Nick J. Mosby, *President*
Baltimore City Council

100 N. Holliday Street, Room 400 • Baltimore, Maryland 21202
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# MEMORANDUM

To: **Honorable Brandon M. Scott, Honorable Bill Henry, Mr. James Shea, Mr. Jason Mitchell**

From: **Council President Nick J. Mosby**

Date: **June 7, 2021**

Re: **Board of Estimates Agenda Items for June 9, 2021 at 9:00am**

The items on the Board of Estimates Agenda for June 9, 2021 are to be assigned as follows:

**ROUTINE AGENDA ITEMS: (To be acted upon collectively)**

| | |
|---|---|
| P 1 | BOARDS AND COMMISSIONS |
| P 2 | Baltimore Police Department – Grant Award |
| P 3 | Mayor's Office of Employment Development (MOED) – Provider Agreement |
| P 4-8 | TRANSFERS OF FUNDS |
| P 9 | Health Department – Notice of Award |
| P 10-11 | Health Department – Revised Notice of Award |
| P 12 | Health Department – Revised Notice of Award |
| P 13 | Health Department – Revised Notice of Award |
| P 14 | Health Department - Expenditure of Funds |
| P 15-19 | Baltimore City Health Department (BCHD) – Agreements |
| P 20 | Baltimore City Health Department (BCHD) – Operating Grant Agreement |
| P 21-22 | Baltimore City Health Department (BCHD) – Grant Agreement |
| P 23 | Department of Law – Settlement Agreement and Release |
| P 24 | Department of Law – Settlement Agreement and Release |
| P 25-26 | Department of Law – Settlement Agreement and Release |
| P 27-28 | Department of Law – Settlement Agreement and Release |
| P 29-31 | Mayor's Office of Homeless Services (MOHS) – Provider Agreements |
| P 32 | Space Utilization Committee – Transfer of Building Jurisdiction |
| P 33 | Space Utilization Committee – Transfer of Building Jurisdiction |
| P 34 | Department of Finance – COVID-19 Emergency Grant Agreement |
| P 35 | Department of Finance – COVID-19 Emergency Grant Agreement |
| P 36-38 | EXTRA WORK ORDERS |
| P 39 | Department of Recreation and Parks – Agreement |
| P 40-41 | Department of Recreation and Parks – Task Assignment |
| P 42 | OPTIONS/CONDEMNATION/QUICK-TAKES |
| P 44 | Department of Audits – Rescission of Expenditure of Funds |
| P 45 | Fire & Police Employees' Retirement System (F&P) – Subscription Agreement |
| P 46 | Department of Finance – Correction to Renewal of Flood Insurance Policies |
| P 47 | Environmental Control Board – Transfer of Funds |
| P 48 | Law Department - Opinions – Request for Refund of Real Property Taxes |
| P 49 | Department of Public Works/Office of Engineering and Construction – Amendment No. 1 to On-Call Agreement |

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|---|---|
| P 50 | Department of Public Works/Office of Engineering and Construction – Amendment No. 1 to On-Call Agreement |
| P 53-55 | Department of Human Resources – Group Sales Agreement |
| P 56 | Department of Human Resources – Relocation/Reimbursement |
| P 57 | Department of Housing and Community Development – Grant Agreement |
| P 58-59 | Department of Housing and Community Development (DHCD) - Acquisition by Gift |
| P 60 | Department of Housing and Community Development (DHCD) - Acquisition by Gift |
| P 61-64 | Department of Housing and Community Development – Community Development Block Grant Loan Agreement |
| P 65-69 | Department of Housing and Community Development – Community Development Block Grant Loan Agreement |
| P 70-71 | Department of Housing and Community Development (DHCD) - Land Disposition Agreement |
| P 72-73 | Department of Housing and Community Development (DHCD) - Land Disposition Agreement |
| P 74 | Department of Transportation – Traffic Mitigation Agreement |
| P 75 | Department of Transportation – Task Assignment |
| P 76 | Department of Transportation – Task Assignment |
| P 77-78 | Department of Transportation – Amendment No. 4 to Agreement |
| P 79-80 | Department of Transportation (DOT) – Amendment No. 4 to Agreement |
| P 81-82 | Department of Planning – Non-Construction Consultant Agreement |
| P 83-85 | RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS |
| P 86-99 | INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS |
| P 128 | Closing |

**NON-ROUTINE AGENDA ITEMS: (To be acted upon individually)**

P 43 Department of Audits – Audit Report

1. Enoch Pratt Free Library A Component Unit of the City of Baltimore Maryland Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020.

P 51-52 Department of Public Works/Office of Engineering and Construction - Ratification of Amendment No. 4 to Agreement

P 100-127 Department of Human Resources – AM Polices for New Travel Policy

# **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 website and the Secretary to the Board's website.

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 9, 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: 179 478 0446.) 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. **SPECIAL MEETING OF THE BOARD OF ESTIMATES – JUNE 8, 2021.**

The Board of Estimates will convene for a special meeting on Tuesday, June 8th , 2021 at 4:00 p.m. via WebEx. The purpose of this meeting is to receive the report by the City Council on the adoption of the Fiscal Year 2022 Operating and Capital budget ordinance and to certify the real and personal property tax rate for Fiscal Year 2022.

Members of the public can call in to the meeting and listen live by dialing 1 (408) 418-9388 (access code: 173 430 1656) and/or stream it live using the following link: https://www.charmtvbaltimore.com/live-stream.

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

# BOARD OF ESTIMATES' AGENDA – JUNE 9, 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:

| | |
|---|---|
| Boyer Inc. | $71,380,000.00 |
| EV-Air-Tight, Shoemaker, Inc. | $ 8,000,000.00 |
| JJID Inc. | $40,070,000.00 |
| P & J Contracting Company, Inc. | $43,500,000.00 |
| Simpson of Maryland, 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:

| | |
|---|---|
| Gipe Associates, Inc. | Engineer |
| Marine Solutions, Inc. | Engineer |
| Sigma Associates, Inc. | Engineer |
| Tindale-Oliver & Associates, Inc. | Engineer |

Baltimore Police Department – Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of grant funds from the Abell Foundation. The period of the award is effective upon Board approval and will conclude when all funds have been spent and a post grant report is submitted on or before February 1, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$80,000.00 - 7000-725021-2041-716600-407001

**BACKGROUND/EXPLANATION:**

The Abell Foundation has made $80,000.00 in grant funds, identification no. 966359 available to the Baltimore Police Department to send eight officers to the Senior Management Institute for Police (SMIP) over the summer of 2021. The SMIP is a program of the Police Executive Research Forum that provides senior police executives with intensive training in the latest management concepts and practices used in business and government. It also features discussions of the most challenging issues facing law enforcement executives today.

The grant award is late because of a delay in receipt of the award documents and the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

Mayor's Office of Employment Development (MOED) – Provider Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement (Agreement) with Pressley Ridge, Inc. The period of the Agreement is October 1, 2020 through September 30, 2021, with an option to renew for one additional one-year period at the sole discretion of the City.

**AMOUNT OF MONEY AND SOURCE:**

$150,000.00 - 4000-806421-6313-817705-603051

**BACKGROUND/EXPLANATION:**

On October 7, 2020, the Board approved acceptance of the PY20 Workforce Innovation and Opportunity Act (WIOA) Grant Award from the Maryland State Department of Labor, Licensing and Regulation in the amount of $4,199,869.00 that will support this Agreement.

The purpose of this Agreement is to secure the services of the Provider to design and deliver mental health and wellness services. These services will provide comprehensive support to youth participants 16 – 24 years of age who are navigating the selection and completion of the WIOA youth training programs intended to increase employment and education prospects and workplace readiness skills.

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

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## TRANSFERS OF FUNDS

* * * * * *

The Board is requested to approve

the Transfers of Funds

listed on the following pages:

5 - 8

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 |
|---|---|---|---|
| Department of Housing and Community Development | | | |
| 1. | ($535,000.00) Community Development Block Grant 40 | 9991-945002-9587 Unallocated | |
| | ($535,000.00) Community Development Block Grant 40 | 9995-907985-9587 Housing Development | |
| | **$1,070,000.00** | | |
| | $ 535,000.00 | ---------- | 9955-907580-9593 CBP – Spruce Up Program AMEND |
| | 535,000.00 | ---------- | 9995-912585-9593 CBP – Spruce Up Program |
| | **$1,070,000.00** | | |

This transfer will provide CDBG funds to the Central Baltimore Partnership, Inc. to implement a Spuce Up Program. The Spruce Up Program will make sub-awards to a minimum of 15 community-based organizations to develop public improvements in open spaces and improve facilities for public use. CGBG funds will be used for hard construction/installation costs.

| | | | |
|---|---|---|---|
| 2. | **$ 750,000.00** 2nd Affordable Housing Bonds | 9910-924026-9587 Affordable Housing Fund | 9910-913585-9588 Bon Secours 1-4 Renovation |

This transfer will provide funding for a loan to Unity Properties that will use the funding for a portion of the hard construction cost associated with the renovations to preserve the existing affordable housing that is Bon Secours 1-4. The renovation of Bon Secours 1-4 is for 119 affordable apartments across four existing properties in Southwest Baltimore.

**TRANSFERS OF FUNDS**

| | AMOUNT | FROM ACCOUNT/S | TO ACCOUNT/S |
|---|---|---|---|
| Department of Housing and Community Development – cont'd | | | |
| 3. | **$ 300,000.00** General Fund | 9901-903249-9587 Affordable Homeownership | 9910-905288-9588 Affordable Homeownership |

This transfer will provide funding to the Affordable and Disability Homeownership Incentive Program to provide eligible home buyers with financial incentives for closing costs and down payment assistance in the form of five-year forgivable loans. The program serves to reduce the barriers to homeownership for people with demonstrated financial needs or with disabilities. This will allow the Department of Housing and Community Development's Office of Homeownership to promote and implement this program.

| | | | |
|---|---|---|---|
| Department of Recreation and Parks | | | |
| 4. | **$ 25,000.00** General Funds | 9938-911124-9475 Baltimore Washington Parkway - Reserve | 9938-909132-9474 Solo Gibbs Master Plan Impl - Active |

This transfer will provide funds to cover the costs associated with the court improvements in Solo Gibbs Park.

| | | | |
|---|---|---|---|
| Department of Planning | | | |
| 5. | **$ 27,768.00** Other Funds | 9904-903001-9129 Unallocated – Mayoralty | 9904-918051-9127 BGN Druid Square Park |

The Department of Planning applied for and received a grant from the Chesapeake Bay Trust for stormwater management engineering associated with the new Cab Calloway Legends Park (formerly called Druid Square Park). This transfer moves other fund appropriations to the Cab Calloway/Druid Square Park account for these funds to be used for the project.

| | | | |
|---|---|---|---|
| 6. | **$900,000.00** 2nd Community and Economic Development Loan | 9904-921021-9129 INSPIRE Plan Implementation | 9904-910023-9127 INSPIRE Sidewalk/ Tree Pit |

**TRANSFERS OF FUNDS**

| | AMOUNT | FROM ACCOUNT/S | TO ACCOUNT/S |
|---|---|---|---|

Department of Planning – cont'd

This transfer will provide funds to the Department of Transportation to improve sidewalks and pedestrian safety along primary walking routes for the following 21st Century School renovations: Harford Heights Elementary School/Sharp Leadenhall, Robert Coleman Elementary School, James Mosher Elementary School, Calverton Elementary/Middle School, Northwood Elementary School, Highlandtown No. 237 Elementary/Middle School, and Montebello Elementary/Middle School.

Department of Transportation

| | | | |
|---|---|---|---|
| 7. | **$ 50,000.00**<br>State Constr.<br>Rev. FY' 20<br>Series | 9950-956002-9515<br>Construction Reserve -<br>Resurfacing JOC -<br>Urgent Needs | 9950-933007-9514<br>Urgent Needs Citywide<br>TR 21018 |

This transfer will cover the costs of advertisement, printing, and other related costs for Project No. TR 21018, Urgent Needs Citywide.

Baltimore City Office of Information Technology (BCIT)

| | | | |
|---|---|---|---|
| 8. | **$500,000.00**<br>Other BCIT<br>Master Lease | 9903-913056-9117<br>Repl WL Controller/<br>Access Pts. -<br>Reserve | 9903-914056-9116<br>Repl WL Controller/<br>Access Pts. -<br>Active |

This transfer of funds will enable the City to create diversity for 95% of the City agencies and have fiber converged at a new secondary data center. This project will provide redundancy at City data centers and eliminate single points of failure.

| | | | |
|---|---|---|---|
| 9. | **$350,000.00**<br>Other BCIT<br>Master Lease | 9903-908057-9117<br>Adaptive Security<br>Appl. & Firewall -<br>Reserve | 9903-915057-9116<br>Adaptive Security<br>Appl. & Firewall -<br>Active |

**TRANSFERS OF FUNDS**

| | AMOUNT | FROM ACCOUNT/S | TO ACCOUNT/S |
|---|---|---|---|

BCIT – cont'd

This transfer will provide funds to replace security hardware and improve security and performance for remote user access to City applications.

