 2021. The rate is set at $0.125 per $100.00 of assessable value.

The Fiscal 2022 estimated surcharge tax revenues have increased by over 7% or $63,064.54 to $851,755.65.00 compared to Fiscal 2021. The CVCBD will augment this revenue with $137,214.00 of contributions from Johns Hopkins University and other tax-exempt properties, $350,000.00 from grants, and $5,700.00 of program revenue.

Under these agreements, the CVCBD will provide safety services (e.g., court watch and liquor board support, safety patrol, outreach and engagement, community support, and education), sanitation services (e.g., litter removal, rat abatement, bulk services, recycling support, outreach and engagement, community support and education), and other services as required by the legislation.

MBE/WBE PARTICIPATION:

N/A

Charles Village Community Benefits District

Proposed Budget FY 2021-2022

(@ 12.5 cents per $100 assessed property value)

Income/Expense	FY'22 Proposed Budget	Admin. Allocation	13%	Sanitation Allocation	40%	Safety Allocation	40%	Outreach Allocation	7%	FY'21 Budget	Variance FY22-FY21 Budgets
ANTICIPATED INCOME											
Property Tax Surcharge - current year	**851,766**	127,765	15.0%	425,883	50.0%	255,530	30.0%	42,588	5.0%	**788,702**	63,064
Property Tax Surcharge - recover from prior years	**50,000**	7,500	15.0%	25,000	50.0%	15,000	30.0%	2,500	5.0%	**75,000**	-25,000
Exempt Property Contributions											0
Johns Hopkins University	*68,340*	3,417	5.0%	34,170	50.0%	27,336	40.0%	3,417	5.0%	*68,340*	0
Hopkins Village - 3200 St. Paul Street	*58,874*	2,944	5.0%	29,437	50.0%	23,550	40.0%	2,944	5.0%	*58,874*	0
All others	*10,000*	500	5.0%	5,000	50.0%	4,000	40.0%	500	5.0%	*10,000*	0
Grants	**350,000**	35,000	10.0%	35,000	10.0%	227,500	65.0%	52,500	15.0%	**20,000**	330,000
Program Revenue											0
CSX - sanitation services	*2,700*	0	0.0%	2,700	100.0%	0	0.0%	0	0.0%	*2,700*	0
City of Baltimore - Urban Forestry	*0*	0	0.0%	0	100.0%	0	0.0%	0	0.0%	*0*	0
Miscellaneous Fee for Service (AIA, CVCA, OGCA etc)	*3,000*	0	0.0%	3,000	100.0%	0	0.0%	0	0.0%	*3,000*	0
Total Anticipated Income	***1,394,680***	*177,126*	13%	*560,190*	40%	*552,915*	40%	*104,449*	7%	***1,026,616***	368,064
ANTICIPATED EXPENSES											
Personnel Expenses: Compensation											
Salaries/wages (all F/T and P/T regular staff)	**498,620**	119,669	24%	324,103	65%	24,931	5%	29,917	6%	**390,506**	108,114
Overtime	5,000	0	0%	5,000	100%	0	0%	0	0%	2,000	3,000
		0	0%	0	100%	0	0%	0	0%	5,000	-5,000
Contract Labor											0
Wolf Professional Security (patrol officers & vehicle)	193,440	0	0%	0	0%	193,440	100%	0	0%	221,000	-27,560
Safety Consultant	75,000	0	0%	0	0%	71,250	95%	3,750	5%	*76,500*	-1,500
Subtotal Compensation	***772,060***	*119,669*	15.5%	*329,103*	42.6%	*289,621*	37.5%	*33,667*	4.4%	**695,006**	77,054
Personnel Expenses: Benefits											
Payroll Taxes	**35,000**	8,400	24.0%	24,500	70.0%	0	0.0%	2,100	6.0%	**32,000**	3,000
Simple IRA Match	**14,820**	3,557	24.0%	10,374	70.0%	0	0.0%	889	6.0%	**1,200**	13,620
Workers' Comp. Insurance	**15,000**	2,250	15.0%	9,000	60.0%	3,000	20.0%	750	5.0%	**15,000**	0
Payroll Service Fees	**4,000**	960	24.0%	2,800	70.0%	0	0.0%	240	6.0%	**3,500**	500
Health Insurance	**85,000**	25,500	30.0%	59,500	70.0%	0	0.0%	0	0.0%	**70,000**	15,000
Disability Insurance	**0**	0	0.0%	0	0.0%	0	0.0%	0	0.0%	**0**	0
Personnel Expenses - other	**1,000**	200	20.0%	800	80.0%	0	0.0%	0	0.0%	**1,000**	0
Subtotal Benefit	**154,820**	40,867	24.0%	106,974	70.0%	3,000	0.0%	3,979	6.0%	**122,700**	32,120
Subtotal Personnel	***926,880***	*160,536*	17.3%	*436,077*	47.0%	*292,621*	31.6%	*37,646*	4.1%	**817,706**	109,174
Program Expenses											
Parking	**300**	60	20%	120	40%	120	40%	0	0%	300	0
Printing/Publishing/Web	**6,000**	1200	20.0%	900	15.0%	900	15.0%	3000	50.0%	3,000	3,000
Supplies	**40,000**	2000	5.0%	30000	75.0%	4000	10.0%	4000	10.0%	30,000	10,000
Uniforms	**15,000**	750	5.0%	14250	95.0%	0	0.0%	0	0.0%	12,000	3,000
Leaf Detail	**20,000**	0	0.0%	20000	100.0%	0	0.0%	0	0.0%	5,000	15,000
Contracts											0
Rat Abatement Project - pest control contractor	***14,000***	0	*0.0%*	14000	*100.0%*	0	0.0%	0	*0%*	*14,000*	0
Fellows	***7,500***										
Other	***185,000***	3700	*2.0%*	74000	*40%*	74000	40.0%	33300	*18%*	*5,000*	180,000
Auto Insurance	**13,000**	0	0.0%	13000	100%	0	0.0%	0	0%	13,000	0
Vehicle Op. (fuel, maint., etc)	**20,000**	0	0.0%	20000	100%	0	0.0%	0	0%	14,000	6,000
Program Costs - other	**250**	0	0.0%	187.5	75%	62.5	25.0%	0	0%	250	0
Community Support	**5,000**	250	5.0%	2000	40%	2000	40.0%	750	15%	1,000	4,000
Subtotal Program	***326,050***	*7,650*	2.3%	*98,150*	30%	*78,900*	24%	*40,300*	12%	***97,550***	228,500
Facility Expenses											
Equipment/Furniture	**7,500**	750	10%	5,625	75%	750	10%	375	5%	**7,500**	0
Depreciation	**16,300**	815	5.0%	14,670	90.0%	815	5.0%	0	0%	**16,300**	0
Janitorial/Cleaning	**6,000**	300	5.0%	3,000	50.0%	1,800	30.0%	360	6%	**1,500**	4,500
Maintenance/Additions	**1,000**	50	5.0%	500	50.0%	300	30.0%	60	6%	**1,000**	0
Rent	**39,550**	1,978	5.0%	23,730	60.0%	11,865	30.0%	1,978	5%	**39,550**	0
Telephone	**7,000**	350	5.0%	3,500	50.0%	2,100	30.0%	420	6%	**5,000**	2,000
Utilities	**4,000**	200	5.0%	2,000	50.0%	1,200	30.0%	240	6%	**4,000**	0
Subtotal Facilities	***81,350***	*4,443*	5%	*47,400*	58%	*17,265*	21%	*3,058*	4%	**74,850**	6,500
Overhead Expenses											
Accounting/Legal	**15,000**	750	5.0%	6,000	40.0%	6,000	40.0%	750	5.0%	**15,310**	-310
Advertising	**5,000**	250	5.0%	2,000	40.0%	2,000	40.0%	250	5.0%	**1,200**	3,800
Board Meeting expenses	**1,000**	50	5.0%	400	40.0%	400	40.0%	50	5.0%	**1,000**	0
Public Meeting expenses	**7,500**	375	5.0%	3,000	40.0%	3,000	40.0%	375	5.0%	**1,000**	6,500
Bank Charges	**800**	40	5.0%	320	40.0%	320	40.0%	40	5.0%	**800**	0
Computer Support	**7,200**	360	5.0%	2,880	40.0%	2,880	40.0%	360	5.0%	**6,000**	1,200
D and O Insurance	**3,000**	150	5.0%	1,200	40.0%	1,200	40.0%	150	5.0%	**3,600**	-600
Interest expense	**0**	0	5.0%	0	40.0%	0	40.0%	0	5.0%	**0**	0
Rental Equipment	**5,000**	250	5.0%	2,000	40.0%	2,000	40.0%	250	5.0%	**2,000**	3,000
Dues and Subscriptions	**1,200**	60	5.0%	480	40.0%	480	40.0%	300	25.0%	**600**	600
Professional Development	**3,000**	150	5.0%	1,200	40.0%	1,200	40.0%	0	0.0%	**1,500**	1,500
Property and Liability Ins.	**7,200**	360	5.0%	2,880	40.0%	2,880	40.0%	360	5.0%	**7,200**	0
Postage	**2,500**	125	5.0%	1,000	40.0%	1,000	40.0%	125	5.0%	**550**	1,950
General Office Expenses	**1,500**	75	5.0%	600	40.0%	600	40.0%	75	5.0%	**250**	1,250
Travel	**500**	25	5.0%	200	40.0%	200	40.0%	25	5.0%	**500**	0
Subtotal Overhead	***60,400***	*2,920*	5%	*23,360*	39%	*23,360*	39%	*3,010*	5%	***41,510***	18,890
Total Anticipated Expenses	***1,394,680***	*175,548*	*12.6%*	*604,987*	*43.4%*	*412,146*	*29.6%*	*84,014*	*6.0%*	**1,031,616**	363,064
Excess Income Over Expense	***0***	*1,577*		*-44,797*		*140,769*		*20,435*		**-5,000**	

Bureau of the Budget and Management Research (BBMR) – FY 2022 Budget and Property Tax and Public Utilities Surcharge Rates - Midtown Community Benefits District

ACTION REQUESTED OF B/E:

The Board of Estimates is requested to approve the Midtown Community Benefits District (MCBD) Fiscal 2022 Budget and Property Tax and Public Utility Surcharge Rates.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2022 property tax surcharge rate is $0.132 per $100.00 of assessable value. The surcharge rate is the same as it was for FY 2021. The total FY 2022 budget for MCBD is $1,542,819.00.