Department of General Services

| | | | |
|---|---|---|---|
| 10. | **$125,000.00**<br>3rd Parks and<br>Public Facilities Loan | 9916-904287-9194<br>Engine 13 Roof<br>Replacement – Reserve | 9916-902387-9197<br>Engine 13 Roof<br>Replacement – Active |

This transfer will provide funds to the Department of General Services for the roof replacement at Engine 13 and all associated in-house costs. The existing roof at Engine 13 is damaged, has surpassed its useful life span, and must be replaced. The roof replacement will help prevent further water intrusion and damages to the building while preserving its interior integrity.

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

Health Department – Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award from the Department of Health and Human Services, Centers for Medicare & Medicaid Services for the project titled, Baltimore City Accountable Health Community. The period of the award is May 1, 2021 through April 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$1,157,667.00 - 4000-403322-3001-568000-404001

**BACKGROUND/EXPLANATION:**

The purpose of this grant is to identify and address the health-related social needs of Baltimore City Medicaid and Medicare beneficiaries.

The Department in partnership with Maryland Medicaid, Baltimore City health systems and federally qualified health centers, HealthCare Access Maryland, and community-based stakeholders, will offer universal screening, referral, and navigation services to Medicare and Medicaid beneficiaries who screen positive for one or more core health-related social needs.

The Notice of Award is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

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

Health Department – Revised Notice of Award

## ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the revised Notice of Award from the United States Department of Health and Human Services, Health Resources and Services Administration for the project titled "HIV Emergency Relief Project Grants." The period of the award is March 1, 2021 through February 28, 2022.

The Board is also requested to approve a two-month advance of funds to Associated Black Charities, Inc. (ABC), the Fiscal Agent. The period of the advance of funds is May 1, 2021 through June 30, 2021.

## AMOUNT OF MONEY AND SOURCE:

$10,870,482.00 – 4000-427721-3023-273300-404001
1,130,638.00 – 4000-498721-3023-273300-404001
**$12,001,120.00**

The amount of the advance to ABC, Inc. is listed below:

| Amount | Sub-Grantee | Program Services | Budget Account No. |
|---|---|---|---|
| $1,811,747.00 | ABC, Inc. | Part A - Sub-recipients | 4000-427721-3023-273303-603051 |
| 188,439.00 | ABC, Inc. | MAI - Sub-recipients | 4000-498721-3023-273303-603051 |
| **$2,000,186.00** | | | |

## BACKGROUND/EXPLANATION:

On March 10, 2021, the Board approved the initial award in the amount of $3,598,389.00 for the period of March 1, 2021 through February 28, 2022.

The revised Notice of Award provides the balance of Fiscal Year 2021 funding in the amount of $12,001,120.00. This makes the total amount $15,599,509.00.

Acceptance of this grant award will allow the Department to provide funds for essential HIV/AIDS health care and social service needs, made especially pressing by the protracted COVID-19 pandemic. Covered services include primary medical care, case management, oral health, mental health, hospice care, substance abuse treatment, medical nutritional therapy, housing, transportation, food, legal, outreach, and other supportive services to persons infected by HIV.

Health Department – cont'd

The advance of funds will allow for continuity of Ryan White Part A formula and Minority AIDS Initiative services while scopes of services and budgets are being reviewed and approved for the current program year. Any funds advanced to ABC, the Fiscal Agent, prior to execution of an agreement are subject to the terms and conditions of said agreement. The subgrantee agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source.

The Revised Notice of Award is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

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

Health Department – Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the revised Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled, Baltimore City Tuberculosis Elimination and Laboratory Cooperative Agreement. The period of the award is January 1, 2021 through December 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$131,004.00 - 4000-422121-3030-271500-404001

**BACKGROUND/EXPLANATION:**

On April 21, 2021, the Board approved the original Notice of Award in the amount of $43,668.00 for the period of January 1, 2021 through December 31, 2021.

The Department received the revised Notice of Award on March 18, 2021, to award supplemental funding in the amount $131,004.00. This makes the total award amount $174,672.00.

The Revised Notice of Award is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

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

Health Department – Revised Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the revised Notice of Award from the U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA), for the project titled "Ending the HIV Epidemic: A Plan for America – Ryan White HIV/AIDS Programs Part A and B." The period of the award is March 1, 2021 through February 28, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$1,607,296.00 - 4000-438021-3023-273300-404001

**BACKGROUND/EXPLANATION:**

On March 3, 2021, the Board approved the initial award in the amount of $270,323.00 for the period of March 1, 2021 through February 28, 2022.

The revised Notice of Award provides the balance of Fiscal Year 2021 (FY21) funding based on HRSA's FY21 appropriations and budget allocations. This makes the total grant award amount $1,877,619.00.

All previously conveyed terms and conditions remain in effect unless specifically removed.

The Revised Notice of Award is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the expenditure of funds for Geraldine Day for Environmental Health Association Professional membership expenses.

**AMOUNT OF MONEY AND SOURCE:**

$100.00 – 1001-000000-3031-271500-603020

**BACKGROUND/EXPLANATION:**

Geraldine Day has been working remotely and was unable to get the necessary signatures to submit the expense statement on time.

The Administrative Manual, in Section 240-11, states that an Employee Expense Statement must be received by the Bureau of Accounting and Payroll Services within 40 workdays after the last calendar day of the month in which the expenses were incurred; and expenses submitted after this time will not be reimbursed without the written approval of the Board of Estimates.

This Expenditure of Funds request is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

Baltimore City Health Department (BCHD) - Agreements

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

1. **THE UNIVERSITY OF MARYLAND, BALTIMORE (UMB)** **$ 86,586.00**

Account: 4000-438021-3023-273301-603051

The UMB will provide services in the area of Ryan White Part A Ending the HIV Epidemic – STAR-TRACK. The UMB's STAR-TRACK will identify and address barriers to care needed to achieve viral suppression and improve retention to care in youth and young adults in the Baltimore Eligible Metropolitan Areas.

The agreement is late because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part A HIV/AIDS State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the providers. The review is required to comply with the grant requirements. The period of the agreement is March 1, 2021 through February 28, 2022.

**MWBOO GRANTED A WAIVER ON APRIL 21, 2021.**

2. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **$142,025.00**

Account: 4000-480621-3080-291900-603051

The Johns Hopkins University, Bloomberg Center for Adolescent Health (JHU CAH) will provide services in the area of the Baltimore City U Choose Evidence-Based Teen Pregnancy Prevention Program. The purpose of the JHU CAH's work on the U Choose project is to design and conduct an evaluation guided by the principles of implementation science. The JHU CAH will identify key successes, challenges, lessons learned and complete an implementation study report. The period of the agreement is July 1, 2020 through June 30, 2021.

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

**MWBOO GRANTED A WAIVER ON MARCH 31, 2021.**

Baltimore City Health Department (BCHD) – cont'd

3. **THE JOHNS HOPKINS UNIVERSITY (JHU) $ 99,511.00**

Account: 4000-427721-3023-273300-603051

The JHU, School of Medicine, CAREWare Administration will provide the services of a CAREWare Administrator to implement and maintain the centralized CAREWare system and provide data management support for the Ryan White Part A program. The period of the agreement is March 1, 2021 through February 28, 2022.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON APRIL 22, 2021.**

4. **MARYLAND INSTITUTE D/B/A MARYLAND INSTITUTE COLLEGE OF ART (MICA) $138,268.00**

Account: 4000-444321-3023-718000-603051

MICA, Center for Social Design, will work with the BCHD to provide social design services to improve health literacy, raise awareness, and promote HIV testing. The period of the agreement is August 1, 2020 through July 31, 2021.

The agreement is late because of administrative delays.

**MWBOO GRANTED A WAIVER ON OCTOBER 12, 2020.**

5. **THE JOHNS HOPKINS UNIVERSITY (JHU) $120,586.00**

Account: 5000-569721-3023-273315-603051

The JHU, School of Medicine, will provide services in the area of Ryan White State Special – Medical Case Management. The JHU Pediatric & Adolescent HIV/AIDS Program medical Case Managers will provide direct medical and support services to approximately 130 clients, newborn to 25 years of age, living with HIV. The JHU will provide a range of client-centered medical case management services focused on improving health outcomes in support of HIV care. The period of the agreement is July 1, 2020 through June 30, 2021.

Baltimore City Health Department (BCHD) – cont'd

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

**MWBOO GRANTED A WAIVER ON OCTOBER 26, 2020.**

6. **THE JOHNS HOPKINS UNIVERSITY (JHU) / BLOOMBERG SCHOOL OF PUBLIC HEALTH** **$386,976.00**

Account: 5000-569721-3023-273301-603051

The JHU, Bloomberg School of Public Health will provide Early Intervention Services for vulnerable populations; women, sex workers, minority women, and women living with HIV. Targeted testing services will be provided to help those who are unaware of their HIV status receive referrals to HIV care and treatment if found to be HIV infected. The period of the agreement is July 1, 2020 through June 30, 2021.

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

**MWBOO GRANTED A WAIVER ON DECEMBER 31, 2020.**

**MBE/WBE PARTICIPATION:**

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the BCHD grant programs, technical agreements, and community health services are obtained through the Federal Government and the State of Maryland. Through this fiduciary alliance, the BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable.

Baltimore City Health Department (BCHD) – cont'd

For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

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

Account: 4000-433521-3024-761400-603051

St. Ambrose Housing Aid Center, Inc. will assist elderly adults with housing needs through the Home-sharing Program. The program is designed to be an alternative to the institutionalization of frail and elderly residents of Baltimore City.

The Provider will promote program services, screen and interview applicants, complete home assessments, recruit appropriate housemates to refer to the applicants and provide counseling as appropriate. Home-sharing will provide socialization for the participants and will allow the individuals to age in place. The period of the agreement is October 1, 2020 through September 30, 2021.

The agreement is late because of administrative delays.

8. **ACTION IN MATURITY, INC. $ 41,326.00**

Account: 4000-433521-3024-761400-603051

Action in Maturity, Inc. will serve as the community focal point for seniors and their caregivers. The services provided will include but are not limited to social, recreational and educational programs, information and assistance, outreach, wellness, and transportation. The period of the agreement is October 1, 2020 through September 30, 2021.

The agreement is late because of administrative delays.

9. **GOVANS CENTER FOR RETIRED PERSONS, INC. $ 49,343.00**

Account: 4000-433521-3024-761400-603051

Govans Center for Retired Persons, Inc. will serve as the community focal point for seniors and their caregivers. The services provided will include but are not limited to social, recreational, and educational programs, information and assistance, outreach, wellness, and transportation. The period of the agreement is October 1, 2020 through September 30, 2021.

Baltimore City Health Department (BCHD) – cont'd

The agreement is late because of administrative delays.

10. **PROJECT PLASE, INC.** **$ 28,000.00**

Account: 5000-569721-3023-273306-603051

Project PLASE, Inc. will perform services in the area of the Ryan White State Special – Food Bank through providing homeless clients with daily meals as they are connected to medical care and moving towards permanent housing. The period of the agreement is July 1, 2020 through June 30, 2021.

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

11. **THE JOHNS HOPKINS UNIVERSITY (JHU)** **$ 30,000.00**

| | |
|---|---|
| Account: 5000-517120-3080-292300-603051 | $ 20,000.00 |
| 6000-630721-3080-292300-603051 | $ 10,000.00 |

The JHU, Bloomberg Center for Adolescent Health (JHU CAH) will assess the quality and accessibility of reproductive health services at the satellite family planning clinics with the BCHD R-Plan project. The JHU CAH team will oversee the implementation of the evaluation tasks included in the project logic model. The period of the agreement is July 1, 2020 through June 30, 2021.

This agreement is late because delays in the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

Baltimore City Health Department (BCHD) – Operating Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Operating Grant Agreement (Agreement) with the Maryland Department of Transportation (MDoT) and the Maryland Transit Administration (MTA) for the FY21 Statewide Special Transportation Assistance Program. The period of the Agreement is July 1, 2020 to June 30, 2021.

**AMOUNT OF MONEY AND SOURCE:**

| Source | Account | Total Award: |
|---|---|---|
| State | 5000-532721-3255-750700-405001 | $379,335.00 |
| Local Share | 1001-000000-3255-750700-603041 | 126,445.00 |
| Local Over Match | 1001-000000-3255-750700-603041 | 00.00 |
| | | **$505,780.00** |

**BACKGROUND/EXPLANATION:**

The Agreement is provided by the MDoT, MTA to the BCHD to provide subsidy assistance for taxi rides for elderly persons and/or persons with disabilities in Baltimore City.

The Agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

Baltimore City Health Department (BCHD) – Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement (Agreement) with Bmore Empowered, Inc. The period of the Agreement is September 30, 2020 through September 29, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$49,900.00 - 4000-483521-3080-294600-603051

**BACKGROUND/EXPLANATION:**

This Agreement will allow Bmore Empowered, Inc. to serve as the Fiscal Sponsor for Voices of 21217.

The goal of the Resilience in Communities After Stress and Trauma (ReCAST) Program is to reduce the impact of trauma and build resilience in Central West Baltimore communities adversely impacted by the April 2015 unrest. The program empowers organizations from West Baltimore to implement high-quality, trauma-informed services to promote connectedness and resilience in youth.

On August 12, 2020, the Board approved the Notice of Award in the amount of $1,000,000.00 for the period September 30, 2020 through September 29, 2021, for the ReCAST program.

On December 7, 2020, the Department advertised a Request for Proposal for community organizations to create and build sustainable, trauma-informed behavioral health solutions for young people in Central West Baltimore. The grant recipients would organize and provide activities for youth (e.g., mentoring, tutoring, out-of-school-time programming).

On January 4, 2021, grants were awarded to selected grantees. As a result of the COVID-19 emergency, the awards to the grantees were delayed.

Bmore Empowered, Inc. will serve as the Fiscal Sponsor for Voices of 21217. The organization, Voices of 21217, will provide tutoring services to youth 14 – 18 years of age to support English language, reading skills, and math skill development for youth who are attending socially distanced schools. In addition, Bmore Empowered, Inc. will

BCHD – cont'd

reimagine the use of recreation centers and community spaces in 21217 through arts-based education programming, engage with 40 youth to increase confidence in reading and writing skills, and use art as a method to impact mental health awareness within the 21217 neighborhoods.

The Agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

Department of Law – Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for a lawsuit brought by Hameed Shah, Plaintiff.

**AMOUNT OF MONEY AND SOURCE:**

$80,000.00 – 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

Plaintiff, Hameed Shah, alleges that as he drove at a lawful speed down the 1300 block East 3th Street at about 3 a.m. on February 9, 2019, he collided with a large fallen City tree that stretched across the roadway and was seriously injured. He alleges the City had previously marked the tree for removal but that it fell before it could be removed. Mr. Shah alleges that although he was driving his car lawfully and carefully down the road, the night was dark and the street lighting poor, and he could not see the fallen tree. He forcefully collided with it, shearing off the roof of his car and causing him to crash into a parked car. He was rendered unconscious by the crash and received a total of 50 stitches, with nerve damage to the top part of his head and other injuries. He had lost wages of nearly $9,000.00, and his medical bills were about $20,000.00. He alleges he suffered permanent injuries.

Mr. Shah also alleges that the City breached its duty to maintain a safe roadway after the tree fell by failing to set up detours and/or post flares to warn motorists of the impending danger.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

Department of Law – Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release brought by Linda O'Connor, Plaintiff.

**AMOUNT OF MONEY AND SOURCE:**

$27,000.00 – 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

The Plaintiff, Linda O'Connor, claims that on the evening of March 11, 2017, she tripped on an uneven, not to code, City sidewalk and fell.

Plaintiff suffered serious bodily injuries, including a fractured kneecap. Plaintiff's medical bills totaled approximately $5,600.00.

Based on a review by the Settlement Committee of the Law Department of the legal and factual issues specific to this particular claim, a recommendation to the Board of Estimates is made to approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

Department of Law – Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release brought by Tracy Anderson, Plaintiff against the Baltimore City Fire Department.

**AMOUNT OF MONEY AND SOURCE:**

$67,636.00 - 1001-000000-2101-225900-603021

**BACKGROUND/EXPLANATION:**

EMT/Firefighter Tracy Anderson ("Anderson") began a detail to the Baltimore City Fire Academy ("Fire Academy") on October 7, 2019, in accordance with the Baltimore City Fire Department (BCFD) Manual of Procedures (MOP) 301 & 301-1 Substandard Performance.

During the time period between October 7, 2019, and May 6, 2020, Anderson was given multiple opportunities to work and improve on her skills and abilities with regard to Fire Department Emergency Operations. Anderson was also afforded the ability to attend three different Fire Fighter I classes taught at the Fire Academy in 2014, 2017, and 2019 and two Fire Fighter II classes in 2017 and 2019. The Fire Academy staff, as well as the Fire Suppression personnel provided continuous training, support, and feedback to Anderson in an attempt to provide her with every opportunity for success. Anderson was evaluated for substandard performance on November 10, 2019, and had a final re-evaluation under MOP 301-1 where she was unsuccessful in four of the seven performance items. As a result, Anderson was terminated from employment with BCFD on November 12, 2020 under Baltimore City Department of Human Resources Civil Service Rule 56(2)(b) on the grounds that she was incompetent, inefficient or negligent in the performance of duty.

In order to resolve this litigation economically and to avoid the expense, time, and uncertainties of further protracted litigation, the City has agreed to offer Tracy Anderson the gross payment of $67,636.00 for settlement of the case. In return, appellant Tracy Anderson has agreed to 1) resign from her position as EMT/Firefighter with the Baltimore City Fire Department effective November 12, 2020, 2) withdraw her termination appeal currently pending before the Baltimore City Civil Service Commission and 3) dismiss the Charge of Discrimination currently pending with the Equal Employment Opportunity

Department of Law – cont'd

Commission and dual filed with the Maryland Commission on Civil Rights under Charge No. 531-2020-02892.

**APPROVED FOR FUNDS BY FINANCE**

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

Department of Law – Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release of a lawsuit brought by Tara Grim (Plaintiff) against the Baltimore Police Department ("BPD") and former Officer Marcos Paul. The Plaintiff also named former Police Commissioner Kevin Davis, Unknown Supervisors of the BPD, the Mayor and City Council of Baltimore, and the State of Maryland as additional defendants, but each was subsequently dismissed. The Complaint alleges federal and state claims of civil rights violations as well as state law tort claims.

**AMOUNT OF MONEY AND SOURCE:**

$60,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On January 1, 2016, then Officer Paul initiated a traffic stop of the Plaintiff. Following the initial stop, former Officer Paul allegedly instructed the Plaintiff to follow him to a second location where he conducted unconstitutional searches of her vehicle and person, which included inappropriate sexual contact. The Plaintiff reported the incident to BPD the same evening and Detectives responded. Former Officer Paul denied the Plaintiff's allegations, but he was terminated from the BPD on January 12, 2016, after submitting a resignation letter.

The Plaintiff filed the current lawsuit in the U.S. District Court for the District of Maryland on December 14, 2018. She alleged violations of her civil rights under 42 U.S.C. § 1983, violations of the Maryland Declaration of Rights, a claim that the BPD maintained a pattern and practice of unlawful strip searches and a state law claim of intentional infliction of emotional distress.

Former Officer Paul was served, but failed to respond to communication attempts by counsel and failed to participate in the litigation to date. The Court recently ordered that this case proceed to trial, with former Officer Paul in absentia, wherein both the individual counts against former Officer Paul and the more expansive counts against BPD would be tried simultaneously.

Department of Law – cont'd

In order to resolve this case, avoiding the expense, time, and uncertainties of further protracted litigation and the potential for an excess judgment, the BPD and the City agreed to offer the Plaintiff a settlement payment of $60,000.00 for complete settlement of the case.

In return, the Plaintiff has agreed to dismiss all claims against former Officer Paul and the Baltimore Police Department.

**APPROVED FOR FUNDS BY FINANCE**

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

Mayor's Office of Homeless Services (MOHS) – Provider Agreements

The Board is requested to approve and authorize execution of the Provider Agreements (Agreement) with the various sub-recipients.

The City received a grant award from the U.S. Department of Housing and Urban Development (HUD) to undertake the Continuum of Care (CoC) Program. As a sub-recipient, the Providers will provide rental assistance and supportive services.

1. **THE WOMEN'S HOUSING COALITION, INC. $ 907,040.50**

Account: 4000-407020-3573-759000-603051

The Women's Housing Coalition, Inc. will provide rental assistance and supportive services to 95 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Scattered Site Housing S+C Program. The period of the Agreement is May 1, 2021 through April 30, 2022.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

2. **PROJECT PLASE, INC. $1,692,502.00**

Account: 4000-407020-3573-756801-603051

Project Plase, Inc. will provide rental assistance to 103 individuals and families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Rental Assistance Program. The period of the Agreement is April 1, 2021 through March 31, 2022. The Agreement is late because of delays in receiving the grant award from HUD.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

3. **MARIAN HOUSE, INCORPORATED $ 293,751.00**

Account: 4000-407020-3573-789300-603051

Marian House, Incorporated will provide rental assistance to 18 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer

MOHS – cont'd

services under its Sponsor-Based S+C Program. The period of the Agreement is April 1, 2021 through March 31, 2022. The Agreement is late because of delays in receiving the grant award from HUD.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

4. **MARIAN HOUSE, INCORPORATED $ 91,758.00**

Account: 4000-407020-3573-758300-603051

Marian House, Incorporated will provide supportive services to 24 clients experiencing homelessness in the City of Baltimore. The Provider will offer services under its TAMAR 2 Permanent Housing Program. The period of the Agreement is March 1, 2021 through February 28, 2022. The Agreement is late because of delays in receiving the grant award from HUD.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

5. **DAYSPRING PROGRAMS, INC. $ 449,278.00**

Account: 4000-407020-3573-757604-603051

Dayspring Programs, Inc. will provide rental assistance to 21 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Tenant-Based S+C Program. The period of the Agreement is April 1, 2021 through March 31, 2022. The Agreement is late because of delays in receiving the grant award from HUD.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

6. **AIDS INTERFAITH RESIDENTIAL SERVICES, INC. $1,549,113.00**

Account: 4000-407020-3573-757001-603051

AIDS Interfaith Residential Services, Inc. will provide rental assistance to 108 individuals and/or families experiencing homelessness in the City of Baltimore. The

MOHS – cont'd

Provider will offer service(s) under its Shelter Plus Care Program. The period of the Agreement is April 1, 2021 through March 31, 2022. The Agreement is late because of delays in receiving the grant award from HUD.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

7. **THE T.I.M.E. ORGANIZATION, INC. $ 8,198.00**

Account: 5000-502820-3572-764502-603051

The City has received a grant award from the Maryland State Department of Social Services to undertake the Baltimore City Department of Social Services (DSS) Grant Program. As a Provider, The T.I.M.E. Organization, Inc. will operate an emergency homeless shelter with 170 beds for women experiencing homelessness in the City of Baltimore. The Provider will offer service(s) through its Pinderhughes Shelter Program. The period of the Agreement is October 1, 2020 through June 30, 2021. The Agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER ON NOVEMBER 9, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIAMTES** **6/9/2021**

Space Utilization Committee – Transfer of Building Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of the property known as 620 N. Caroline Street (Block 1280, Lot 3) from the inventory of the Baltimore City Health Department to the inventory of the Department of General Services.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

With the establishment of the Department of General Services (DGS) Internal Service Fund program in 2013, the DGS has provided all facility-related services for this location per agreement with the Baltimore City Health Department (BCHD) and in accordance with the Space Utilization Committee's approval on September 10, 2013. In the summer of 2019, the BCHD relocated services from this location and ceased operations there, leaving the facility vacant.

The DGS has been responsible for this location for the duration. The DGS agrees to the archival removal of the commemorative plaque and cornerstone of the building to the BCHD for its records.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2021.

**AGENDA**

**BOARD OF ESTIAMTES** **6/9/2021**

Space Utilization Committee – Transfer of Building Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of the properties known as SES 20 ft. alley 1st NW of Shirley Avenue, Rear 2476 Shirley Avenue (Block 3447, Lot 39); NWS Shirley Avenue, NEC Cottage Avenue (Block 3445, Lot 8A); 204-8 ft. NE of Cottage Avenue (Block 3345, Lot 18A); 327 and 329 N. Schroeder Street (Block 157, Lots 13 and 14); and 1015 W. Lombard Street (Block 251/ Lot 7) from the inventory of Tax Sales to the inventory of the Department of Housing and Community Development.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The transfer of these properties is necessary to facilitate a swap with the Housing Authority of Baltimore City. The first three properties will go towards the expansion and renovation of the Oswego Mall Public Housing. The Schroeder Street properties will directly be a part of the Poe Homes Public Housing renovation and expansion. Lombard Street will be scattered sites. All of these will be swapped for a large block of properties in the Barclay neighborhood.