BACKGROUND/EXPLANATION:

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the MCBD. Property owners in the District will pay the same tax surcharge rate in Fiscal 2022 as in Fiscal 2021, set at $0.132 per $100 of assessable value.

The Fiscal 2022 estimated surcharge tax revenue has increased 7.2%, from $1,407,700.00 in Fiscal 2021 to $1,508,491.00 in the Fiscal 2022 proposed budget. The budget includes a $37,712.00 allowance for overestimated surcharge tax revenue, resulting in a net projection of $1,470,779.00. The MCBD will augment this revenue with $72,040.00 in grant contributions and service fees.

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

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

MBE/WBE PARTICIPATION:

N/A

BBMR – cont'd

Midtown Community Benefits District FY 2022 Budget

Projected Income			**FY2022 Total**	**FY2021 Total**
Property Tax Surcharge			1,508,491	1,407,700
Allowance for over-estimated surtax 2.5%			-37,712	-35,193
Net Income			1,470,779	1,372,507
Contributions			27,500	25,000
Parking & Storage (In-Kind)			14,340	17,340
Interest Earned			200	300
Service Fees			30,000	35,000
Total Income			1,542,819	1,450,147
Projected Expenses	***Program Services - FY22***	***Support Services - FY22***	***FY2022 Total***	***FY2021 Total***
Category Allocation	*Public Space*	*Management/General*	1,542,819	1,450,147
Accounting	8,840	1,560	10,400	10,400
Advertising	680	120	800	800
Audit	8,500	1,500	10,000	11,000
Bank service charges	680	120	800	800
Bookkeeping	16,320	2,880	19,200	20,400
Computer expenses	4,097	723	4,820	4,520
Consultants	20,995	3,705	24,700	25,000
Depreciation	30,600	5,400	36,000	55,143
Dues & Subscriptions	2,219	392	2,610	2,610
Employee benefits	66,088	11,663	77,750	94,425
Equipment rental	650	0	650	650
Fuel	24,000	0	24,000	24,000
Fundraising	425	75	500	500
Insurance	74,290	13,110	87,400	87,250
Insurance - workers comp	34,000	6,000	40,000	35,000
Interest	2,125	375	2,500	2,500
Leased Equipment	2,346	414	2,760	3,360
Legal fees	4,250	750	5,000	1,500
Licenses & Permits	800	0	800	800
Meals	2,125	375	2,500	2,000
Meetings & Conferences	2,550	450	3,000	3,000
Miscellaneous	170	30	200	200
Newsletter	850	150	1,000	1,000
Occupancy (rent/storage)	46,314	8,173	54,487	58,404
Office expenses	3,273	578	3,850	4,700
Parking & Storage (in-kind)	14,340	0	14,340	17,340
Payroll Service	9,180	1,620	10,800	10,800
Postage	850	150	1,000	3,000
Printing	1,275	225	1,500	3,000
Program Expense - Clean/Green	32,200	0	32,200	22,300
Program Expense - Safety	19,264	0	19,264	5,264
Program Expense - temporary labor	2,500	0	2,500	25,000

BBMR – cont'd

Repair & maintenance - equipment	16,000	0	16,000	13,000
Repair & maintenance - facilities	425	75	500	500
Repair & maintenance - vehicles	20,000	0	20,000	18,000
Reserve account	76,500	13,500	90,000	0
Salaries	660,051	134,036	794,087	762,366
Simple IRA	7,650	1,350	9,000	10,000
Small equipment	5,000	0	5,000	7,500
Telephone & DSL	3,825	675	4,500	5,000
Telecommunications system	19,000	0	19,000	19,000
Taxes - other	0	500	500	3,200
Taxes - payroll	58,141	10,260	68,401	57,415
Training	5,100	900	6,000	6,000
Travel	2,125	375	2,500	2,500
Uniforms	10,000	0	10,000	9,000
TOTAL EXPENSES	**$1,320,611**	**$222,208**	**$1,542,819**	**$1,450,147**
FY2022 % of total budget	85%	15%		

Bureau of the Budget and Management Research (BBMR) - FY 2022 Budget and Property Tax Surcharge Rate – Waterfront Management District

ACTION REQUESTED OF B/E:

The Board is requested to approve the FY 2022 Budget and Property Tax Surcharge Rate for the Waterfront Management District (District).

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2022 property tax surcharge rate is $0.17 per $100.00 of assessable value. The surcharge rate is the same as the prior year.

BACKGROUND/EXPLANATION:

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2022, which maintains the same surcharge rate on property taxes in Fiscal 2022 as the prior year.

The total Fiscal 2022 Budget for the District is $4,071,297.00. The Fiscal 2022 estimated surcharge revenue has increased 2.1% from the $3,202,429.00 in Fiscal 2021 Budget to $3,269,425.00 in Fiscal 2022 proposed budget.

Revenue from surcharge tax collections represents 78.8% of the District's total budget and the City's General Fund contribution of $450,979.00 represents 10.9% of the District's total budget. The District will also receive $427,279.00 in additional grant revenue and service fees.

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

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

MBE/WBE PARTICIPATION:

N/A

BBMR – cont'd

Waterfront Management District FY22 Budget

	FY21 Budget	FY22 Budget	% Change	Notes
Revenue and support				
Private taxable property owners	3,202,429	3,269,425	2.1%	Surcharge Revenue provide by the City $3,175,285.38. Amount included in FY22 budget includes addition of newly created tax ID's for Will's Wharf (1825-00A, 1825-005B, 1825-005C = $114,132.45), addition of Liberty retail (1805-007 = $14,430.11), deletion of Four Season's residential property (1800-006 = $33,517.03) , and deletion of Fell's Point dual use/exempt property (1820-011 = $905.70).
Baltimore City contract	434,775	450,979	3.7%	FY22 true increase of 1.4%. FY21 City budget was approved after WPB budget was approved at $444,775 vs. $434,775
Nonprofit property owners/Parking Auth.	62,294	68,815	10.5%	
Corporate partners	201,707	93,500	-53.6%	Decrease due to COVID 19 impact to businesses in the District
Amount held in Reserves for granted tax appeals, non payments, etc.	(50,000)	(75,000)	50.0%	Increase due to unknown appeal amounts and COVID-19 impact to business in the District
Sponsorship & Event Coordination	106,875	101,020	-5.5%	
Contract service fees	88,217	89,944	2.0%	
Interest income	12,500	18,000	44.0%	
Other Income	12,500	0	-100.0%	Decrease due to COVID 19 impact to businesses in the District
PPP Loan	0	131,000	100.0%	
Total Revenue and support	4,071,297	4,147,683	1.9%	78.8%
	434,093	427,279	-1.6%	10.9%
Expenses				
Hospitality and Safety	1,378,141	1,426,467	3.5%	
Exterior Janitorial	1,197,699	1,270,383	6.1%	
Landscaping	427,104	457,926	7.2%	
Marketing	228,815	251,046	9.7%	
Park Programming & Events	231,267	126,768	-45.2%	
Federal Hill Park	66,488	68,058	2.4%	
Healthy Harbor	173,972	175,582	0.9%	
Waterwheel	15,000	0	-100.0%	
Administration	296,753	321,807	8.4%	
Fundraising	56,057	49,646	-11.4%	
Total Expenses	4,071,297	4,147,683	1.9%	
Change in Net Assets before	(0)	0	0.0%	
non-operating expenses				
Non-operating expenses				
Waterwheel Depreciation	70,100	70,100	0.0%	
Harris Creek Waterwheel Depreciation	51,240	51,240	0.0%	
Total Non-operating expenses	121,340	121,340	0.0%	
Change in Net Assets	(121,340)	(121,340)	0.0%	

Bureau of the Budget & Management Research – Downtown Management Authority Fiscal 2022 Budget and Property/ Tax Public Utilities Surcharge Rate

ACTION REQUESTED OF B/E:

The Board of is requested to approve the Downtown Management Authority's (DMA) Fiscal 2022 Budget and Property Tax and Public Utility Surcharge Rates.

AMOUNT OF MONEY AND SOURCE:

The proposed FY 2022 property surcharge rate is 22.39 cents per $100.00 of assessed value.

BACKGROUND/EXPLAINATION:

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the DMA. The DMA's proposed Fiscal 2022 budget maintains the surcharge rate for taxable commercial properties located within DMA's boundaries at 22.39 cents per $100.00 of assessed value.

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

A review of the Downtown Partnership of Baltimore's (DPOB) FY22 Financial Plan for the DMA indicates overall revenues decreased by 6.15%from FY21 to FY22 ($9,200,926.00 vs. $8,635,260.00). The main driver of this decrease was several property assessments that were successfully appealed by owners, thereby decreasing the taxable value of those properties to the amount of $412,936.00. The uncertainty of future appeals and decreased property valuations enabled DPOB/DMA to qualify for Paycheck Protection Program (PPP1) funding during FY21, which will offset some of the reductions in assessments in FY22 and increase operating reserves closer to the 3% recommendation by DOF in anticipation of the FY22 uncertainties.

The DPOB plans to utilize some of the offset operating monies by PPP to increase its operations budget in FY22 by investing in one-time expenses that increase public safety and cleanliness, while marketing the area within the DMA. Planned expenses in FY22 increased by 4.23% in FY21 vs. FY 22. ($9,053,746.00 vs. $9,437,087.00).