The Space Utilization Committee approved this transfer of jurisdiction on May 21, 2021.

Department of Finance – COVID-19 Emergency Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the COVID-19 Emergency Grant Agreement with Visit Baltimore, Inc. The period of the Agreement is March 24, 2021 through July 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$948,957.03 - 5000-520721-5903-419500-607001

**BACKGROUND/EXPLANATION:**

The Maryland Department of Commerce granted funds in the amount of $948,957.03 to the City of Baltimore pursuant to subsections (f)(3) and (13) of Section 9, and Section 12, of Chapter 39 of the Acts of the Maryland General Assembly of 2021 (Senate Bill 496), known as the RELIEF Act. The Board approved and accepted the grant on April 7, 2021. The purpose of the grant is to promote and encourage stabilization within the hospitality industry. Visit Baltimore, Inc. will administer the grant on behalf of the City. Grantees are eligible to use the funds for normal operating costs and other COVID-19 related costs.

The agreement is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The COVID-19 Emergency Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Finance – COVID-19 Emergency Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the COVID-19 Emergency Grant Agreement with the Baltimore Development Corporation (BDC). The period of the Agreement is March 24, 2021 through July 31, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$2,087,705.46 - 5000-517720-5851-417400-607001

**BACKGROUND/EXPLANATION:**

The Maryland Department of Commerce granted funds in the amount of $2,087,705.46 to the City of Baltimore pursuant to subsections (f)(3) and (12) of Section 9, and Section 12, of Chapter 39 of the Acts of the Maryland General Assembly of 2021 (Senate Bill 496), known as the RELIEF Act. The Board approved and accepted the grant on April 7, 2021. The purpose of the grant is to provide grants to certain food and beverage providers. The BDC will administer the grant on behalf of the City. Grantees are eligible to use the funds for normal operating costs, infrastructure improvements, equipment to expand outdoor dining, PPE, and other permitted COVID-19 related costs.

The agreement is late because of administrative delays.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The COVID-19 Emergency Grant Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIAMTES** **6/9/2021**

**EXTRA WORK ORDERS**

* * * * * *

The Board is requested to approve the

Extra Work Orders

as listed on the following pages:

37 - 38

The EWO's have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

**EXTRA WORK ORDERS**

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

Department of Public Works/Office of Engineering & Construction

1. EWO #001, $39,042.00 – SC 1001, On-Call Rehabilitation and Improvements to Sanitary Sewers at Various Locations in Baltimore City

| | | | | |
|---|---|---|---|---|
| $8,873,300.00 | $0.00 | Spiniello Companies | - | 3% |

The Office of Engineering & Construction requests this change order to abandon water mains and sewer mains at the requests of the Department of Planning in order for the construction of the Cab Calloway Legends Park can move forward. The Certificate of Completion form will not be completed until a scheduled time after the final payment, and final completion has been given by the Agency.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 9%

**WBE:** 4%

**THE EAR WAS APPROVED BY MWBOO ON DECEMBER 11, 2020.**

Department of Transportation/DOT Engineering & Construction

2. EWO #001, ($87,947.91) – TR 13301, Geometric Safety Improvements Phase 2

| | | | | |
|---|---|---|---|---|
| $579,817.00 | $0.00 | Civil Construction, LLC | - | 100% |

As a result of completing the project closeout audit, this final EWO represents a net credit in the amount of $87,947.91. This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the project.

**EXTRA WORK ORDERS**

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

Department of Transportation – cont'd

**DBE PARTICIPATION:**

The Consultant met 24% of the established 16% goal.

3. EWO #001, ($55,650.82) – TR 16008, Safe Routes to School Grant Year "F"

| | | | | |
|---|---|---|---|---|
| $365,000.00 | $0.00 | J. Villa Construction, Inc. | - | 100% |

As a result of completing the project closeout audit, this final EWO represents a net credit in the amount of $55,650.82. This final EWO reconciles contract bid items. The reconciliation includes overrun and underrun adjustments for items used during the project.

**DBE PARTICIPATION:**

The Consultant met 8% of the established 8% goal.

Department of Recreation and Parks – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement between Day At Nite LLC and Baltimore Civic Fund, Inc. The period of the agreement is effective upon Board approval through September 15, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$60,000.00 – Baltimore Civic Fund Afram Account 17100.

No City funds will be used in association with this agreement.

**BACKGROUND/EXPLANATION:**

Given the ongoing COVID-19 pandemic, AFRAM 2021 is moving forward as a virtual festival. Day At Nite LLC has been selected as the Creative Producer to offer all-digital editing and videography needed to produce a successful 2021 virtual AFRAM Festival. Day At Nite LLC will produce a virtual AFRAM to creatively launch a full-scale production leveraging various digital mediums.

Day At Nite LLC will be responsible for the technical production to include editing and packaging all assets identified by the AFRAM Marketing team to create the AFRAM experience and brand to include curating AFRAM's most memorable features, including musical performances, vendor experiences, onsite activations, and community engagement.

Under the creative and artistic direction of the AFRAM Marketing team, the responsibilities of Day At Nite LLC will also include Producer, Video Editor, Audio Engineer, Animator, Web Designer, Photographer, and Videographer.

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

Department of Recreation and Parks – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to Johnson, Mirmiran & Thompson, Inc. (Consultant) under On-Call Project 1315, On-Call Civil Engineering Design Consultant. The period of the task is approximately nine months.

**AMOUNT OF MONEY AND SOURCE:**

$59,536.95 – 9938-912079-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include environmental engineering services for Bocek Park.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 28%
**WBE:** 14%

The Consultant has achieved 24.90% of the MBE goal at this time. However, they have enough capacity to meet the remaining goal.

The Consultant has achieved 38.92% WBE participation at this time.

**THE EAR WAS APPROVED BY MWBOO ON MAY 17, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

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

Department of Recreation and Parks – cont'd

**TRANSFERS OF FUNDS**

| AMOUNT | FROM ACCOUNT | TO ACCOUNT |
|---|---|---|
| **$60,000.00** State (Program Open Space) | 9938-911079-9475 Bocek Park Athletic Center - Reserve | 9938-912079-9474 Bocek Park Athletic Center- Active |

This transfer will provide funds to cover the costs associated with engineering services under On-Call Contract No. 1315, Task No. 4 to Johnson, Mirmiran & Thompson, Inc.

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

**AGENDA**

**BOARD OF ESTIAMTES** **6/9/2021**

**OPTIONS/CONDEMNATION/QUICK-TAKES:**

| | Owner(s) | Property | Interest | Amount |
|---|---|---|---|---|

Dept. of Housing and Community Development (DHCD) – Condemnation

| | | | | |
|---|---|---|---|---|
| 1. | Paul W. Wintzell | 1205 Edmondson Ave. | L/H | $2,486.00 |

Funds are available in Account No. 9904-921053-9127-900000-704040, Harlem Inner Block Park Greening Project.

Dept. of Housing and Community Development (DHCD) – Option

| | | | | |
|---|---|---|---|---|
| 2. | Harriet Sollod | 1206 Mosher Street | G/R<br>$65.00 | |

| | |
|---|---|
| Funds are available in Account No. 9904-919052-9127-900000-704040, Green Network Acquisitions for Smithson Park Project, for the option price. | $ 434.00 |
| Funds are available in Account No. 9904-919052-9127-900000-704044, Green Network Acquisitions for Smithson Park Project, for the settlement fee. | $ 529.00 |
| Funds are available in Account No. 9904-919052-9127-900000-704044, Green Network Acquisitions for Smithson Park Project, for back rent. | $ 195.00 |

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

Department of Audits – Audit Report

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

1. Enoch Pratt Free Library A Component Unit of the City of Baltimore Maryland Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020.

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

Department of Audits – Rescission of Expenditure of Funds

**ACTION REQESTED OF B/E:**

The Board is requested to rescind an approved expenditure of funds to pay Yellowbook-CPE, LLC for continued professional education training for the period June 21, 2021 through June 25, 2021.

**AMOUNT OF MONEY AND SOURCE:**

$16,000.00 - 1001-000000-1310-157800-603020 ($533.33 x 30 Auditors)

**BACKGROUND/EXPLANATION:**

On May 19, 2021, the Board approved an expenditure of funds in the amount of $16,000.00 for professional education training. The provider, Yellowbook-CPE, LLC, was not available to provide the requested training at the specified time.

Government Auditing Standards require that each auditor obtain 80 hours of continuing professional education every two years. The Department is working to find another vendor to provide the training needed.

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subscription Agreement for its investment in Crayhill Principal Strategies Fund II, L.P, a Delaware limited partnership.

**AMOUNT OF MONEY AND SOURCE:**

No General Fund monies are involved in this transaction. The F&P will pay Crayhill Capital Management, LLC, an average $270,000.00 annual fee (1.5%) to manage its initial investment of approximately $18,000,000.00.

**BACKGROUND/EXPLANATION:**

The F&P Board of Trustees conducted a search for a private credit manager and, as a result of that search, selected Crayhill Capital Management LLC, to accept an initial investment of $18,000,000.00 to be placed with Crayhill Principal Strategies Fund II LP, a private credit fund. The search and selection process was conducted with the assistance and advice of F&P's investment advisor, New England Pension Consulting.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON MAY 28, 2021.**

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

Department of Finance – Correction to Renewal of Flood Insurance Policies

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a correction to the renewal of Flood Insurance Coverages for various properties owned by the City with Wright National Flood Insurance Company. The coverage is for the period March 11, 2021 through March 11, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$83,429.00 – Prior Amount Approved on March 24, 2021
81,429.00 – Corrected Amount
**$ 2,000.00** – Net Difference

Account: 2043-000000-1531-169900-603041

**BACKGROUND/EXPLANATION:**

The initial item approved by the Board on March 24, 2021 had a mathematical error for the covered property listed below. The item reflected $48,859.00 for the renewal premium instead of $46,859.00, which resulted in an incorrect total amount of $83,429.00 instead of $81,429.00.

FEMA mandates the purchase of flood insurance for properties located in Special Flood Hazard Areas. The location listed below represents MCC property located in these areas that require flood insurance.

| Description | Address | Renewal Premium |
|---|---|---|
| Star Spangled Banner Flag House Historic House | 844 E. Pratt Street | $ 46,859.00 |

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

Environmental Control Board – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds to the Baltimore Civic Fund for the BMORE Beautiful Care-A-Lot Youth program.

**AMOUNT OF MONEY AND SOURCE:**

$8,378.00 – 1001-000000-1170-769300-603050

**BACKGROUND/EXPLANATION:**

The funds will be utilized for the Summer session of the BMORE Beautiful Care-A-Lot Say YES! (Youth Environmental Stewards) program in order to provide grants to Baltimore neighborhoods that are mentoring and working with youth participants. The participants will help to maintain the vacant lots within their community.

The funds will be dispersed to participating community organizations and youth participants based on invoices indicating work completed.

**MBE/WBE PARTICIPATION:**

This is a transfer in order to provide funding to communities and youth participants that are beautifying lots in their own neighborhood. It is not a contract.

**APPROVED FOR FUNDS BY FINANCE**

Law Department - Opinions – Request for Refund of Real Property Taxes

The Board is requested to approve a refund of real property taxes for the following claimant:

It is the opinion of the Law Department that the claimant has met the qualifications for a real property tax exemption for disabled veterans and that the claimant is eligible to receive a refund of taxes paid because the claimant was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single-family dwelling during the period in question. It has been determined that the claimant is entitled to a refund of real property taxes, which were paid as follows:

| | Claimant | Property | Taxable Year | Amount |
|---|---|---|---|---|
| 1. | Douglas E. Davis | 6700 Gary Avenue | 2020/2021 | $1,763.18 |
| | | | 2019/2020 | 3,834.22 |
| | | | | **$5,597.40** |

Section 7-208 (a), (b), and (c) of the Tax Property Article of the Code of Maryland provides an exemption from real property taxes for a dwelling house occupied by not more than 2 families and owned by a disabled veteran or a disabled veteran's spouse.

Section 7-208 (a)(2) defines "disabled veteran" as an individual who:

1) is honorably discharged or released under honorable circumstances from any service in any branch of the armed forces; and

2) has been declared by the Veterans Administration to have a permanent 100% service-connected disability that results from blindness or other disabling cause that:

   A. is reasonably certain to continue for the life of the veteran; and
   B. was not caused or incurred by misconduct of the veteran.

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with A. Morton Thompson, Inc. under Project No. 1236A, for On-Call Stormwater Study and Engineering Design Services. The Amendment to Agreement will increase the duration time of the contract by one-year for a total contract duration time of six years. The current expiration date is June 1, 2021 and the new expiration date is June 1, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$0.00

**BACKGROUND/EXPLANATION:**

This Amendment No. 1 will allow A. Morton Thompson, Inc. to complete Environmental Design Services and Post Award Services that will extend beyond the current expiration date of June 2021. A. Morton Thompson, Inc. is working on a crucial design project that will address the Municipal Separate Storm Sewer (MS4) Permit projects.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

Current MBE and WBE attainment is 22.04% and 16.96%.

**AUDITS NOTED THE TIME EXTENSION.**

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

Department of Public Works/Office – Amendment No. 1 to On-Call Agreement of Engineering and Construction __

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with STV, Inc. (Consultant) under Project No. 1236S, On-Call Stormwater Study and Engineering Design Services. This Amendment No. 1 will increase the duration time of the contract by one year for a total contract duration time of six years. The current expiration date is May 4, 2021 and the new expiration date is May 4, 2022.

**AMOUNT OF MONEY AND SOURCE:**

$0.00

**BACKGROUND/ EXPLANATION:**

This Amendment No. 1 will allow the Consultant to complete Environmental Design Services and Post Award Services that will extend beyond the current expiration date of May 4, 2021. STV, Inc. is working on multiple crucial design project that will address critical Stream Restoration and Environmental Projects.

The Consultant currently has 23% MBE and 8% WBE. The future tasks planned will assist in continuing to meet the goals.

**MBE/WBE PARTICIPATION:**

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are:

**MBE:** 27%

**WBE:** 10%

Currently the MBE based on earned is 19% and WBE is 9%

**AUDITS NOTED THE TIME EXTENSION.**

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

Department of Public Works/Office of Engineering and Construction - Ratification of Amendment No. 4 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify Amendment No.4 to the Agreement (Amendment) with HDR Engineering, Inc., under SC 951, Comprehensive Biosolids Plan. The Amendment extends the period of the Agreement through December 16, 2021 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

$0.00 - 9956-928009-9551-900020-703032

**BACKGROUND/EXPLANATION**:

In 2020, the Lab-Scale Therm Hydrolisis Process pilot testing of the Patapsco Wastewater Treatment Plant and the Back River Wastewater Treatment Plant solids and a full-scale trial compositing Therm1 Hydrolisis Process solids (obtained from DC Water) at the City composting facility were successfully completed. This Amendment allowed the Consultant to finalize the pilot testing reports that were submitted for the City's final decision-making for implementing and path forward for the comprehensive Biosolids plan. The current Agreement expired December 16, 2020. The Amendment is within the original scope of work and was requested by the Agency.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27.19%

**WBE:** 10.35%

Currently, the MBE and WBE attainment is 20.51% and 5.07%, respectively.

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

**THE EAR WAS APPROVED BY MWBOO ON MARCH 4, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

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

(The Amendment No. 4 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Human Resources – Group Sales Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the execution of a Group Sales Agreement with Hampton Inn & Suites for the Fire Suppression Captain/Lieutenant (Oral Test) promotional assessment. The period of the training is June 20, 2021 through June 26, 2021.

The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses for the 20 subject matter experts who will administer the examination. The Board's approval for other expenses such as travel (personal vehicle reimbursement, airfare) and meal allowance (per diem checks) for examiners is also requested.

**AMOUNT OF MONEY AND SOURCE:**

$22,943.12 – Hampton Inn & Suites
28,940.00 – Examiner Expenses
**$51,883.12** - 1001-000000-1603-816300-603026

**BACKGROUND/EXPLANATION:**

The Fire Suppression Captain/Lieutenant assessment occurs every two years. The assessments include a written multiple-choice component, which will take place in the week of June 14, 2021.

Twenty-One room rentals will be necessary for overnight accommodations for 20 examiners and one Test Administrator.

The written multiple-choice portions of the assessment are scheduled to be administered at the Baltimore Fire Training Academy at no cost. The number of candidates who will be scheduled for the oral test portion of the examination will not be available until after the administration of the multiple-choice examination. The oral tests will be administered at the Hampton Inn & Suites.

The test vendor will create the testing schedule for the oral assessment and the number of testing days will be confirmed. Room reservations for this function must be arranged in advance. The sales agreement is based upon the maximum usage requirements, and the final expenses may be adjusted based on utilization.

Department of Human Resources – cont'd

Most examiners will arrive in Baltimore on Sunday, June 20, 2021. It is anticipated that the Oral Test process will begin on Monday, June 21, 2021, with training/orientation and run through June 25, 2021. Some examiners will depart the hotel on the morning of Saturday, June 26, 2021, due to the length of testing and the distance back to their respective jurisdictions.

**Exhibit A**

**Detailed Breakdown of Expenses**

| **Fire Suppression Captain/Lieutenant Promotional Assessment<br>Sun. June 20 – Sat. June 26, 2021** | |
|---|---|
| **Hampton Inn & Suites<br>Total Hotel Expenses: $22,943.12** | |
| $14,553.00 | **Guestrooms - $14,553**<br>Sun. June 20 – Sat. June 26, 2021<br>21 rooms x 7 nights' x $99.00 net rate = $14,553 |
| $3,960.00 | **Business/Interview Rooms** (converted guestrooms) **- $3,960**<br>Mon. June 21 – Fri June 25, 2021<br>8 rooms x 5 days' x $99.00 net rate = $3,960 |
| $3,703.00 | **Valet - $3,703**<br>Sun. June 20 – Sat. June 26, 2021<br>23 cars x 7 nights' x $23 per day = $3,703 |
| $727.12 | **Hospitality Suite/Break Room - $727.12**<br>Tues. June 22 – Fri. June 25, 2021<br>(Mahogany Suite) – 10 people at a time (Tue. June 22 – Fri. June 25, 2021)<br>$149 rental x 4 days = $596.00<br>Service Fee Calculation:<br>$596.00 + 22% service fee ($131.12) = $727.12 |
| **Examiner Expenses:<br>Total Expenses: $28,940.00** | |
| $15,000.00 | Examiners' Airfare (Roundtrip):<br>Twenty (20) examiners traveling from various locations @ $750.00 |
| $9,940.00 | Per Diem Meal Allowance<br>Per Diem Rate - $71.00 per day x 7 days = $497.00<br>20 Examiners - $497.00 x 20 = $9,940.00 |
| $4,000.00 | Ancillary expenses $200.00 per examiner (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)<br>20 Examiners x $200.00 Each = $4,000 |
| **$51,883.12** | **Total Estimated Expenses** |

Department of Human Resources – cont'd

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

Department of Human Resources – Relocation/Reimbursement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize reimbursement for moving expenses for the Director of the Public Works candidate's relocation from Oakland, CA to Baltimore.

**AMOUNT OF MONEY AND SOURCE:**

$16,023.76 - 1001-000000-1901-190300-603026

**BACKGROUND/EXPLANATION:**

On March 18, 2021, Jason Mitchell was announced as the new Director of Public Works. He began his term of service on May 3, 2021. Mr. Mitchell currently resides in Oakland, California. His position would require him to relocate to Baltimore from Oakland, CA.

AM 200-3 establishes the requirements for providing financial assistance to new employees who have been approved for monies to minimize the costs of their move to start their new job. More specifically, the Policy establishes responsibility for certain moving expenses, when an individual is moving personal belongings and/or family to assume a position with the City. Under no circumstances will the City consider or approve reimbursement of moving expenses unless the charges are approved by the Board of Estimates in advance.

The Policy further requires the new employee to submit two estimates of the move costs. Such cost estimates must detail the scope of the estimate, i.e., move is limited to costs of personal belongings. The Board of Estimates will at its own discretion, stipulate the amount of moving expenses to be covered in its approval.

Mr. Mitchell submitted four estimates for moving expenses (two for personal belongings and two for auto relocation). He selected the lowest estimates submitted by A to Z Auto Shipping, Inc. in the amount of $3,950.00 and NorthStar Moving in the amount of $12,073.76. The estimated total cost for Mr. Mitchell's relocation is $16,023.76.

**APPROVED FOR FUNDS BY FINANCE**

Department of Housing and – Grant Agreement
Community Development __

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Arch Social Community Network, Inc. The period of the agreement is effective upon Board approval for 24 months.

**AMOUNT OF MONEY AND SOURCE:**

$100,000.00 – 9910-903241-9588-900000-706032

**BACKGROUND/EXPLANATION:**

The Department of Housing and Community Development (DHCD) strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and additional investment. The DHCD created the Community Catalyst Grants (CCG) Program a $5,000,000.00 initiative to leverage assets and support community-led efforts that are essential to a neighborhood's viability.

On January 31, 2019, the DHCD released the CCG Capital Grant Guidelines and Application. On August 28, 2019, the Mayor awarded CCG Capital Grants to a total of 25 organizations.

Through the CCG Capital Program, Arch Social Community Network, Inc. was awarded $100,000.00 for the revitalization of two properties on the 2400 block of Pennsylvania Avenue to build a new youth, cultural and economic facility.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

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

**ACTION REQUESTED OF B/E**:

The Board is requested to approved the acquisition by gift of the leasehold interest in 821 N. Gilmor Street (Block 0087 Lot 030) as a gift from Ziad Alnmir and David M. Allen, POA.

**AMOUNT OF MONEY AND SOURCE**:

Ziad Alnmir and David M. Allen, POA agrees to pay for any title work and all associated settlement costs, not to exceed $600.00 total. Thus, no City funds will be expended.

**BACKGROUND/EXPLANATION**:

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Ziad Alnmir and David M. Allen, POA has offered to donate the title to the property at 821 N. Gilmor Street to the City. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD Development Division seeks approval to acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through June 12, 2020 other than water bills is as follows:

821 N. Gilmor Street

| | | |
|---|---|---|
| Tax Sale | 2019 | $1,215.25 |
| Real Property Tax | 2019-2020 | 134.17 |
| Miscellaneous | 8461428 | 292.33 |
| Miscellaneous | 8750275 | 210.22 |
| Miscellaneous | 8807679 | 160.00 |
| Miscellaneous | 8863185 | 337.06 |
| Property Registration | 805707 | 799.50 |
| | **Total Taxes Owed:** | **$3,148.53** |

DHCD – cont'd

**MBE/WBE PARTICIPATION:**

N/A

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

**ACTION REQUESTED OF B/E**:

The Board is requested to approved the acquisition by gift of the fee simple interest in 2655 Westwood Ave. (Block 2400, Lot 041) as a gift from Mt. Hebron Baptist Church, Inc.

**AMOUNT OF MONEY AND SOURCE**:

Mt. Hebron Baptist Church, Inc. agrees to pay for any title work and all associated settlement costs, not to exceed $600.00 total. Thus, no City funds will be expended.

**BACKGROUND/EXPLANATION**:

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improving Baltimore's neighborhoods.

Mt. Hebron Baptist Church, Inc. has offered to donate the title to the property at 2655 Westwood Ave to the City. With this Honorable Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

DHCD Development Division seeks approval to acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October, 26, 2020 other than water bills is as follows:

2655 Westwood Street

| | | |
|---|---|---|
| Real Property Tax | 2020-2021 | $849.60 |
| Miscellaneous | 0823682 | 0.00 |
| | **Total Taxes Owed:** | **$849.60** |

**MBE/WBE PARTICIPATION :**

N/A

Department of Housing and Community Development – Community Development Block Grant Loan Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Community Development Block Grant Deferred Loan in the amount of $450,000.00 (the City CDBG Deferred Loan) to the House of Ruth Maryland, Inc. (the "Borrower"). Proceeds of the City CDBG Deferred Loan will be used to support a portion of the hard construction costs for the replacement and upgrade to the heating, ventilation, and air conditioning system (HVAC) for the existing House of Ruth Maryland facility located at 2201 Argonne Drive (the Property), which houses victim services and administration offices. The infrastructure upgrades will improve the delivery of services to victims of intimate partner violence (IPV) and their children.

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

**AMOUNT OF MONEY AND SOURCE:**

$450,000.00 - 9988-909820-9593 (House of Ruth HVAC AMEND)

**BACKGROUND/EXPLANATION:**

The House of Ruth Maryland (HRM) is the Baltimore metropolitan area's largest provider of IPV services. Founded in 1977 as Baltimore City's first shelter for battered women and first crisis hotline, the HRM has grown to provide a comprehensive continuum of services for the IPV victims and their children. The services include a 24-hour hotline, crisis counseling, information and referral, service coordination, legal advocacy and representation, clinical services, and a range of residential options such as emergency shelter, hoteling, rapid rehousing, and transitional housing. The HRM also provides community education on the IPV and abuse intervention programming.