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

MBE/WBE PARTICIPATION:

N/A

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Revenues	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Tax Revenues					
Property Surcharge	$ 8,048,333	$ 7,635,397	$ (412,936)	-5%	
Reserve for Appeals	(370,915)	(381,770)	(10,855)		(1)
Discounts taken on Surcharges	(30,000)	(30,000)	-		
Late Payment Fees on Surcharge	40,000	40,000	-		
PILOT properties	279,619	279,607	(12)		
Public Utilities	272,355	245,120	(27,236)		
Subtotal Tax Revenues	**8,239,392**	**7,788,354**	**(451,038)**		
Other Revenues					
Voluntary Contributions Tax-Exempt properties	99,700	100,025	325		
Voluntary Contributions State Agency contributions	40,000	40,000	-		
DPW Grant	378,851	386,428	7,577		
Interest	30,000	15,000	(15,000)		
Center Plaza Contract - Personnel	214,701	157,453	(57,248)		(2)
Parks Activation	5,500	-	(5,500)		
Miscellaneous Income	15,000	10,000	(5,000)		(3)
DBG Contract Services	138,000	138,000	-		(4)
Supplemental Services-General	11,000	-	(11,000)		(5)
Cares Act Refund	28,783	-	(28,783)		
Subtotal Other Revenues	**961,535**	**846,906**	**(114,629)**		
TOTAL REVENUE	**$ 9,200,926**	**$ 8,635,260**	**$ (565,667)**	**-6.15%**	

Summary of Expenses, % of FY '22 budget:

Hospitality & Safety	35%	$ 2,607,865	$ 3,282,931	$ 675,066	
Public Space Maintenance	25%	2,371,564	2,340,615	(30,949)	
Community Outreach	4%	271,785	387,258	115,472	
Capital Projects & Maintenance	3%	302,100	238,576	(63,524)	
Communications & Marketing	12%	833,321	1,130,353	297,032	
Parks, Plazas & Greenspace	12%	1,095,762	1,147,529	51,767	
Administration	10%	1,171,349	909,825	(261,525)	
Special Projects	0%	400,000	-	(400,000)	
TOTAL EXPENSES	100%	**$ 9,053,746**	**$ 9,437,087**	**$ 383,339**	**4.23%**
NET LOSS		**$ 147,180**	**$ (801,827)**	**$ (949,006)**	
MOHS Grant revenue FY22 - not budgeted but likely			426,170		
FY22 Capital Purchases Total			(123,200)		
			302,970		
Net Loss FY22			(498,857)		
Executive Committee approved available PPP funds			498,857		
Balanced Budget FY22			$ 0		

NOTES:
(1) Reserve for Appeals - Used 5% estimate from conversation with Baltimore City Revenue Department
(2) Center Plaza Contract - 20/21 Budget included activation expenses. FY 21/22 Activation expenses are moved to Center Plaza Foundation, Inc. books
(3) Misc Income - Workers Comp Dividend, ID Badge replacements, Insurance refunds, Healthcare rebates
(4) DBG Contract Services - One South Street Contract $48,000 & UMMC Contract $90,000
(5) Supplemental Svcs - Old Saint Pauls Church DBG special detail

1

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Hospitality & Safety					
Salary, Taxes, Benefits	$ 1,683,351	$ 1,740,139	$ (56,788)		(6)
Workman's Comp Insurance	43,583	70,105	(26,522)		
Retirement Contribution	23,816	17,716	6,100		
Training	16,850	17,000	(150)		
Equipment/Furniture & Fixtures	3,500	3,500	-		
Private Security	501,664	432,640	69,024		
Law Enforcement Officers	-	637,200	(637,200)		(7)
Public Safety Coalition - Program	5,000	2,500	2,500		
Printing/Postage	50	50	-		
Program Supplies	1,100	1,100	-		
Telephone	600	600	-		
Uniforms	15,000	36,000	(21,000)		(8)
Vehicle Expenses	6,941	7,000	(59)		
Recruitment	3,000	3,000	-		
Travel	4,000	2,500	1,500		
Administrative Support	279,391	311,881	(32,490)		(9)
Total Hospitality & Safety	**$ 2,587,846**	**$ 3,282,931**	**$ (695,085)**	**-27%**	

Notes:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(7) Law Enforcement Officers - New Baltimore City School Police & Troopers
(8) Uniforms - All Operations Departments - Rebranding
(9) Administrative Support - Personnel & FTE Changes

2

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Public Space Maintenance					
Salary, Taxes, Benefits	$ 1,790,047	$ 1,740,833	$ 49,215		(6)
Workman's Comp Insurance	59,726	69,947	(10,221)		
Retirement Contribution	23,203	22,523	680		
Training	14,937	13,470	1,467		
Equipment/Furniture & Fixtures	5,179	3,000	2,179		
Program Supplies	61,000	60,000	1,000		
Uniforms	13,400	35,000	(21,600)		(8)
Mechanical Sweepers	17,100	17,100	-		
Vehicle Expenses	66,614	64,000	2,614		
Recruitment	2,065	2,065	-		
Administrative Support	298,311	312,677	(14,366)		(9)
Total Public Space Maintenance	**$ 2,351,583**	**$ 2,340,615**	**$ 10,968**	**0%**	

Notes:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(8) Uniforms - All Operations Departments - Rebranding
(9) Administrative Support - Personnel & FTE Changes

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Community Outreach					
Salary, Taxes, Benefits	$ 225,069	$ 319,147	(94,078)		(6)
Workman's' Comp Insurance	724	1,132	(408)		
Retirement Contribution	2,452	2,256	196		
Equipment	1,445	2,045	(600)		
Training & Conferences	2,519	2,500	19		
Community Supplies & Outreach	2,620	3,322	(702)		
Transit for Clients	-	1,900	(1,900)		
Emergency Shelter	-	3,000	(3,000)		
Rental Assistance	-	2,015	(2,015)		
Outreach Grid	6,000	-	6,000		
Constituent Relationships	3,500	1,500	2,000		
Vehicle Expenses	-	5,796	(5,796)		
Administrative Support	24,619	42,645	(18,025)		(9)
Total Community Outreach	**$ 268,947**	**$ 387,258**	**$ (118,310)**	**-44%**	

Notes:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(9) Administrative Support - Personnel & FTE Changes

4

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Capital Projects & Maintenance					
Salary, Taxes, Benefits	$ 267,164	$ 171,555	95,608		(6)
Workman's' Comp Insurance	2,147	662	1,485		
Retirement Contribution	8,813	4,936	3,877		
Capital Repairs	4,000	36,800	(32,800)		(10)
Penn Station Maintenance	-	11,000	(11,000)		(10)
Annual Maintenance	-	500	(500)		
Vehicle Expense	100	100	-		
Constituent Relationships	1,000	1,000	-		
Administrative Support	18,077	12,023	6,054		(9)
Total Capital Projects & Maintenance	**$ 301,300**	**$ 238,576**	**$ 62,724**	**21%**	

Notes:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(9) Administrative Support - Change due to FTE adjustments
(10) Capital Repairs & Penn Station - Special Projects initiatives (Sculpture repairs/Lighting in Hopkins/Other Lighting Downtown)

5

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Communications & Marketing					
Salary, Taxes, Benefits	$ 494,576	$ 516,766	$ (22,190)		(6)
Workman's' Comp Insurance	1,585	1,868	(283)		
Retirement Contribution	10,719	12,792	(2,073)		
DPOB Consumer, Bus. Retention & Attraction Marketing	128,900	228,900	(100,000)		(11)
DPOB Strategic Planning for Marketing Initiatives	-	64,000	(64,000)		(11)
DMA Marketing/Clean Safe & Beautiful Ad Campaign	115,000	200,000	(85,000)		(11)
DMA Events & Programming	40,000	40,000	-		
Awards/Promotions/Sponsorships	4,000	4,000	-		
Website - Maintenance, and Hosting	-	2,000	(2,000)		
Program Supplies	2,000	2,000	-		
Photography	7,000	7,000	-		
Professional Development	-	4,000	(4,000)		
Travel	1,000	1,000	-		
Administrative Support	25,478	46,026	(20,548)		(9)
Total Communications & Marketing	**$ 830,258**	**$ 1,130,353**	**$ (300,095)**	**-36%**	

Notes:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(9) Administrative Support - Personnel & FTE Changes
(11) DPOB & DMA Marketing Campaigns - Double Down Downtown Initiative & Strategic Plan

6

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Parks, Plazas & Greenspace					
Salary, Taxes, Benefits	$ 730,450	$ 808,014	$ (77,564)		(6)
Workman's' Comp Insurance	10,278	15,138	(4,860)		
Retirement Contribution	7,562	8,364	(801)		
Program Supplies	20,000	25,000	(5,000)		
Equipment	4,000	3,000	1,000		
Park Utilities	1,200	1,320	(120)		
Holiday Lighting	55,000	55,000	-		
Landscaping	45,500	46,500	(1,000)		
Training/Recruitment	1,500	4,000	(2,500)		
Vehicle	14,300	10,000	4,300		
Uniforms	2,500	12,000	(9,500)		(8)
Rodent Control	7,500	5,000	2,500		
Travel	1,500	1,500	-		
Center Plaza Activities & Amenities	44,999	-	44,999		(12)
Administrative Support	139,679	152,693	(13,014)		(9)
Total Parks, Plazas & Greenspace	**$ 1,085,968**	**$ 1,147,529**	**$ (61,561)**	**-6%**	

NOTES:
(6) Salary, Taxes, Benefits - Personnel & FTE Changes
(8) Uniforms - All Operations Departments - Rebranding
(9) Administrative Support - Personnel & FTE Changes
(12) CP Activations - moved to Center Plaza Foundation, Inc.'s books off DMA