The HRM project includes infrastructure upgrades to its primary Baltimore Metro service location located at 2201 Argonne Drive, Baltimore, MD 21218. The Property is owned by the State of Maryland, with whom the HRM has a long-term lease. The lease expires December 31, 2050. The upgrades will allow the HRM to improve the delivery of services to victims of IPV and their children.

DHCD – cont'd

To fund the full construction costs for the HVAC, upgrades at 2201 Argonne Drive of approximately $540,935.00, the Borrower has obtained commitments from various funding sources to renovate the property, as more fully described below. Concurrent with the HVAC upgrades at 2201 Argonne Drive, the State of Maryland is funding additional capital improvements to this building and an adjacent facility (the address of which is redacted for privacy purposes), including elevator modernization at 2201 Argonne Drive and a new roof and HVAC upgrades at the adjacent facility for a total investment of approximately $1,209,768.00 funded by $1,063,949.00 from the State of Maryland and $145,819.00 funded by the HRM, in addition to the proposed City CDBG Deferred Loan.

The City has agreed to make available a Deferred Loan in a principal amount of $450,000.00 funded from the City CDBG Deferred Loan. The proceeds of the City CDBG Deferred Loan will be used solely to finance a portion of the hard construction costs of the development. The Department is comfortable recommending the City CDBG Deferred Loan under these circumstances.

**TOTAL SOURCES AND USES:**

| **SOURCES** | | **USES** | |
|---|---|---|---|
| City CDBG Loan* | $450,000.00 | Construction | $479,700.00 |
| State Bond Bill | 40,935.00 | Construction-related fees | 7,000.00 |
| Owner Equity | 50,000.00 | Financing Fees | 30,000.00 |
| | | Construction Contingency | 24,235.00 |
| **TOTAL** | **$540,935.00** | **TOTAL** | **$540,935.00** |

**PARTICIPATING PARTIES:**

**A. Developer/Owner**
House of Ruth Maryland, the borrower, holds a long-term lease on the property, which is owned by the State of Maryland.

**B. General Contractor/Architect**
Horton Mechanical Contractors, Inc. will act as the general contractor and post a 100% Payment and Performance Bond. Engineering services will be provided by Thomas Foulkes LLC.

DHCD – cont'd

**C. Participating Lender(s)**

**City CDBG Loan – Construction/Permanent Loan**
The City CDBG Deferred Loan will be a subordinate loan in an amount of $450,000.00 and funded from the City's allocation of federal Community Development Block Grant funds from the Department of Housing and Urban Development (HUD). The City CDBG Deferred Loan will have a 20-year term after construction completion, during which interest will accrue at 1% annually. No regular payments are required during the 20-year loan term as long as the use as a victim services center is maintained. At the end of the 20-year loan term, the principal and accrued interest will be forgiven, except in the case of sale, refinance, default, or change in use.

**D. Grants and Other Donations**
HRM has obtained grant funding for the balance of the funds. These funds include:

- A State "bond bill" awards (grants authorized in a "bond initiative" enacted by the General Assembly and signed by Governor) in the amount of $40,935.00; and

- HRM Equity in the amount of $50,000.00.

**MBE/WBE PARTICIPATION:**

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for waiver or exception has been made. The General Contractor, Horton Mechanical Contractors, Inc., is a certified Minority-owned Business Enterprise.

**APPROVED FOR FUNDS BY FINANCE**

DHCD – cont'd

**TRANSFER OF FUNDS**

| AMOUNT | FROM ACCOUNT/S | TO ACCOUNT/S |
|---|---|---|
| **$450,000.00** Community Development Block Grant (CDBG) | 9991-945002-9587 Unallocated CDBG | 9988-909820-9593 House of Ruth HVAC AMEND |

This transfer will provide CDBG funds to the as a deferred loan to the House of Ruth of Maryland. The deferred loan will finance a portion of the hard costs for heating, ventilation, and air conditioning system upgrades at their existing center for victims of intimate partner violence.

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

Department of Housing and Community Development – Community Development Block Grant Loan Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a $1,000,000.00 Affordable Housing Program Bond Grant (AHP Bond Grant) Agreement with the Helping Up Mission, (the Grantee). The Proceeds of the City's AHP Bond Grant will be used to support a portion of the hard construction costs to build the new Inspiring Hope Women's and Children's Center (IHWCC) by Helping Up Mission. The IHWCC located at 1216 E. Baltimore Street will provide transitional and long-term supportive housing for 241 women and children, a Wellness Center, and an Education and Workforce Development Center. The period of the Grant Agreement is effective upon Board approval for one year with the option to renew for an additional one-year period.

**AMOUNT OF MONEY AND SOURCE:**

$1,000,000.00 – 9910-906580-9588
Affordable Housing Program Bonds

**BACKGROUND/EXPLANATION:**

The Helping Up Mission (HUM) is a nonprofit organization that was founded in 1885 to meet the needs of poor and underserved residents of Baltimore City. For 136 years, HUM has developed deep roots among the inner City's disadvantaged people, helping countless individuals overcome poverty, homelessness, and addiction.

HUM's existing facilities are located on the 1000 block of East Baltimore Street and are open 24 hours a day, 7 days a week, 365 days a year, serving up to 500 men daily. HUM has worked in partnership with the Baltimore City's Mayor's Office of Homeless Services to provide a bridge housing program for 50 men and women and a day shelter program for 70 women at 601 East Chase Street. Today that location operates as a residential recovery program for women.

**Inspiring Hope Women's and Children's Center**

The IHWCC, currently under development by the HUM at 1216 E. Baltimore Street, is intended to serve the unmet needs of women (and their dependent children) struggling with poverty, homelessness, and addiction.

DHCD – cont'd

The IHWCC is a 145,000 sq. ft., seven-story new construction building with a two-level underground parking garage with 70 spaces. The IHWCC will include 241 beds (200 women and 41 children) in a total of 65 bedrooms, most of which will have 2 bedrooms separated by a shared bath. The building and all units are ADA compliant with most rooms having walk-in access to ADA bathrooms. On the floor dedicated to women and their children (about 44 beds in 21 bedrooms), these shared bathrooms will have bathtubs so that women can bathe their children. The IHWCC will also include onsite programming for women and children, such as group and individual counseling and childcare. Amenities include a kitchen/dining area for residents, staff, and partners, library, salon, and fitness and recreational areas.

Additional components of the IHWCC Capital Campaign include a Wellness Center offering medical exams and primary care treatment, mental health counseling, a toxicology and medical lab, and health education and awareness programming. Also included is an Education and Workforce Development Center that will offer high school diplomas and college preparation classes, a computer learning lab, job readiness training, professional skills and vocational training, and job placement assistance.

**APPROXIMATE AMOUNT OF FUNDS AND SOURCES:**

| SOURCES | AMOUNTS | USES | AMOUNTS |
|---|---|---|---|
| Viragh Foundation | $20,000,000.00 | Construction | $ 41,316,547.00 |
| Anonymous Donor | 18,000,000.00 | Property Acquisition | 2,624,500.00 |
| FHLB of NY | 2,000,000.00 | Construction Related Costs | 3,570,100.00 |
| NMTC Equity | 1,860,698.00 | Furniture, Fixtures, and Equipment | 1,173,800.00 |
| MD Governor's Capital Budget | 2,900,000.00 | IT and AV Security | 120,832.00 |
| MD DHCD | 400,000.00 | Renovation of 1017 E Baltimore | 3,194,221.00 |
| Other Donations | 8,721,333.00 | IHWCC 3 Yrs. Operating Expenses | 9,000,000.00 |
| City AHP Bond Grant | 1,000,000.00 | | |
| Ongoing Fundraising Goal | 6,117,969.00 | | |
| **TOTAL** | **$61,000,000.00** | **TOTAL** | **$ 61,000,000.00** |

DHCD – cont'd

**OTHER PARTICIPATING PARTIES**

**A. Developer**
The developer and Grantee is Helping Up Mission, an existing Maryland nonprofit corporation.

**B. General Contractor/Architect**
Whiting Turner Contracting Company will act as the general contractor. Colimore Architects will provide architectural services.

**C. Participating Lenders**
No debt financing is currently included in the sources for the IHWCC.

**D. Other Financing**

**PRIVATE FUNDRAISING**
The primary source of funding will be from private fundraising, including a $20,000,000.00 commitment from the Viragh Foundation, a $18,000,000.00 anonymous donation, and another $8,721,333.00 of private donations currently committed. Through the ongoing capital campaign, HUM is seeking to raise another $6,117,969.00 to cover capital expenses and 3-years' worth of operating expenses for the IHWCC.

**NMTC EQUITY**
The project has generated $1,860,698.00 from the syndication of New Markets Tax Credits (NMTC). The NMTC encourage investment in business and commercial real estate development in low-income communities. The NMTC allow the equity investor to claim up to 39% of their investment as a federal tax credit for seven years.

**STATE OF MARYLAND**
The State of Maryland has contributed $3,300,000.00, including $2,900,000.00 in the Governor's Capital Budget and $400,000.00 through the State Department of Housing and Community Development. Both of these funding sources were structured as one-time grants and are fully drawn down.

DHCD – cont'd

**AHP BOND GRANT**
The Grantee was notified in December of 2019, with written notice issued on March 16, 2021, that the Department intended to provide up to $1,000,000.00 of non-Federal funds to support the IHWCC. The Department's proposed commitment of $1,000,000.00 of the AHP Bond Grant will go towards the hard construction costs associated with the development of IHWCC. The contribution is being structured as a grant because of the nature of the use, which does not generate cash flow, and the NMTC, which preclude using the property as security for the loan during the tax credit period. The term of the AHP Bond Grant Agreement is the 12 months following the approval by the Board of Estimates but may be extended for 1 year by the Grantee through written request to DHCD.

**MBE/WBE PARTICIPATION :**

A Waiver to Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program has been requested and an exception has been made. The General Contractor is tracking Minority- and Women-owned Business participation and is making the best efforts to meet the goals, which are:

**MBE:** 27%

**WBE:** 10%

**MWBOO GRANTED A WAIVER ON APRIL 15, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

DHCD – cont'd

**TRANSFER OF FUNDS**

| AMOUNT | FROM ACCOUNT/S | TO ACCOUNT/S |
|---|---|---|
| **$1,000,000.00** 2nd Affordable Housing Bonds | 9910-924026-9587 New Affordable Housing Fund | 9910-906580-9588 Helping Up Mission Women's Center |

This transfer will provide funding to issue a grant to the Helping Up Mission (HUM) for the development of the Inspiring Hope Women's and Children's Center located at 1216 E. Baltimore Street. HUM is a non-profit organization founded in 1885 to help poor and underserved individuals overcome poverty, homelessness, and addiction. The center will provide a home to serve women in need with basic services for their children.

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

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 two City-owned properties located at 2108 Allendale Road, 3903 Belle Avenue, 4211 Ridgewood Avenue, and 5602 Woodcrest Avenue to Cameron Hills Development, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

$ 5,000.00 - 2108 Allendale Road
5,000.00 - 3903 Belle Avenue
5,000.00 - 4211 Ridgewood Avenue
5,000.00 - 5602 Woodcrest Avenue
**$20,000.**00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all of its rights, title, and interests in 2108 Allendale Road, 3903 Belle Avenue, 4211 Ridgewood Avenue, and 5602 Woodcrest Avenue to Cameron Hills Development, LLC for a total purchase price of $20,000.00, which will be paid to the City of Baltimore at the time of settlement.

Cameron Hills Development, LLC will purchase the vacant lots at 2108 Allendale Road, 3903 Belle Avenue, 4211 Ridgewood Avenue, and 5602 Woodcrest Avenue, which will be built upon with for-sale single-family new homes. 5602 Woodcrest Avenue will require a variance prior to construction. The properties are located within the Mount Holly, Callaway-Garrison, West Arlington, and Mt. Washington communities, respectively. The purchase price and improvements to the sites will be funded through private funds.

The authority to sell these properties is within Article 13, § 2-7(h) and Article 28, § 8 of the Baltimore City Code.

DHCD – cont'd

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

| Address | Property Type | Waiver Determined Value | Sale Price |
|---|---|---|---|
| 2108 Allendale Rd | Vacant Lot | $ 9,167.00 | $ 5,000.00 |
| 3903 Belle Ave | Vacant Lot | $ 9,167.00 | $ 5,000.00 |
| 4211 Ridgewood Ave | Vacant Lot | $ 9,167.00 | $ 5,000.00 |
| 5602 Woodcrest Ave | Vacant Lot | $ 9,167.00 | $ 5,000.00 |
| | **Total** | **$36,338.00** | **$20,000.00** |

Pursuant to the Waiver Valuation, the DHCD determined the properties located at 2108 Allendale Road, 3903 Belle Avenue, 4211 Ridgewood Avenue, and 5602 Woodcrest Avenue to be valued at $9,167.00 each. The total valuation of all properties is $36,338.00. The properties will be sold for $5,000.00 each. The properties are being sold to Cameron Hills Development, LLC for a reduced negotiated price below the price determined by the Waiver Valuation for the following reasons:

- the new construction will be a specific benefit to the immediate community,
- the transaction will eliminate blight from the blocks and thus eliminate blight from the neighborhoods, and
- the sales and new construction will return currently vacant lots to the tax rolls with occupied, renovated homes.

**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.)

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 vacant building located at 2905 Parkwood Avenue to 2905 Parkwood Ave, LLC, Developer.

**AMOUNT OF MONEY AND SOURCE:**

$9,000.00 - Purchase Price

**BACKGROUND / EXPLANATION:**

The City will convey all of its rights, title and interest in 2905 Parkwood Avenue to the Developer for $9,000.00, which will be paid at the time of settlement.

2905 Parkwood Ave, LLC will purchase the vacant building located at 2905 Parkwood Avenue, which will be renovated for sale. The purchase price and improvements to the site will be funded through private funds.

The authority to sell these properties is within Article 13, § 2-7(h) and Article 28, § 8 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 2905 Parkwood Avenue to be valued at $10,000.00 and it will be sold for $9,000.00. The property is being sold below the price determined by the Waiver Valuation for the following reasons:

- the renovation will serve a specific benefit to the immediate community,
- the renovation will help to eliminate blight from the block, and thus eliminate blight form neighborhood,

DHCD – cont'd

- the sale and renovation will return a currently vacant building to the City's tax rolls, and

- the property is being sold for a lower negotiated price due to its condition, which will require extensive remediation.

**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.)

Department of Transportation – Traffic Mitigation Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with 40N Baltimore QOZB#1, LLC. (Developer). The period of the Traffic Mitigation Agreement is effective upon Board approval until termination is deemed in writing by the Department of Transportation.

**AMOUNT OF MONEY AND SOURCE:**

$28,495.95 – 9950-917089-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development.

40N Baltimore QOZB#1, LLC proposes to perform the Scope of Work for the new Warehouse and Storage Pad, located at 1610 South Newkirk Street, constructing approximately a 48,000 square feet warehouse and approximately 19-acre outdoor storage facility.

Under the terms of this Traffic Mitigation Agreement, 40N Baltimore QOZB#1, agrees to make a one-time contribution in the amount of $28,495.95 to fund the City's multimodal transportation improvements in the Development's vicinity to the extent practicable.

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

Department of Transportation – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 43 to STV/PB Construction Managers JV under Project No. 1217 (BD37016), On-Call Construction Project Management Services. The period of the task assignment is effective upon Board approval and will conclude in 12 months.

**AMOUNT OF MONEY AND SOURCE:**

$141,656.00 – 9950-902256-9508-9000010-705032
20,000.00 – 9950-904782-9508-9000010-705032
**$161.656.00**

**BACKGROUND/EXPLANATION:**

This authorization is to provide Construction Management Services for Senior Inspectors to assist in contract closeout tasks for various Baltimore City Department of Transportation projects and the Broening Highway Bridge Project.

**MBE/WBE PARTICIPATION:**

STV/PB Construction Managers JV will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement:

**MBE:** 27.00 %
**WBE:** 10.00 %.

The preparation of this task included an evaluation of the Consultant's contract minority participation status. On the date of preparation, the Consultant achieved 26% MBE and has exceeded the WBE goal by achieving 17%.

**THE EAR WAS APPROVED BY MWBOO ON MARCH 2, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

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

Department of Transportation – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 4 to Whitney Bailey Cox and Magnani under Project No. 1249 (BD37851), On-Call Bridge Design Services. The period of the task assignment is effective upon Board approval and will conclude in 24 months.

**AMOUNT OF MONEY AND SOURCE:**

$923,497.73 – 9960-615601-9557-900000-703032

**BACKGROUND/EXPLANATION:**

This authorization provides for services to be performed for Replacement of Bridge No. 6510, Warren Road over Gunpowder Falls located near the northern limit of the Loch Raven Reservoir. This scope of services will advance the TS & L submittal completed by the consultant and the sub-consultant through final review, including semi-final (60%) and final (90%) submittals.

**MBE/WBE PARTICIPATION:**

Whitney Bailey Cox and Magnani will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement:

**MBE:** 27.00 %
**WBE:**10.00 %.

The preparation of this task included an evaluation of the Consultant's contract minority participation status. On the date of preparation, the Consultant achieved 36% MBE and 10% WBE.

**THE EAR WAS APPROVED BY MWBOO ON MAY 4, 2020.**

**APPROVED FOR FUNDS BY FINANCE**

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

Department of Transportation – Amendment No. 4 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with Johnson Mirmiran & Thompson, Inc. under Project No. 1225 On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the amendment is 18 months.

**AMOUNT OF MONEY AND SOURCE**:

The upset fee is $1,000,000.00, to be determined with each individual project.

No funds are required at this time.

**BACKGROUND/EXPLANATION**:

On April 29, 2015, the Board approved original Agreement in the amount of $1,000,000.00 with Johnson Mirmiran & Thompson, Inc., for a period of two-years to assist the Transportation, Engineering & Construction Division in in providing various on-call engineering services for the proposed improvements to the City's system of Streets and Highways.

On May 10, 2017 the City approved Amendment No.1 to allow a one-year time extension to complete numerous ongoing services ranging from roadway design, Storm Water Management, Expedited Review, construction phase review, survey and other support services to complete on going tasks.

On May 9, 2018 the City approved Amendment No. 2 to allow a one-year time extension and a $500,000.00 increase to the upset limit to continue design services of in-design projects.

On April 24, 2019 the City approved Amendment No. 3 to allow a two-year time extension and a $1,000,000.00 increase to the upset limit to ensure support on the development of the Program Management office expedited reviews and contract manager support services.

The Department is now requesting an 18-month time extension and a $1,000,000.00 increase to ensure support for the CM 14 Support Services and the Warner Street Design and other support services. This Board approval will result with an upset limit of $3,500,000.00 and an expiration of October 28, 2022.

Department of Transportation – cont'd

**MBE /WBE PARTICIPATION:**

The Consultant will comply with Article No.5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE:** 27.00%
**WBE:** 10.00%

On the date of preparation, the Consultant achieved both the MBE required goal of 27.00% by achieving 27.00% and the WBE goal of 10.00% by achieving 11.00%. With this Amendment the Consultant will be able to continue to increase the MBE and WBE goal.

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

(The Amendment No. 4 to On-Call Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Transportation (DOT) – Amendment No. 4 to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 4 to Agreement with KCI Technologies, Inc. under Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. Amendment No. 4 will extend the period of the Agreement through April 28, 2023 or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On April 29, 2015, the Board approved the original Agreement in the amount of $1,000,000.00 with KCI Technologies, Inc., for a period of two years to assist the Transportation, Engineering & Construction Division in providing various On-Call Engineering Services for the proposed improvements to the City's system of Streets and Highways. On May 10, 2017, the Board approved Amendment No.1 to allow for a one-year time extension to complete numerous ongoing services ranging from roadway design, storm water management, expedited review, construction phase review, survey, and other support services.

On May 9, 2018, the Board approved Amendment No. 2 to allow for a one-year time extension and an increase in the amount of $500,000.00 to continue numerous ongoing services. On December 12, 2018, the Board approved Amendment No.3 to allow for a two-year time extension and an increase in the amount of $2,000,000.00 to continue the ongoing design services of in-design projects.

The Department is now requesting a two-year time extension for Cityworks and Snow Support Services and Right-of-Way permit support services under Amendment No. 4, which will extend the period of the Agreement through April 28, 2023.

**MBE /WBE PARTICIPATION:**

The Consultant will continue to comply with Article No.5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement, which are:

DOT – cont'd

**MBE:** 27.00%

**WBE:** 10.00%

On the date of preparation, the Consultant achieved 30% of the 27% MBE goals and 5% of the 10% WBE goal. The completion of on-going task will increase the WBE participation to 7%. The current contract has a remaining capacity of $991,569.51 which is more than enough funding capacity to meet the remaining 3% WBE goal.

**AUDITS NOTED THE TIME EXTENSION.**

(The Amendment No. 4 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

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:**

**MWBOO SET GOALS OF 15.9% FOR MBE AND 10% FOR WBE.**

Request for Qualifications were sent to firms on the City Directory, as well as direct calls to other firms. In the case that City-certified MBE/WBE firm was not found for a given specialty, a firm that was certified MBE/WBE firm in another jurisdiction was selected. In rare cases, a non-certified firm was selected, if a WBE/MBE firm was not found, if a firm was continuing the work started in Task 1 of the plan, or if they were the best fit for a specialized task and no certified firm was available. The total dollar amount of waiver exemptions is $495,764.00 for services that cannot be performed by certified MBE/WBE firms.

These Vendors were selected through a competitive bid process.

**MWBOO GRANTED A WAIVER ON MAY 28, 2021.**

**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.)

## RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * * * *

The Board is requested to

approve award of the formally advertised contracts

listed on the following pages:

84 - 85

to the low bidder meeting specifications,

or reject bids on those as indicated

for the reasons stated.

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

| | | | |
|---|---|---|---|
| 1. | B50006139, Armed Security Guards | Metropolitan Protective Services, Inc. | $3,500,000.00 |

(Agencies Citywide)

**MBE/WBE PARTICIPATION:**

On January 28, 2021, MWBOO determined the solicitation presents opportunity for two identified MBE firms to bid with the possibility of competing as a prime contractor.

**MWBOO GRANTED A WAIVER ON JANUARY 28, 2021.**

| | | | |
|---|---|---|---|
| 2. | B50006163, Residential Moving & Relocation Services | MCNA Maintenance Services, LLC | $ 300,000.00 |

(Agencies Citywide)

**MBE/WBE PARTICIPATION:**

On February 28,2021, MWBOO set goals of 13% MBE and 5% WBE. On April 26, 2021, MWBOO found MCNA Maintenance Services, LLC. to be compliant.

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

**MBE:** MCNA, LLC* 27%

**WBE:** P2 Cleaning Services, LLC 5%

*Indicates Self-Performance. All businesses in good standing with MD State Department of Assessments and Taxation.

**MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 26, 2021.**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of General Services

| | | | |
|---|---|---|---|
| 3. | GS 19817R, Baltimore Street Garage Restoration | Eastern Waterproofing & Restoration of Virginia, LLC | $ 368,826.00 |

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 6% FOR MBE AND 3% FOR WBE.**

| | | | |
|---|---|---|---|
| **MBE:** | Aegis Mechanical Corporation | $22,130.00 | 6% |
| **WBE:** | Tegeler Construction & Supply | $11,605.00 | 3% |

**MWBOO FOUND VENDOR IN COMPLIANCE ON MARCH 29, 2021.**

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement

1. ATC CORP $ 0.00 Renewal
Region 14 Contract ESC Contract #08-18 Atlantic Surfacing & Asphalt Maintenance – Department of Recreation and Parks – Req. Nos. Various

On February 5, 2020, the Board approved the initial award in the amount of $1,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of $0.00 is for the period September 1, 2021 through August 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. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the contract requires the Vendor to make every good faith effort to utilize Minority and Women's Business Enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

2. WAGEWORKS, INC. $ 76,000.00 Renewal
Contract No. 06000 – COBRA Benefit Services – Department of Human Resources – P.O. No.: P552392

On September 2, 2020, the Board approved the initial award in the amount of $65,000.00. The award contained two 1-year renewal options. On September 30, 2020, the Board approved a correction in the amount of $0.00. This first renewal in the amount of $76,000.00 is for the period July 1, 2021 through June 30, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. Proprietary system software.