7

Downtown Management Authority for Baltimore City
Fiscal Year 2022
Proposed Budget to Baltimore BOE 4-30-2021

Expenses	Budget Fiscal Yr. 2021	Budget Fiscal Yr. 2022	FY'22 Budget to Budget Rslts Variance Dollar	Percent	Notes
Administration					
Salary, Taxes, Benefits	$ 942,189	$ 731,502	$ 210,687		(6)
Workman's' Comp Insurance	2,042	1,997	45		
Retirement Contribution	23,905	18,245	5,660		
Training & Development	326	909	(583)		
Equipment/Furniture & Fixtures	7,834	6,441	1,393		
Human Resources	3,969	3,691	278		
Insurance	7,128	6,554	574		
Maintenance/Repair	3,749	5,530	(1,782)		
Office Expenses	5,114	4,666	448		
Professional Fees - Audits & Other	4,598	4,418	181		
Professional Fees - Legal	1,222	972	250		
Printing/Postage	530	454	75		
Rent/Utilities/Loan - interest	36,282	29,878	6,405		
Loan Management Fee - principal	92,579	86,700	5,879		
Telephone/Fax	9,773	6,729	3,043		
Travel	594	510	85		
Miscellaneous	733	629	104		
COVID-19 Direct Expenses	28,783	-	28,783		
Total Administration	**$ 1,171,349**	**$ 909,825**	**$ 261,525**	**22%**	
Special Projects	**$ 400,000**	**$ -**	400,000		(13)
Total Expenses	**$ 9,053,746**	**$ 9,437,087**	**$ 383,341**		
Revenues	**$ 9,200,926**	**$ 8,635,260**	**$ (565,666)**		
Change in Net Assets	**$ 147,180**	**$ (801,827)**	**$ (949,006)**		
Capital Budget:					
See Attached Schedule	**$ 96,030**	**$ 123,200**	**$ (27,170)**		
MOHS Grant revenue FY22 - not budgeted but likely		$ 426,170			
Executive Committee approved available PPP funds		$ 498,857			
Balanced Budget FY22		**$ 0**			
Depreciation	**$ 82,545**	**$ 95,353**	**$ (12,808)**		

NOTES:
(6) Salary, Taxes, Benefits - Personnel Changes
(13) Special Projects - Program Suspended, shift to departments

Revised 4/19/2021

8

Downtown Management Authority
New Capital Expenditures FY 2022
Proposed Budget to Baltimore BOE 4-30-2021

Asset	FY 2022 Budget
Sonicwall Switches & Access Points	$ 13,200
Computer replacements (11)	27,500
Mad Vacuum (2)	12,000
Electric pickup truck for Parks team	15,000
Charging Station	4,000
Watering Tank & Trailer	12,500
Preston Gardens artificial dog turf	24,000
Victor Stanley trash can relay (50 can pilot)	15,000
Total Capital Purchases FY22	$ 123,200

Department of General Services – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 009 to KCI Technologies, Inc. for project AWMB HVAC System Life Cycle Cost Analysis, Phasing and Lighting Design. The period of Task No. 009 is approximately four months.

AMOUNT OF MONEY AND SOURCE:

$170,468.87 – 9916-904230-9197-900000-703032

BACKGROUND/EXPLANATION:

KCI Technologies, Inc. will provide design services needed for a Life Cycle Cost Analysis, phasing, and lighting associated with the HVAC and Fire Protection Renovation at the Abel Wolman Municipal Building. This design was not included in the original scope of work.

MBE/WBE PARTICIPATION:

In accordance with Article 5 Subtitle 28 of the Baltimore City Code, KCI Technologies, Inc. has committed utilizing the following firms as part of this task:

MBE: KUMI Construction Management	$25,760.27	15.11%
Mimar Architects & Engineers	10,535.17	6.18%
	$36,295.44	**21.29%**
WBE: Carroll Engineering	**$ 4,257.98**	**2.5%**

THE EAR WAS APPROVED BY MWBOO ON APRIL 6, 2021.

APPROVED FOR FUNDS BY FINANCE

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * * * *

The Board is requested to

approve award of

the formally advertised contracts

listed on the following pages:

71 – 73

to the low bidder meeting specifications,

or reject bids on those as indicated

for the reasons stated.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

1. B50006175, Mowing of Grass, Landscaping, and Gardening — $4,500,000.00

(Dept. of Recreation& Parks)

Mowing of Grass:
Cluster 1, 2, 3, 4, 5, & 6
Lorenz Inc.

Gardening:
Line Item #7
Lorenz Inc.

MWBOO SET GOALS OF 27% FOR MBE AND 10% FOR WBE ON JANUARY 28, 2021.

LORENZ INC.

MBE: 4 Evergreen Lawn Care	N/A	27.2%
WBE: Fouts Lawn Care	N/A	10.2%

MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 13, 2021.

Department of Public Works/Office of Engineering and Construction

2. SC 954, Primary Settling Tanks Nos. 3 & 4, Rehabilitation at the Back River Waste-water Treatment Plant — Ulliman Schutte Construction LLC — $26,423,800.00

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

MBE/WBE PARTICIPATION:

MWBOO SET GOALS OF 26% FOR MBE AND 6% FOR WBE.

MBE:	Hi-Mark Construction Group, Inc.	$4,900,000.00	18.54%
	Arriba Mechanical, Inc.	1,500,000.00	5.67%
	Apex Petroleum Corporation	75,000.00	0.28%
	Spence Trucking, Inc.	500,000.00	1.89%
	Total:	**$6,975,000.00**	**26.38%**
WBE:	Roane's Rigging & Transfer Co., Inc.	$ 845,000.00	3.19%
	Digz Transport System, LLC	40,000.00	0.15%
	Jernigan Concrete Pumping, Inc.	15,000.00	0.05%
	Acorn Supply & Distributing, Inc.	335,000.00	1.26%
	Rowen Concrete, Inc.	500,000.00	1.89%
	Total:	**$1,735,000.00**	**6.54%**

MWBOO FOUND VENDOR IN COMPLIANCE ON NOVEMBER 13, 2020.

A SUPPLEMENTAL IN RESPONSE TO PROTEST WAS RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF ULLIMAN SCHUTTE CONSTRUCTION LLC.

A SUPPLEMENTAL TO PROTEST WAS RECEIVED FROM MILES & STOCKBRIDGE, P.C. ON BEHALF OF AMERICAN CONTRACTING & ENVIRONMENTAL SERVICES, INC.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

3. **TRANSFER OF FUNDS**

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$ 6,480,000.00 Wastewater Revenue Bond	9956-917051-9549 SC 954, Primary Tanks 3 & 4	
6,480,000.00 County Revenue	" "	
3,150,000.00 Wastewater Revenue Bond	9956-907661-9549 Primary Tank 3 & 4 Renovations	
3,150,000.00 County Revenue	" "	
4,638,852.00 Wastewater Revenue Bond	9956-933001-9549 Constr. Res. – Waste Water	
4,638,852.00 County Revenue	" "	
$28,537,704.00	----------	9956-909569-9551-6 Construction

This transfer will cover construction costs for Contract No. SC 954, Primary Settling Tanks No. 3 & 4, Rehabilitation at the Back River Wastewater Treatment Plant.

TRANSFERS OF FUNDS

* * * * * *

The Board is requested to approve

the Transfers of Funds

listed on the following pages:

75 - 77

In accordance with Charter provisions

reports have been requested from the

Planning Commission, the Director

of Finance having reported

favorably thereon.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Baltimore Development Corporation			
1.	**$1,550,000.00** General Funds	9910-910077-9600 Sharp Leadenhall Construction – Reserve	9910-911078-9601 Sharp Leadenhall Streetscape

This transfer is associated with the proposed infrastructure improvements to the blocks bounded by W. Cross, Leadenhall, Stockholm and Race Streets that are needed to assist in the retention and attraction of residents, retail establishments and commercial businesses in the immediate area. The Department of Transportation will be overseeing this streetscape project.

Baltimore City Office of Information and Technology (BCIT)

2.	$1,250,000.00 Other	9903-913054-9117 BCIT Master Lease – Remediate End of Life System - Reserve	
		" "	
	750,000.00 3rd Park & Public Facilities		
	$2,000,000.00	----------	9903-914054-9116 BCIT Master Lease – Remediate End of Life System – Active

This project will replace end-of-support system in order to mitigate operational, security and cost risk as these servers are no longer supported by the Vendors.

3.	**$ 371,200.00** General Funds	9903-951002-9117 Replace Mainframe	9903-921004-9116 Segregation and Data Management

This work will bring BCIT's applications environment to modern standards, enabling fast response to production issues, upgrades, and ongoing development operations and improved data management and testability of systems. More

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S

BCIT – cont'd

efficient ongoing management of databases removes a key blocker to a more responsive production support function and application development ecosystem. Non-production databases are automatically ready for use in diagnosing and fixing production issues.

4.	$ 50,000.00 General Funds	9903-926026-9117 Uninterrupted Power - Reserve	
	250,000.00 Other BCIT Master Lease	"	"
	50,000.00 3rd Parks & Public Facilities	"	"
	$350,000.00	----------	9903-927026-9116 Uninterrupted Power – Active

This transfer is necessary to install APC uninterruptible power system UPS to prevent and protect the City's email, internet, City Financials and telephone systems from electrical power outages. This service is critical for public safety and revenue generation.

Department of General Services

5.	$100,000.00 3rd Parks & Public Facilities Loan	9916-906113-9194 War Memorial Building Roof Replacement – Reserve	

TRANSFERS OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Department of General Services – cont'd		
850,000.00 3rd Community & Economic Development Loan	" "	
$950,000.00	----------	9916-913713-9197 War Memorial Building Replacement – Active

The existing roof at the War Memorial Building is damaged, has surpassed the useful life span, and must be replaced.

Baltimore City Office of Information – Report on Emergency Procurement and
and Technology Emergency Professional Services Agreement

ACTION REQUESTED OF B/E:

The Board is requested to **NOTE** a Report on an emergency procurement for an Emergency Professional Services Agreement with Carahsoft Technology Corporation.

The Board is also requested to approve and authorize the Emergency Professional Services Agreement with Carahsoft Technology Corporation. The period of the agreement is March 29, 2021 through June 30, 2021.

AMOUNT OF MONEY AND SOURCE:

$32,400.00 - 1001-000000-1474-743600-603018

BACKGROUND/EXPLANATION:

On March 2, 2021, an initial investigation of an Exchange Server revealed that a malicious web shell was present on the Exchange Server. It did not appear that the web shell had been executed, but the City would benefit from professional services to determine if further exploitation occurred.

On March 31, 2021, the Director of Finance provided written formal approval authorizing BCIT to obtain, through emergency procurement, the required goods and/or services, retroactive to March 29, 2021.

On March 29, 2021, BCIT entered into an Emergency Professional Services Agreement with Carahsoft Technology Corporation. On March 31, 2021, Pursuant to Baltimore City Charter, Article VI §11(e)(ii) the Director of Finance approved the procurement of these emergency services.

The urgency to act for the public welfare/public safety and the on-going nature of the events described above have been the reasons for the delay in issuing this report.

The agreement is late because of the administrative process and contract negotiations.

MBE/WBE PARTICIPATION:

A waiver was requested and approved by MWBOO for the contract procured via emergency procurement. In accordance with Art. 5, § 28-64(c) of the Baltimore City Code:

Baltimore City Office of Information – cont'd
and Technology

1. an emergency exists that requires goods or services to be provided with such an immediacy that the agency is unable to comply with this Chapter; and

2. the prospective contractor will make every good faith effort to subcontract to Minority and Women's Business Enterprises if subcontracting is utilized.

MWBOO GRANTED A WAIVER ON APRIL 21, 2021.

APPROVED FOR FUNDS BY FINANCE

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

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Name	To Attend	Fund Source	Amount
Baltimore City Police Department			
1. Kimberly Grinage	144th Administrative Officers Course Louisville, KY Aug. 10 – Nov. 6, 2020 (Reg. Fee $0.00)	General Fund	$1,196.91

Ms. Grinage traveled to Louisville, Kentucky on August 10 – November 6, 2020 to attend the 144th Administrative Officers Course.

The subsistence rate for this location was $181.00 per day. The tuition, housing costs (on campus), and applicable fees were covered by the Cynthia Jean and George Nichols, III AOC Scholarship. Ms. Grinange traveled to and from the training with fellow attendee, Mr. Jai Etwaroo, using his private vehicle. Mr. Etwaroo submitted a separate reimbursement for his mileage.

Ms. Grinange personally incurred the cost of meals and incidentals in the amount of $1,196.91.

TRAVEL REIMBURSEMENT

$1,196.91 - Total Reimbursement

The travel reimbursement request is late because of the large volume of receipts related to such a lengthy training (nearly three months). The agency apologizes for the delay.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Department of Human Resources – AM Polices for New Travel Policy

ACTION REQUESTED OF B/E:

The Board is requested to approved the listed Administrative Manual Policies concerning employee and Elected Official travel. These policies are effective upon Board approval.

- AM 239-1 Elected Officials' Business Expenses
- AM 239-1-1 Out-of-Town Travel by Elected Officials
- AM 239-1-2 Board of Estimates Approval for Third Party Funded Travel
- AM 240-1 Employee Travel Package Overview
- AM 240-2 Agency Head Approval
- AM 240-3 Board of Estimates Approval of Employee Travel
- AM 240-5 Subsistence Allowance
- AM 240-5-1 Subsistence Rates for High Rate Geographic Areas
- AM 240-6 Advance Funds/Reimbursement
- AM 240-7 Travel Within City Limits
- AM 240-8 Transportation Mode
- AM 240-9 Commercial Transportation
- AM 240-10 Employee-Owned Vehicle
- AM 240-11 Employee Expense Report
- AM 240-12 Executive Search Expenses

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

The policies have been developed to add clarity and better reflect industry best practice in the administration of human resource functions.

The review and changes to the above-referenced are a result of concern about the clarity of guidance for Elected Officials. The City's interests are best served when guidelines and expectations pertaining to travel duties and responsibilities are clearly set forth for all City Officials and employees.

a AM-239-1

m *Elected Officials' Business Expenses*

Meals and entertainment when City-related business is not conducted.
Dues and memberships in clubs organized for pleasure, recreation or social purposes. This includes country clubs, golf and athletic clubs, airline clubs, hotel clubs and clubs that provide meals.
Expenses that are not directly related to or associated with City business.

ADVANCE OF BUSINESS EXPENSES

There are two situations in which elected officials may get an advance from their appropriated expense allowance.

1. Out-of-Town Travel by Elected Officials – See AM-239-1-1.

2. A newly elected official or an individual appointed to an elective position may request a one-time advance for getting started in office by providing an estimate of the amount and purpose of the advance required. If the advance is not fully spent within 60 days of the date of the advance, such difference must be returned and will be credited to the elected official's appropriated expense allocation. (Until this is done, no additional expenditure from the expense account will be allowed.)

ELECTED OFFICIALS' RESPONSIBILITIES

Account for all expenditures with appropriate receipts and/or credit card receipts.
Complete a monthly Expense Report (28-1448-5060) to identify all expenses including the identification of each business purpose for reimbursement within 60 days after the expenses were paid or incurred. See AM-240-11 for guidance on expense report completion. Required receipts must accompany the Employee Expense Report when submitted to the designated staff person in the appropriate office for processing.
Complete any and all business transactions for which reimbursement is sought and/or the appropriate closing-out of any advances on or before June 30th of each year.
Maintain an office file of all material submitted for processing.

PROCESSING PROCEDURES

The City Council President shall identify a staff member to provide assistance to City Council members and to coordinate the reimbursement for business expenses.

The Mayor and Comptroller shall each designate a staff member to coordinate and process reimbursement for each business expenses.

a AM-239-1

m *Elected Officials' Business Expenses*

OVERVIEW OF BUSINESS EXPENSE ALLOCATION

This policy affects elected officials who are appropriated annual amounts of funding for certain business expenses incurred in the execution of their offices. The amounts included for each elected official in the annual Ordinance of Estimates set the maximum amount of funds available for this purpose.

REQUIREMENTS

The elected official's expenses must have a business connection (i.e., individual must have paid or incurred deductible expenses while performing services as an employee of Mayor and City Council).

Elected officials must submit an account to the Mayor and City Council for these expenses within 60 calendar days after the expenses were paid or incurred.

Elected officials must return any excess reimbursement or allowance within 60 calendar days after the expenses were paid or incurred.

ALLOWABLE BUSINESS EXPENSES

City-related ordinary and necessary business expenses, including:

- Travel away from home.
- Mileage reimbursement for the use of elected official-owned vehicle plus parking and tolls.
- Telephone calls for City business. Local transportation.
- Registration for conferences directly related to the business of the elected official's office.
- Memberships in government-related associations.
- Meals and Entertainment.

The main purpose of combined business and entertainment must be the active conduct (discussion, meeting, negotiation) of City- related business with the expectation of some specific City-related benefit.

DISALLOWABLE EXPENSES

Sales Tax (Use the City's tax exemption number; See AM-303-2).
Alcoholic beverages.
Gifts or charitable contributions.
Political contributions and other political-related expenses.

a AM-239-1

m ***Elected Officials' Business Expenses***

A request, and an Expense Report, signed by the elected official or his designee with required receipts attached, is to be sent for funding approval to the Department of Finance, Bureau of the Budget and Management Research, 469 City Hall, and then for payment to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street. The request, along with a copy of the Expense Report and all required receipts, shall be kept in the Office of the City Council President for all City Council members. For the Mayor's Office and the Office of the Comptroller, such a file shall be maintained in their respective offices.

RELATED POLICIES

AM-239-1-1 Out-of-Town Travel by Elected Officials
AM-239-1-2 Board of Estimates Approved for Travel Funded by Third Parties
AM-240-5 Subsistence Allowance
AM-240-5-1 High Rate Geographic Areas
AM-240-7 Travel Within City Limits
AM-240-8 Transportation Mode
AM-240-9 Commercial Transportation
AM-240-10 Employee-owned Vehicle
AM-240-11 Employee Expense Report

a AM-239-1-1

m ***Out-of-Town Travel by Elected Officials***

OVERVIEW

The City of Baltimore Expense Report (28-1448-5060) must be completed by elected officials for out-of-town business travel. Pre-registration for conferences and travel arrangements should be planned 30 days or more in advance of the departure date in order to maximize cost savings. If requesting advance travel funds, the form must be completed at least 20 calendar days prior to departure. If notice to travel is less than 20 calendar days, the submission does not require completion until the return from the trip, but advance funds will not be provided. All travel requests that exceed $800 of expense must be filed with the Clerk of the Board of Estimates.

SUBSISTENCE RATE

The subsistence allowance is as set forth in AM-240-5, except for an area designated as a High Rate Geographic Area (HRGA). For listings of HRGAs, refer to AM-240-5-1. The subsistence allowance must be used to pay for the cost of the following items: lodging, food, gratuities or tips, local transportation at the conference site, and miscellaneous expenses such as dry cleaning. Original receipts are required for all lodging costs, conference registration and transportation. A copy of a credit card statement supporting reimbursement may suffice, if the elected official signs it and indicates that it is intended to substitute for the original.

ADVANCE TRAVEL FUNDS

An elected official may request funds for travel prior to the date of travel by submitting a completed travel request to the Department of Finance, Bureau of the Budget and Management Research (BBMR), for funding approval at least 20 calendar days before departure. BBMR will forward the travel package to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, for a cash advance. A minimum of 10 work days should be allowed for processing.