3. FLAGPOLES, INC., dba
P&K TUBULAR $ 0.00 Renewal
Solicitation No. B50004930 – Aluminum Street Light Poles and Accessories – Department of Transportation – P.O. No.: P539694

On May 31, 2017, the Board approved the initial award in the amount of $2,131,800.00. The award contained two renewal options. On March 25, 2020, the Board approved the first renewal in the amount of $0.00. This final renewal in the amount of $0.00 is for the period May 30, 2021 through May 31, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 16, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON MARCH 16, 2017.**

4. ENVIRONMENTAL QUALITY
RESOURCES, LLC $450,000.00 Renewal
Contract No. B50005586 – Integrated Vegetation Management – Department of Recreation and Parks – P.O. No.: P548844

On July 17, 2019, the Board approved the initial award in the amount of $1,075,400.00. The award contained two 1-year renewal options. This first renewal in the amount of $450,000.00 is for the period June 14, 2021 through June 13, 2022, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

On November 13, 2018, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON NOVEMBER 13, 2018.**

5. ENVISAGE TECHNOLOGIES, LLC $ 0.00 Renewal

Federal General Services Administration Contract Number GS-35F-0058N – Acadis Readiness Suite Software – Baltimore Police Department – P.O. No.: P551933

On July 22, 2020, the Board approved the initial award in the amount of $1,375,007.13. The award contained four 1-year renewal options. This first renewal in the amount of $0.00 is for the period August 1, 2021 through July 31, 2022, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

This is a commodity purchase for proprietary software.

6. INTERPERSONAL FREQUENCY LLC $ 60,000.00 Correction, Ratification and Renewal

Contract No. B50003075 – City of Baltimore Web Site Redesign and Hosting – Baltimore City Office of Information and Technology – P.O. No.: P526271

On January 15, 2014, the Board approved the initial award in the amount of $286,367.00. The award contained four renewal options. Subsequent actions have been approved. Board letter number 0704 incorrectly identified the renewal term as June 12, 2019 through June 15, 2020. The correct renewal term is January 15, 2019 through January 14, 2020. Subsequent board letters followed and adhered to those dates. This fourth renewal in the amount of $60,000.00 will allow for the continuation of hosting services, Drupal support and additional time for the transition period into

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

the new contract B50005562 for the end user agency, Baltimore City Office of Information and Technology. The period of the ratification is January 15, 2021 through June 1, 2021. The period of the renewal is June 9, 2021 through January 14, 2022, with no renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. On August 9, 2013, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON AUGUST 9, 2013.**

7. AIR & POWER TECHNOLOGIES $ 75,000.00 Increase
Contract No. B50005706 – Cranes and Hoist Inspections and Repairs – Department of Public Works – P.O. No.: P548903

On August 28, 2019, the Board approved the initial award in the amount of $77,250.00. This increase in the amount of $75,000.00 is necessary to further support funding for the necessary services to cranes and lifts located at Back River Wastewater Treatment Plant. These services include required calibrations, repairs and certifications in accordance with OSHA compliance. This increase will make the award amount $152,250.00. The contract expires on August 28, 2022, with no renewal options. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On February 22, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

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

8. POLYDYNE INC. $666,900.00 Increase
Contract No. B50005156 – Polymeric Flocculent for Centrifuge Dewatering for the Back River Wastewater Treatment Plant – Department of Public Works – Wastewater Facilities – P.O. No.: P541941

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

On December 13, 2017, the Board approved the initial award in the amount of $1,000,000.00. The award contained three 2-year renewal options. Subsequent actions have been approved. This increase in the amount of $666,900.00 is necessary to cover the cost of emulsion polymer required to facilitate dewatering digested sludge for the centrifuge facility at the Back River Wastewater Treatment Plant. This increase will make the award amount $3,925,460.00. The contract expires on December 14, 2021, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 21, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 21, 2017.**

9. NATIONAL CAPITAL INDUSTRIES $ 75,000.00 Increase
Contract No. B50005578 –Revolution Traffic Cones – Department of Transportation, Department of Public Works – P.O. No.: P547146

On March 13, 2019, the Board approved the initial award in the amount of $124,400.00. On April 9, 2020, the Board approved an increase in the amount of $50,000.00. This increase in the amount $75,000.00 is necessary to enable the Department of Transportation to purchase safety cones as needed. This increase will make the award amount $249,400.00. The contract expires on March 12, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On August 8, 2018, MWBOO approved a waiver due to no opportunity to segment these commodities for subcontracting goals.

**MWBOO GRANTED A WAVIER ON AUGUST 8, 2018.**

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

10. JESCO, INC. $2,000,000.00 Increase
Contract No. 06000 – O.E.M. Parts, Warranty and Service for John Deer Forestry and Construction Equipment – Department of General Services – Fleet – P.O. No.: P541625

On November 8, 2017, the Board approved the initial award in the amount of $2,500,000.00. This increase in the amount of $2,000,000.00 is necessary to maintain continuity of service for the contract period. This increase will make the award amount $4,500,000.00. The contract expires on November 7, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 29, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 29, 2017.**

11. BEECHER EMISSION SOLUTION TECHNOLOGIES, LLC $ 120,000.00 Sole Source
Contract No. 08000 – Ward Diesel Filters – Department of General Services – Fleet – Req. No.: R874608

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

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

The Vendor is the manufacturer's sole authorized source of these products which must be compatible with currently installed equipment in the City's fleet. The period of the award is June 1, 2021 through May 31, 2026. The above amount is the City's estimated requirement.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

12. SCHAEFER SYSTEMS INTERNATIONAL, INC. $ 249,615.20 Cooperative Agreement
Sourcewell Cooperative Purchasing Contract No. 041217-SFR – Solid Waste and Recycling Collection and Transport Equipment with Related Equipment, Supplies, and Accessories – Department of Public Works, Bureau of Solid Waste – Req. No.: R871463

The Board is requested to approve and authorize execution of a Cooperative Agreement with Schaefer Systems International, Inc. The contract expires on July 7, 2021.

The purchase of rollout trash containers with RFID are for inventory stocking and replacements for City residents' use. The Department of Public Works intend to purchase forecasted quantity of 5,360 rollout trash containers with RFID. The RFID is used to identify and track waste bins. Upon Board approval the agency will purchase from a competitively bid cooperative contract agreement between Sourcewell Cooperative Purchasing and Schaefer Systems International, Inc.

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.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

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

13. S&S WORLDWIDE, INC. $ 0.00 Extension
Contract No. B50004661 – Arts and Craft Supplies for Recreation Centers – Health Department – P.O. No.: P548030

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

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

On July 11, 2016, the City Purchasing Agent approved the initial award in the amount of $9,172.00. The award contained four renewal options. Subsequent actions have been approved and four renewals have been exercised. This extension is necessary to provide continuity of services while the agency and Bureau of Procurement prepare for a solicitation of competitive bids. The contract expires on July 7, 2021. The period of the extension is July 8, 2021 through January 7, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

14. SITE ONE LANDSCAPE
SUPPLY, LLC
CLEAR ONE NURSERY, INC.
$ 0.00 Extension

Contract No. B50004506 – Provide and Deliver Trees for Tree Baltimore Initiative – Recreation and Parks – P.O. Nos.: P535464 and P535465

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

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

On May 6, 2016, the Board approved the initial award in the amount of $378,000.00. The award contained four renewal options. Subsequent actions have been approved and four renewals have been exercised. This extension is necessary for continuity of services during this season as the agency and Bureau of Procurement prepare a new solicitation. The period of the extension is May 3, 2021 through November 2, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On January 28, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JANUARY 28, 2016.**

15. SYNAGRO CENTRAL, LLC $ 0.00 Extension

Contract No. B50006011 – Wastewater Clarifier Cleaning Services for the Back River Wastewater – Department of Public Works – Req. No.: P549146

On February 3, 2021 the Board approved the initial award in the amount of $1,173,100.00. This extension is necessary to allow for an extension of the contract without a request for additional funding on the original contract award. The extension is being requested to complete the scope of work under B50006011. The period of

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

the extension is April 3, 2021 through January 25, 2022. This is a one-time service procurement. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On September 27, 2020, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON SEPTEMBER 27, 2020.**

16. MJ MANAGEMENT SERVICES, LLC $495,000.00 Extension

Contract No. B50004360 – Management Services for the Eating Together in Baltimore Program – Health Department – CARE – P.O. No.: P534410

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

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

On January 27, 2016, the Board approved the initial award in the amount of $1,977,144.00. The award contained two renewal options. Two renewals have been exercised. This extension is necessary to continue to get services covered by the contracts while new solicitation is prepared and competitive bidding process is initiated to award new contract during the COVID-19 pandemic. The contract expired on February 28, 2021. The period of the extension is March 1, 2021 through February 28, 2022. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 22, 2021, MJ Management Services was found to be in compliance.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

| | | Commitment | Performed | |
|---|---|---|---|---|
| **MBE:** | King King and Associates | 3% | $ 750.00 | 0.10% |
| **WBE:** | Curry Printing | 0.55% | $ 0.00 | |
| | Sue Ann's Office Supply | 0.45% | $ 0.00 | |

The Prime Contractor has remained compliant for the duration of this contract. However, no work was segmented from the City because the Prime Contractor "shut-down" operations from March 2020 and remains closed for business due to the COVID-19 pandemic. Payments reflected for this review period are arrearage funds for work performed in the past. No corrective action can be rendered since a global public health crisis impacted the services rendered from the prime contractor to the City. Therefore, the Vendor's previous performance remains in compliant status for this review period.

**MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 22, 2021.**

17. CORRELLI INCORPORATED
MARYLAND INDUSTRIAL TRUCKS, INCORPORATED
WASTE EQUIPMENT SALES AND SERVICE, LLC
JOHNSON & TOWERS, INC.
THE AUTO BARN, INC.

$1,200,000.00 Extension

Contract No. B50005269 – Aftermarket Parts and Service for Heavy Trucks and Equipment – Department of General Servicers – Fleet – P.O. Nos.: P543902, P543903, P543904, P543905, and P543906

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 May 16, 2018, the Board approved the initial award in the amount of $2,500,000.00. On December 19, 2019, the Board approved an increase in the amount of $6,000,000.00. This is extension is necessary to continue to provide services covered by the current contract during the time to initiate competitive bidding process to award a new contract. The contract expires on June 30, 2021. The period of the extension is July 1, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On December 18, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON DECEMBER 18, 2017.**

| | | | |
|---|---|---|---|
| 18. | CREATIVE SOFTWARE SOLUTIONS, LLC | $624,060.00 | Ratification and Extension |

Contract No. 06000 – Management Services for Taxi Card Program – Health Department – P.O. No.: P548030

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

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

On June 5, 2019, the Board approved the initial award in the amount of $707,268.00. On April 1, 2020, the Board approved a Ratification and Extension in the amount of $416,040.00. This extension is necessary to continue receiving services while requirements are finalized to advertise a new solicitation. The period of the ratification is October 1, 2020 through June 8, 2021. The period of the extension is June 9, 2021 through December 31, 2021. The above amount is the City's estimated requirement.

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

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

**MBE/WBE PARTICIPATION:**

On November 14, 2008, MWBOO set goals of 3% MBE and 1% WBE. On April 25, 2021, Creative Software Solutions, LLC was found in compliance.

| | | | |
|---|---|---|---|
| **MBE:** AS Tours Inc. | 3% | $1,900.00 | 0.45% |
| **WBE:** Curry Printing | 1% | $7,272.42 | 1.74% |

The WBE goal was exceeded. For the contract period December 1, 20219 through September 30, 2020, CSS met the WBE goal (1%). Although the PO ended on September 30, 2020, CSS continued to provide the services. CSS has not invoiced for the contract since the PO expired. However, CSS would have met the WBE through January 1, 2021, as well. If the contract is extended, CSS will continue to meet the 1% WBE goal. CSS did not meet MBE goal (3%). CSS utilized A S Tours, Inc. for Motorcoach, Limousine and Travel Related Services to transport senior citizens to special events for CARE for 1.1% through September 30, 2020 and .8% through January 1, 2021. CARE ceased services and shut down the operations site as well as special events on March 16, 2020 in response to the Covid-19 pandemic. There have been no special events, social activities, or programming subsequent to that date.

In addition, MWBOO was told AS Tours was closed for business since March of 2020 and just reopened their as of April 2021. However, AS Tours is still not transporting passengers.

**MWBOO FOUND VENDOR IN COMPLIANCE ON APRIL 25, 2021.**

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

| VENDOR | AMOUNT OF AWARD | AWARD BASIS |
|---|---|---|

Bureau of Procurement – cont'd

19. BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS $ 0.00 First Amendment to Agreement and Renewal
Contract No. 06000 – Printing and Graphic Services – Bureau of Procurement – Digital Documentation Division – P.O. No.: N/A

The Board is requested to approve and authorize execution of the First Amendment to Agreement with the Baltimore City Board of School Commissioners. On June 27, 2018, the Board approved an initial award in the amount of $0.00. The award contained two 1-year renewal options. The period of the renewal is July 1, 2021 through June 30, 2022, which includes updated pricing via Amendment, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable.

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

**AGENDA**

**BOARD OF ESTIMATES** **6/9/2021**

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

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

*a* AM-240-5

*m* *Subsistence Allowance*

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 |

[redacted]

*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

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**