TRAVEL UNDER $800

No Cash Advance

- Complete a travel request as soon as reasonable.
- Within 30 calendar days of the return from the trip, submit to BBMR for approval of funds the following: the completed Expense Report form attached and all of the required travel receipts.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

a AM-239-1-1

m *Out-of-Town Travel by Elected Officials*

Cash Advance Required

- Complete a travel request.
- At least 20 calendar days before trip departure, submit the completed travel request to BBMR for approval.
- BBMR will forward the travel package to Accounts Payable Unit to provide a cash advance.
- Within 30 calendar days of returning from the trip, submit an Expense Report accounting for all required travel expenses and provide the required receipts to the Accounts Payable Unit.

TRAVEL OVER $800 – Filing with the Clerk of the Board of Estimates Is Required.

Elected officials are required to file a completed travel request with the Clerk of the Board of Estimates at least 20 calendar days before trip departure. If not done, there can be no advance, but a filing is still required. Within 30 calendar days of returning from the trip, an Expense Report enumerating all travel expenses with the required receipts must be submitted.

The filing with the Board of Estimates must include a transmittal memo from the elected official that contains the travel dates, destination, purpose of the trip, and a statement certifying compliance with the subsistence rate in accordance with AM-240-5, Subsistence Allowance, and/or AM-240-5-1, Subsistence: High Rate Geographic Area.

The Clerk of the Board of Estimates will provide a date-stamped copy of the transmittal memo to the elected official.

No Cash Advance

- Complete a travel request.
- At least 20 calendar days before trip departure, file a transmittal memo with the Clerk of the Board of Estimates along with a completed travel request, as described above.
- Within 30 calendar days of return from the trip, submit the following to BBMR for approval of funds: the completed Expense Report, attaching all of the required receipts, and a copy of the transmittal memo showing the Clerk's date- stamp.
- BBMR will forward the travel package to the Accounts Payable Unit to obtain the reimbursement.

Cash Advance Required

- Complete a travel request.
- At least 20 calendar days before trip departure, file a transmittal memo with the Clerk of the Board of Estimates along with a completed travel request, as described above.
- At least 20 calendar days before trip departure, submit to BBMR for approval of funds

a AM-239-1-1

m *Out-of-Town Travel by Elected Officials*

the following: the completed travel request attached and a copy of the transmittal memo showing the Clerk's date-stamp.

- BBMR will forward the travel package to Accounts Payable Unit to provide an advance.
- Within 30 calendar days of returning from the trip, submit an Expense Report accounting for all required travel expenses and provide the required receipts to the Accounts Payable Unit.

FOR ALL ADVANCE TRAVEL FUNDS

Accountability – Upon return from the trip, the elected official must account for all expenditures required to be reported by submitting a memo containing the following information to the Accounts Payable Unit: the elected official's name, social security number, check number corresponding to the advance funds issued, and required receipts. A copy of a credit card statement supporting reimbursement may be accepted, if the elected official signs it and indicates that it is intended to substitute for the original.

Unexpended Funds - Unexpended travel funds must be accounted for and returned. Refunds are to be made only by check or money order to the Director of Finance, City of Baltimore. Cash should not be used. All returns of unexpended travel funds submitted to the Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

Insufficient Funds - If the advance travel funding was insufficient to cover business expenses incurred during the trip, elected officials may seek reimbursement.

- Less than $40 – Enter the amount on the monthly expense report with a brief explanation.
- More than $40 – Submit an amended Travel Request form to the Board of Estimates for approval.

RELATED POLICIES

AM-240-2, AM-240-3, and AM-240-6 are not applicable to Elected Officials. The following sections are applicable to Elected Officials.

AM-240-5 Subsistence Allowance
AM-240-5-1 High Rate Geographic Areas
AM-240-7 Travel Within City Limits
AM-240-8 Transportation Mode
AM-240-9 Commercial Transportation
AM-240-10 Employee-owned Vehicle
AM-240-11 Employee Expense Report
AM-240-12 Executive Search Expenses

a AM-239-1-1

m ***Out-of-Town Travel by Elected Officials***

SEE ALSO

AM-239-1 Elected Officials' Business Expenses
AM-239-1-2 Board of Estimates Approval for Travel Funded by Third Parties

a m

Board of Estimates Approval for Third Party Funded Travel

AM-239-1-2

Travel by an elected official for City business paid for, in whole or in part, by a third party must be disclosed and approved by the Board of Estimates if any of the following circumstances pertain:

- The value of the travel expenses paid for by the third party exceeds $100.
- The total value of the travel including that paid for by a third party and by the City combined exceeds $800.
- The travel takes the elected official outside the City for 7 or more consecutive days.
- The travel is outside of the lower 48 states.

Travel that is funded by the elected official or by an elected official's spouse, parent, child or sibling ("immediate family") need not be disclosed to nor approved by the Board of Estimates.

The disclosure is to be made by filing with the clerk of the Board of Estimates the purpose of the travel, the destination, the identity of the third-party payer, and the cost of the travel. Reimbursements, if any, by the City should be done in a manner prescribed by the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit.

The first failure of an elected official to make a timely disclosure shall result in a letter of reprimand from the Board of Estimates. Subsequent failures in the same calendar year shall result in fines starting at $100 and increasing by $100 for each successive failure to disclose. The elected official who is the subject of any such action shall be advised of the proposed action and have an opportunity to contest it with the Board of Estimates before the action is imposed. For good cause shown, the Board of Estimates may waive a penalty, as or after it is imposed.

Travel for personal reasons or for political purposes is not covered by this policy.

Elected officials should ensure compliance with the City's Public Ethics Law for any travel paid for in whole or in part by a third party who is not in the elected official's immediate family.

RELATED POLICIES

AM-239-1 Elected Officials Business Expenses
AM-239-1-1 Out-of-Town Travel by Elected Officials

a **AM-240-1**

m ***Employee Travel Package Overview***

It is the intent of this policy to encourage travel on official City business by the most economical means, e.g., discount airfare, and to maximize City savings on conference expenses, e.g., early bird registration and number of employees permitted to attend the same conference. The failure to submit a timely travel request in order to maximize city savings may result in a disapproval of or reduction in the reimbursement.

Out-of-town travel is necessary travel extending beyond City limits for the purpose of conducting official City business. This includes conferences, conventions, seminars, and other approved events dealing with topics of value to the City.

Travel within the City limits is necessary travel that does not extend beyond the City's geographic boundaries for the purpose of conducting official City business. This includes conventions, seminars, certain qualifying emergency local work and related events.

The process is initiated by the employee's submission of the **Expense Report** form (28-1448-5060). It must be used by any City employee planning to attend a conference, convention, or seminar, whether out-of-town or within City limits. This request must be approved by the appropriate body, as set forth herein.

Employees should ensure compliance with the City's Public Ethics Law for any travel paid for in whole or in part by a third party who is not the employee's spouse, parent, child or sibling.

Rules governing employee travel have been separated into the following sections:

- **Agency Head Approval** (AM-240-2) covers the circumstances for which approval may be granted by an employee's agency head.
- **Board of Estimates Approval** (AM-240-3) is required under certain circumstances.
  AM-240-4 vacant.
- **Subsistence Allowance** (AM-240-5) specifies expenses reimbursable to City employees.
- **High Rate Geographic Areas** (AM-240-5-1) establish a higher reimbursable level for certain higher cost locations.
- **Advance Funds/Reimbursement** (AM-240-6) describes the procedures by which a City employee may obtain funds for an approved trip.
- **Travel within City Limits** (AM-240-7) sets forth travel procedures for intra-city travel.
- **Transportation Mode** (AM-240-8) identifies approved transportation modes.
- **Commercial Transportation** (AM-240-9) establishes City policy regarding use of commercial transportation.
- **Employee-Owned Vehicles** (AM-240-10) sets forth the rules about the use of personal vehicles in the conduct of City business.
- **Employee Expense Report** (AM-240-11) specifies the requirements for the contents of an expense report.

a AM-240-1

m *Employee Travel Package Overview*

- **Executive Search Expenses** (AM-240-12) covers the approval process for obtaining reimbursement for expenses associated with interviewing candidates for executive level positions.

a AM-240-2

m *Agency Head Approval*

SCOPE

This policy describes when an agency head may approve travel within and outside of City limits.

An agency head may approve travel for City business if:

- total reimbursable expenses will not exceed $800 per City employee,
- such absence will not exceed five consecutive work days nor include weekend travel,
- no compensatory time or overtime approval is requested in connection with an employee in travel status,
- travel is within the lower 48 states of the United States,
- travel is limited to the fewest number of person(s) required to produce maximum benefits for the City,
- no amendment seeking additional travel funds by an employee exceeds $40 or combined with the amount approved does not exceed $800,
- candidate travel expense for interviews for an executive level position will not exceed $800 nor an additional $800 for travel expenses in connection with a second interview for the same position, and
- the travel is paid for by a third party and its value is less than $100.

TRIP REPORT

Agency heads are encouraged to have employees submit trip reports describing the benefits to the City from the approved in-town or out-of-town travel. Trip reports may be used by the agency head to determine the value to the City of future trips of a similar nature. These reports may also be disseminated to other agencies with an interest in the topic.

CANCELLATION OF TRIP

If a trip is cancelled, the agency head must be notified immediately, and in any event, no later than 10 work days after the scheduled date of the trip. Any funds advanced must be returned to the Department of Finance, Bureau of Accounting and Payroll Services, Accounts Payable Unit, in accord with Board of Estimates policies.

SUBSTITUTION

If an employee is unable to attend a trip approved by the agency head, the employee must return

any advance funds to the Accounts Payable Unit. The agency head may substitute another employee to attend the trip, however, an accompanying memo of explanation must be attached to a separate request for advance funds and submitted to the Accounts Payable Unit.

RELATED POLICIES

AM-240-3 Board of Estimates Approval of Employee Travel

a AM-240-3

m Board of Estimates Approval of Employee Travel

SCOPE

This policy establishes those conditions that require disclosure to and approval of the Board of Estimates for employee travel. An employee is expected to present his Expense Report (28-1448-5060) at least 20 calendar days or more in advance of the travel date. Planning should be done at least 30 days before the travel date in order to maximize City savings for air travel and conference registration costs.

REQUIREMENTS

The approval of the Board of Estimates is required for an employee's travel request for City business if any of the following conditions exists:

- the travel costs will exceed $800. This requirement applies to all employee travel, even if done in connection with or under the auspices of a City contract.
- the City employee's absence will exceed five consecutive work days or involves one or more weekend days.
- compensatory leave or overtime work will be necessary for employees while in travel status, except for non-traveling employees performing work related responsibilities in connection with the travel.
- the trip will require travel outside the lower 48 states of the United States.
- expenses of a candidate who interview(s) for an executive level position with the City government exceed $800 for the first interview or exceed an additional $800 for a second interview of the same candidate for the same position.
- the amendment request to the original approved travel amount is for $40 or more, or if combined with approved travel amounts, exceeds $800.
- the travel is paid for by a third party and its value exceeds $100, or if combined with the amount paid for by the City, exceeds $800.

Travel requests submitted to the Board of Estimates for approval of more than 1 person from an agency per event will normally not be granted. Substantiation for additional attendees to the same event is required with the submission. The Board of Estimates must approve requests for travel prior to the date of the planned travel.

This section does not apply to elected officials. Travel rules and procedures for them are set forth in AM-239-1-1 and AM-239-1-2.

TRIP REPORT

City employees approved for out-of-town travel may be selected at random to present trip reports at an open meeting of the Board of Estimates. The reports must specify how the

information obtained as a result of approved travel can be applied to the employee's work responsibilities.

CANCELLATION OF TRIP

If it becomes necessary to cancel or curtail a trip which has already been approved by the Board of Estimates and for which an advance of funds has been made or incurred, the City agency and/or the employee must notify the Board of the cancellation or curtailment and of the reason for it. The notice should also state if there are any expenses for which the representative nevertheless seeks reimbursement. The Board must be notified of all cancellations or curtailment within 10 work days after the end date of the proposed trip.

Any funds advanced that have already been disbursed must be returned to the Accounts Payable Unit as described in AM-240-2 Cancellation of Trip.

SUBSTITUTION

An employee may not be substituted as the City representative on a previously approved trip unless the individual's name is submitted to the Board of Estimates and approved prior to the date of the trip.

Agency heads may make substitutions in an emergency situation if Board of Estimates approval is sought at the next regularly scheduled meeting of the Board. In such circumstances where an advance of funds has occurred to another employee, that employee must return all funds, as directed above, and the funds may not be transferred to another City employee.

RELATED POLICIES

AM-240-2 Agency Head Approval

a AM-240-5

m *Subsistence Allowance*

This policy defines those costs to be defrayed by a subsistence allowance and establishes subsistence allowances. The subsistence allowance amount is as published by the federal government ("GSA rates") from time to time. It must be used to pay for the cost of the following items:

- Lodging, e.g., hotels, motels, etc. (not including hotel tax which is to be added to the allowance)
- Food
- Gratuities or tips
- Clothes cleaning
- Local transportation at the conference site, e.g., taxi, bus, rental car, parking expenses, etc.
- Miscellaneous expenses

Subsistence funds approved by the Board of Estimates may not be drawn from City accounts until 10 work days prior to commencement of the trip. Subsistence expenditures which exceed the daily subsistence allowance (exclusive of the hotel tax) cited for the place of travel are not reimbursable and claims for such reimbursement will not be honored except as identified in this policy. The hotel tax for the approved travel shall be added to the subsistence allowance as published.

The subsistence allowance is reviewed and adjusted periodically by the Department of Finance, consistent with the most recent GSA rate.

HRGAs

Certain locations have been designated by the GSA as High Rate Geographic Areas (HRGAs)HRGAs. See AM-240-5-1. HRGAs are reviewed and adjusted periodically by the Department of Finance, consistent with the most recent GSA rates.

Outside the lower 48 state of the United States

For travel outside the lower 48 states, where no HRGA is provided by GSA, the travel request should propose a reasonable amount for a daily subsistence allowance. The Board of Estimates will set the amount of the daily subsistence allowance.

ALLOWANCE EXCEPTION

For attendance at certain conferences and/or professional associations which are required of the Mayor, the Mayor's designated executive and/or Members of the Board of Estimates, the Board

shall determine an allowance sufficient to cover lodging costs for those officials, but the allowance set forth in AM-240-5 and AM-240-5-1 shall apply to other City attendees, whose attendance is not required.

RECORD-KEEPING

Original receipts are required for all lodging costs, conference registration and transportation incurred in travel status for which reimbursement will be requested. Receipts for other subsistence related expenses are not required. A credit card statement may suffice if the employee signs it and indicates that it is intended to substitute for the original. The Accounts Payable Unit reserves the right, if circumstances warrant, to require certain specific articulation of hotel/motel bills, e.g., date checked-in, date checked-out, etc.

RELATED POLICIES

AM-239-1-1	Out of Town Travel by Elected Officials
AM-240-2	Agency Head Approval
AM-240-3	Board of Estimates Approval
AM-240-5-1	Subsistence: High Rate Geographic Areas

a AM-240-5-1

m Subsistence Rates for High Rate Geographic Areas

Subsistence rates (per diem) are the allowances for lodging (excluding taxes), meals and incidental expenses. The federal government establishes per diem rates for destinations within the lower 48 states of the United States, foreign rates (for example, Russia, Aruba, Bahamas, Europe, etc.) and non-foreign rates such as Alaska, Hawaii, Puerto Rico, and Guam ("GSA rates").

Rates are set by federal fiscal year, effective October 1 each year. More information on per diem rates can be found on http://www.gsa.gov/portal/category/21287.

RELATED POLICIES

AM-239-1-1 Out of Town Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval
AM-240-5 Subsistence Allowance

a AM-240-6

m *Advance Funds/Reimbursement*

SCOPE

There are two (2) methods for funding authorized travel by City representatives: advance travel money and/or post-trip reimbursement.

ADVANCE TRAVEL MONEY

A City employee may request funds for authorized travel at least 20 days prior to the date of travel by submitting an Expense Report (28-1448-5060) to the Department of Finance, Accounting and Payroll Services, Accounts Payable Unit. A minimum of 10 work days should be allowed for the processing.

ACCOUNTABILITY

Employees must account for all expenditures pertaining to advance travel funds by submitting a memo containing the following information to the Bureau of Accounting and Payroll Services:

- employee's name
- employee's social security number
- check number corresponding to the advance funds issued
- all original receipts

POST-TRIP REIMBURSEMENT OF EXPENSES

City representatives may request reimbursement of authorized travel expenses by submitting an Expense Report (28-1448-5060) with all required receipts to the Accounts Payable Unit within 10 work days of their return. The Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement amount.

TRAVEL AT THE EXPENSE OF CITY CONTRACTORS

When a contract provides for the contractor to be responsible for the expense of City employee travel in connection with administering the contract, the City employee's expenses will be reimbursed by the City. Employees may request reimbursement of travel expenses by submitting an Expense Report with all required original receipts to the Accounts Payable Unit will verify all expenses incurred and issue a check to the employee for the approved reimbursement.

The City will then obtain reimbursement for the expenses from the contractor. This process must

be initiated by the requesting employee's supervisor who must submit a memo to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, 401 E. Fayette Street, with the following information:

- Name and address of the contractor to be billed
- Total amount to be billed
- Brief explanation relative to the bill
- Account number to be credited with payment received from the City contractor

The Accounts Payable Unit will bill the City contractor and credit the appropriate account when payment is received.

OVER-EXPENDITURE LIMITS

No reimbursement will be authorized if the employee experiences an over-expenditure as a result of City approved travel if the cost overrun exceeds $40 unless approved by the Board of Estimates. It is the responsibility of the employee to submit accurate and timely travel requests at the time of Board of Estimates/Agency Head approval. Failure of the employee to do so may result in disapproval of any amendment request.

UNEXPENDED TRAVEL FUNDS

Unexpended travel funds must be accounted for and returned. Refunds are to be made by check or money order only, payable to the Director of Finance, City of Baltimore; cash should not be used. The accounting of expenditures and the check/money order or validated cash slip should be submitted to the Accounts Payable Unit within 10 work days of the representative's return. Expenses cannot be offset from one item to another. All returns of unexpended travel funds submitted to Accounts Payable Unit will be deposited to the appropriate account from which advance travel funds were drawn.

RELATED POLICIES

AM-239-1 Elected Officials' Business Expenses
AM-239-1-1 Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval

a AM-240-7

m ***Travel Within City Limits***

SCOPE

Travel within the City limits is travel which falls within the official City boundaries and which is undertaken for the purpose of conducting official City business to include by way of example: attendance at conferences, conventions, seminars; qualifying local work; and other events which deal with topics of value and interest to the City.

CONFERENCE EXPENSES

City representatives attending conferences or similar events on approved official business will be reimbursed by the City for the following expenses, provided that receipts for these expenses are obtained:

- Registration and tuition expenses.
- Cost of publications and materials for the event.

The City will not reimburse City representatives for the following expenses in connection with attending conferences or similar events:

- Transportation costs to and/or from the event.
- Food costs unless included in the stated registration and/or tuition expenses.
- Lodging costs at hotels, motels, etc.
- Gratuities or tips.

APPROVAL REQUIREMENTS

Approval for travel within the City limits must be obtained from the Agency Head, AM-240-2, or the Board of Estimates, AM-240-3, as appropriate.

EMERGENCY LOCAL WORK

An employee approved for qualifying local work may obtain reimbursement for travel expenses if use of the employee-owned vehicle is authorized. An Expense Report (28-1448-5060) should be submitted at the end of each month in which such authorized expenses are incurred. The Disbursements Division, in concert with the Central Payroll Division, may require specificity relative to qualifying local work.

RELATED DOCUMENTS

AM-239-1	Elected Officials Business Expense
AM-240-2	Agency Head Approval
AM-240-3	Board of Estimates Approval

a AM-240-8

m *Transportation Mode*

SCOPE

Transportation used by a City representative to and from a City approved conference site must be the least expensive mode consistent with the employee's position. The City will pay all transportation expenses that meet this requirement.

However, if the City representative does not use the type of transportation authorized for the trip and selects a different mode, the City may compare the costs of both modes of transportation and reimburse for the lesser amount.

Travel to and/or from an event site may be authorized provided the conference event sessions warrant such travel arrangements.

TRAVEL TO AIRPORT(S)

Reimbursement of car service expenses to and from the airport(s) is limited to a maximum of $30 at each airport. Receipts are required.

If a departing City representative uses his/her private vehicle to travel to the airport, the mileage cost to and from the airport and the cost of parking the vehicle at the airport will be paid by the City up to the amount granted by the City for car service. Car service expenses to an airport are reimbursable, but not for transportation to other means of transportation such as bus or rail. Expenses in connection with other transportation must be defrayed from the subsistence allowance.

TRANSPORTATION AT CONFERENCE SITE

Local transportation expenses at the conference site must be paid from the City representative's daily subsistence allowance.

If official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary travel, the funds for such expenses must be approved in advance of the trip. When seeking Board of Estimates approval, the request for such transportation expenses must be stated in the travel request.

RECORD-KEEPING

Employees are required to furnish original receipts (e.g., invoices, registration receipts, etc.) for all transportation expenses for which reimbursement is requested. Appropriate receipts consist of original paid invoices, register receipts, etc. A credit card statement may suffice if the employee signs it and indicates that it is intended to substitute for the original.

a AM-240-8

m *Transportation Mode*

RELATED POLICIES

AM-239-1-1 Out of Town Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval
AM-240-9 Commercial Transportation
AM-240-10 Employee-Owned Vehicle

a AM-240-9

m *Commercial Transportation*

SCOPE

Commercial transportation includes mass transit vehicles, trains, cabs and planes. An agency/bureau head may authorize use of commercial transportation for an employee in conduct of official City business when it is the preferable mode of transportation.

EXPENSE PAYMENT

An Expense Report must be completed and submitted on a monthly basis for reimbursement of these expenses. All other expenses for which reimbursement is claimed, must be received by the Bureau of Payroll and Disbursements, Room 700, 401 E. Fayette St., Attention: Disbursements Supervisor, within 30 work days from the last calendar day of the month during which expenses were incurred or the City will not be obligated to reimburse an employee for such expenses.

a AM-240-10

m ***Employee-Owned Vehicle***

SCOPE

The person or body approving travel may authorize the use of an employee-owned personal vehicle for City business when it is the preferable mode of transportation under the existing circumstances. Normally such approval is granted when a City-owned vehicle is neither available nor accessible, or it is cost beneficial to authorize use of an employee-owned vehicle.

REQUIREMENTS

An employee who uses his personal vehicle for official City business must be trained initially by taking a Defensive Driving Course and then a Recertification class every three (3) years from the Office of Risk Management/Division of Occupational Safety (ORM/DOS). An employee shall also have and maintain automobile insurance in the amount required under existing Maryland motor vehicle laws or laws from the State where the vehicle is registered. The continued use of an employee-owned vehicle for City business should be reviewed intermittently since applicable insurance rates and employee costs could increase without eligibility for reimbursement. Employees must assume responsibility for reporting all accidents as per AM-501-10. The employee must also report to the City's Occupational Clinic (Mercy Clinic) for injuries and drug/alcohol post-accident testing and to comply with the Substance Abuse Control Policy (SACP) as applicable. Failure to adhere to the relevant post-accident procedures and governing policies may result in discipline and/or termination.

REIMBURSEMENT RATES

Employees who have been authorized to use their personal vehicles to perform official City business will be reimbursed for each mile traveled on approved City business in accordance with the approved City rate structure. These rates are subject to change depending on the negotiated agreement governing the employee's position classification.

The mileage reimbursement rate for employee-owned personal vehicles is the IRS standard business rate as published from time to time, unless a different rate is established by collective bargaining.

Employees will be reimbursed for reasonable parking expenditures incurred in the conduct of official City business. Receipts are required for reimbursement.

No employee is authorized to fuel his/her personal vehicle using City owned fuel systems. No other expenses (such as insurance and gas) in connection with use of an employee-owned vehicle will be defrayed.

Vehicle expenses can be claimed by submitting an Expense Report with appropriate documentation to:

a **AM-240-10**

m ***Employee-Owned Vehicle***

Finance Department, Accounts Payable Division, 401 E. Fayette Street, 5th Floor; Attn: Assistant Accounts Payable Administrator.

QUALIFYING LOCAL WORK

When submitting mileage expenses for qualifying local work, the authorized employee must deduct personal miles traveled, e.g., to and from home, when filling out the Expense Report. These miles are not subject to reimbursement. Miles traveled in connection with such work must begin and end at the assigned City office location, i.e., the mileage reimbursement for travel may not exceed the map mileage from the normal work site to the temporary work site.

RELATED POLICIES

AM-239-1 Elected Officials' Business Expenses
AM-239-1-1 Out-of-Town Travel by Elected Officials
AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval
AM-240-8 Transportation Mode

a AM-240-11

m ***Employee Expense Report***

An Expense Report (28-1448-5060) must be submitted for:

- reimbursement of personal vehicle mileage expenses for City-related travel.
- all approved travel reimbursement requests.

A separate Expense Report must normally be submitted for each instance of travel. However, more than one (1) such trip may be listed on a single Expense Report if reimbursement is not required for lodging.

An Expense Report must also be used to request reimbursement for other legitimate expenses. The following non-exclusive examples are items which may be reimbursable expenses when incurred for City business: telephone calls, wireless phone calls which are circled on original bill, parking meter fees, parking lots with receipts, and subway and light rail transportation.

DEADLINE FOR SUBMISSION OF REPORT

Local Expenses

The Expense Report must be received by the Bureau of Accounting and Payroll Services within 30 days of the last calendar day of the month in which the expenses were incurred. Expenses submitted after this time limit will not be reimbursed without written approval of the Board of Estimates.

Out-of-TownExpenses

The Expense Report must be received by the Bureau of Accounting and Payroll Services within 30 days from the day on which the employee returns from the trip.

MARYLAND SALES TAX

The City is exempt from payment of the Maryland sales tax. The City's tax exemption, 3000055-9, must be supplied to the vendor or supplier at the time of purchase. Reimbursement of the Maryland sales tax will not be made in those cases where an agency or employee fails to use the City's tax exemption number.

REQUIRED RECEIPTS

An Expense Report must be accompanied by the appropriate receipts, as set forth above.

RELATED POLICIES

AM-239-1	Elected Officials' Business Expenses
AM-239-1-1	Out-of-Town Travel by Elected Officials
AM-240-2	Agency Head Approval
AM-240-3	Board of Estimates Approval

a AM-240-12

m *Executive Search Expenses*

SCOPE

Under certain circumstances, expenses related to candidate interview requirements associated with filling executive level positions may be paid by the City. It is the intention of this policy that payment of interview expenses shall be for those candidates who are finalists for executive positions. Executive level positions are limited to agency head and bureau head personnel unless otherwise approved by the Board of Estimates. An agency head may authorize interview expenses providing they do not exceed $800. Any requirement for payment exceeding $800 must be specifically approved by the Board of Estimates. Under no circumstances may the expenses to be incurred be advanced to the candidate.

SECOND INTERVIEW

If a candidate is invited for a second interview, an agency head may approve additional expenses providing they do not exceed $800 for the same candidate to return for a second interview in connection with the same executive level position. Board of Estimates approval is necessary for second interview expenses exceeding $800.

COVERED EXPENSES

Expenses subject to reimbursement are travel by lowest cost practicable conveyance, and the subsistence allowance according to the travel policy. Rental of a vehicle is not authorized in connection with such travel. Any other expense incurred in connection with the travel must be the responsibility of the candidate. Authorized expenses are subject to receipts as required under the City travel policy.

CHARGES

It will be the responsibility of the appropriate agency seeking to interview a candidate to absorb the charges within the limit of their approved budget.

REIMBURSEMENT RESPONSIBILITY

It is the responsibility of the agency head to provide the candidate with the appropriate forms to permit reimbursement and inform him of proper procedures in seeking reimbursement for approved travel expenses. It is the responsibility of the candidate to provide the agency head with required receipts within 10 work days of completed travel so that reimbursement may be requested. Failure to do so may result in denial of reimbursement expenses.

RELATED POLICIES

AM-240-2 Agency Head Approval
AM-240-3 Board of Estimates Approval

Mayor's Office of Human Services (MOHS) - Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Emergency Housing Program Grant Agreement with the State of Maryland Department of Housing and Community Development (DHCD). The period of the agreement is March 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$2,599,077.00 – 5000-521821-3572-327200-404001

BACKGROUND/EXPLANATION:

The MOHS has been awarded funds under the Emergency Housing Program (EHP), operated by the State of Maryland DHCD. The EHP funds will be used to support the City's response to the COVID-19 pandemic, including emergency shelter operations and homelessness prevention programs.

The grant agreement is late because of delays at the administrative level.

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

AGENDA

BOARD OF ESTIMATES **6/2/2021**

PROPOSAL AND SPECIFICATION

1. Department of Public Works – WC 1410, Urgent Need Water
   Office of Engineering and Infrastructure Rehabilitation and
   Construction Improvements Phase I-FY21
   BIDS TO BE RECV'D: 06/30/2021
   BIDS TO BE OPENED: 06/30/2021

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED