



Nick J. Mosby, *President*  
Baltimore City Council

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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: **May 30, 2022**  
Re: **Board of Estimates Agenda Items for June 1, 2022, at 9:00 am**

The items on the Board of Estimates Agenda for June 1, 2022, are to be assigned as follows:

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

- P 1-2 BOARDS AND COMMISSIONS
- P 3-4 Mayor's Office of Children and Family Success- Agreement
- P 5 Mayor's Office of Children and Family Success- Transfer of Funds
- P 9 Mayor's Office of Employment Development- Grant Award
- P 10 Mayor's Office of Homeless Services- Correction
- P 11 Mayor's Office of Homeless Services- Correction
- P 12 Housing and Community Development- Grant- CDBG- Maryland New Directions, Inc
- P 13 Housing and Community Development- Grant- CDBG- Woman's Housing Coalition Inc
- P 14 Housing and Community Development- Land Document Revisions- Office of Rehabilitation Services
- P 15-16 Housing and Community Development- Property Acquisition- 724 Mura Street- Option to Purchase Leasehold Interest
- P 17 Housing and Community Development- Property Acquisition- 827 N. Fulton Ave- Purchase By Condemnation of Leasehold Interest
- P 18-19 Housing and Community Development- Property Acquisition- 2412 N. Stockton St- Option to Purchase Leasehold Interest
- P 20 Housing and Community Development- Property Acquisition- Donation- 1719 W. North Ave
- P 21 Housing and Community Development- Property Acquisition- Donation- 2824 W. North Ave
- P 22 Housing and Community Development- Property Acquisition- LDA- 3520 Park Heights Ave- 79 Properties Park Heights Ave LLC
- P 23 Housing and Community Development- Transfer of Funds
- P 24 Housing and Community Development- Travel- Clean Energy of Homes Conference- Building Performance Assoc
- P 25-26 Department of Recreation and Parks- First Amendment to the Agreement
- P 27 Department of Recreation and Parks- Task Assignment
- P 28 Department of Recreation and Parks- Transfer of Funds
- P 29-30 Department of Recreation and Parks- Partial Release of Retainage Agreement
- P 31 Department of Recreation and Parks- Transfer of Funds
- P 32 Department of General Services- Task Assignment
- P 33 Department of General Services- Task Assignment
- P 34 Employees' Retirement System- Travel Request
- P 35-36 Health Department- Agreement
- P 37 Health Department- Agreement

- P 38 Health Department- Agreement
- P 39 Health Department- Agreement
- P 40 Health Department- Agreement
- P 41 Health Department- Agreement
- P 42 Health Department- Agreement
- P 43 Health Department- Agreement
- P 44 Health Department- Agreement
- P 45 Health Department- Two-Month Advance
- P 46 Real Estate- Lease- Gay Dallis LLC- 33 S. Gay St
- P 47 Real Estate- Lease- Second Renewal- Alison Spiesman- 2090 Woodbourne Ave
- P 48 Real Estate- Property Disposition- Sale- 1201 N. Rosedale St (former Rosemont Rec Ctr)
- P 49 Real Estate- Transfer of Agency Jurisdiction- 4402 & 4404 St. Georges Ave
- P 50 Real Estate- Transfer of Agency Jurisdiction- 2300 Maryland Ave
- P 51 Real Estate- Assignment of Tax Sale Certifications- 3307 Elmora Ave
- P 52 Mayor's Office of Neighborhood Safety and Engagement- First Amendment to Agreement
- P 53 Mayor's Office of Neighborhood Safety and Engagement- First Amendment to Agreement
- P 54 Mayor's Office of Neighborhood Safety and Engagement- First Amendment to Agreement
- P 55-56 Mayor's Office of Neighborhood Safety and Engagement- Agreement
- P 57 Mayor's Office of Neighborhood Safety and Engagement- Agreement
- P 58 Mayor's Office- Travel Request
- P 59-84 PERSONNEL MATTERS
- P 85-86 Department of Public Works- Task Assignment
- P 87-88 Department of Public Works- Extra Work Order
- P 89-90 Department of Public Works- Extra Work Order
- P 91 Department of Public Works- Transfer of Funds
- P 92-93 Department of Public Works- Grant of Easement
- P 94-96 Department of Public Works- Staffing Supplementation Services Agreement
- P 97 Department of Public Works- Transfer of Funds
- P 98-99 Department of Public Works- Travel Request
- P 100-102 Department of Public Works- Amendment to 2019 License Agreement
- P 106 Parking Authority of Baltimore City- Transfer of Funds
- P 107 Police- Grant Award- MD Governor's Office of Crime Control and Prevention
- P 108-109 Police- Travel- SMIP Training
- P 110 States Attorney- Grant Award- Adjustment Notice- MD Governor's Office of Crime and Prevention
- P 111-112 Department of Transportation- Developer's Agreement No. 1735
- P 113 Department of Transportation- Developer's Agreement No. 1794
- P 114 Department of Transportation- Minor Privilege Application
- P 115 Department of Transportation- Minor Privilege Application
- P 116 Department of Transportation- Minor Privilege Application
- P 117 Department of Transportation- Task Assignment
- P 118 Department of Transportation- Transfer of Funds
- P 119 Department of Transportation- Task Assignment
- P 120 Department of Transportation- Extra Work Order No.1
- P 121 Department of Transportation- Extra Work Order No. 3- Mid-Atlantic Contractors
- P 122-157 INFORMAL AWARDS
- P 158 Bureau of Procurement- Pay Outstanding Invoice
- P 159 Bureau of Procurement- Pay Outstanding Invoice
- P 160 Bureau of Procurement- Pay Confirming Invoice
- P 161 Bureau of Procurement- Pay Outstanding Invoice
- P 162 Bureau of Procurement- Pay Outstanding Invoice
- P 163 Bureau of Procurement- Pay Confirming Invoice
- P 164-167 RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS
- P 168-170 Finance Department- Waterfront Management District 2023 Budget & Property/Tax Public Utilities Surcharge Rates

- P 171-175 Finance Department- Midtown Community Benefits District Fiscal 2023 Budget & Property/Tax Public Utilities Surcharge Rates
- P 176-178 Finance Department- Fiscal 2023 Visit Baltimore Inc. Baltimore Tourism Improvement District Financial Plan & Special Assessment Role
- P 179-181 Finance Department- Charles Village Community Benefits District Fiscal 2023 Budget and Property/Tax Public Utilities Surcharge Rates
- P 182-183 Office of the Mayor- Host City Agreement- Addendum- 2026 FIFA World Cup
- P 184 Fire and Police Employees' Retirement System- Travel Request
- P 185 PROPOSALS AND SPECIFICATIONS
- P 185 CLOSING

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

- P 6 Law Department- Settlement Agreement and Release
- P 7-8 Law Department- Settlement Agreement and Release
- P 103-105 Department of Public Works- 10-Yr Solid Waste Management Plan- Recycling Plan Amendment

# Baltimore City Board of Estimates

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## June 1, 2022 | Meeting Agenda

*Members: Mayor Brandon M. Scott, Council President Nick Mosby (Chair), Comptroller Bill Henry, City Solicitor James Shea, Director of Public Works Jason Mitchell*

### Notices

#### Participation

- In person. Join us on the second floor of City Hall in the Hyman Pressman Board Room, 100 N. Holliday St.
- Streaming. All meetings are streamed live on [Charm TV's website](#) and posted after on [Charm TV's Youtube channel](#).
- Listen in. Members of the public can call in via Webex by dialing (408)-418-9388; access code: 2345 230 5013.
- Watch on television. Watch Charm TV, channel 25.

### Schedule

Effective January 5, 2022, the Board will meet regularly twice per month on the 1st and 3rd Wednesday of each month. There are additional meetings regularly scheduled in both June and December to accommodate traditionally higher transaction volumes at the end of the fiscal and calendar year. Some adjustments will be made throughout the year to accommodate holidays, high transaction volumes and urgent matters as they may arise. Special meetings will be called on Wednesdays at 9:00 A.M. when necessary. Please see the [Comptroller's website](#) for a detailed schedule of meetings and associated submission deadlines.

### Bid Openings

Beginning on Wednesday, February 16, 2022 the Board of Estimates implemented the following changes to the bid opening process:

- Board Members will not convene for televised meetings to read the bids aloud as they are opened.
- Instead, paper bids will be opened, tabulated and certified by the Clerk of the Board of Estimates.
- Bid tabulation sheets detailing bid proposals received will be publicly posted to the Comptroller's website by COB on the date of bid opening.

There are many solicitations already scheduled that require paper-based submissions by vendors. Bidders responding to those solicitations should follow the instructions as issued.

## Address the Board

On January 19, 2022, the Board of Estimates adopted Board of Estimates Rules, codified in Title 27, Subtitle 01 of the Baltimore City Code of Regulations. Chapter 04 (Protests and Chapter 05 (Statements of Opposition) provide as follows:

In addition to the requirements of the Procurement Regulations:

### Protests

A person wishing to protest a proposed award must notify the Comptroller's Office and the proposed awardee.

Notice shall be in writing and delivered no later than (1) noon on the Monday immediately before the Board meeting at which the proposed award will be considered, or (2) by an alternative date and time specified in the agenda for the next scheduled meeting.

The written Protest shall include:

- the name of the person protesting or, if a spokesperson, the entity or organization protesting;
- A narrative description of the issues and facts supporting the Protest; and
- A description as to how the protestant will be harmed by the proposed Board action.

### Statements of Opposition

Pursuant to Code of Baltimore City Regulations 27.01.01.03.B(14), "Statement of Opposition" means a written statement by a member of the public (a) expressing opposition to an item presented on a Board of Estimates agenda for a vote; (b) by a City resident or taxpayer or a recognized spokesperson for a City resident or taxpayer; or (c) a person who is directly and specifically affected by a pending matter or decision of the Board, and (d) is distinct from a protest of a recommendation for award of a contract.

A person wishing to submit a Statement of Opposition to a proposed action of the Board at any Regular or Special meeting shall notify the Comptroller's Office in writing.

Notice of the Statement of Opposition shall be given (1) no later than noon on the Tuesday immediately before the Board meeting during which the item will be considered or (2) by an alternative date and time specified in the agenda for the next scheduled meeting.

The written Statement of Opposition shall include:

- The name of the person submitting the Statement of Opposition or, if a spokesperson, the entity or organization submitting the Statement of Opposition;
- A narrative description of the issues and facts supporting the Statement of Opposition; and
- A description as to how the person, entity, or organization submitting the Statement of Opposition will be harmed by the proposed Board action.

To submit Protests and/or a Statement of Opposition:

- E-mail: [BOE.Clerk@baltimorecity.gov](mailto:BOE.Clerk@baltimorecity.gov), cc: [james.knighton@baltimorecity.gov](mailto:james.knighton@baltimorecity.gov)
- US Mail or hand delivery: Attn: Clerk, Board of Estimates  
Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

## **BOARD OF ESTIMATES' AGENDA – JUNE 1, 2022**

### **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:

American Contracting & Environmental Services, Incorporated	\$132,440,000.00
Economic International Construction Company, Inc.	\$ 8,000,000.00
G.H. Nitzel, Inc.	\$ 8,000,000.00
Priceless Industries, Inc.	\$ 8,000,000.00
Savin Engineers, P.C.	\$124,700,000.00
SGK Contracting Inc.	\$ 3,810,000.00
Ulliman Schutte Construction, LLC	\$693,880,000.00

#### 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:

AECOM Technical Services, Inc.	Engineer
E2CR, Inc.	Engineer
ICivil, Inc.	Engineer
KUMI Construction Management Corporation	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**BOARDS AND COMMISSIONS** – cont'd

Min Engineering, Inc.

Engineer

Sanders Design, P.A.

Architect

SP Arch Inc.

Architect  
Landscape Architect



## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Mayor's Office of Children and Family Success - Agreement

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

The Board is requested to approve and authorize execution of an Agreement with the Baltimore Civic Fund and its contractor, the CASH Campaign of Maryland. The period of the agreement is March 1, 2022 through August 31, 2024.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$100,000.00 - 1001-000000-1772-512700-603051

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

The City of Baltimore seeks to join at least eleven other cities that have implemented or committed to having, direct-cash pilot programs in place with a goal of creating momentum for a federal guaranteed income program. With a guaranteed income program, people are supported through monthly cash payments without restrictions for a sustained period of time, to create the breathing room to catch up on expenses and work toward long-term financial security.

Guaranteed income is an evidence-based policy intervention and an idea that goes back decades. It has been widely promoted by civil rights leaders, economists, labor experts and elected officials. The strategy caught traction most recently amid the COVID-19 pandemic, which has had an especially deep financial impact on low-income people and families and exacerbated existing structural racial and gender barriers that have made moving out of poverty virtually impossible for tens of millions nationally, and tens of thousands in Baltimore.

To be eligible to participate in Baltimore's Guaranteed Income pilot, applicants must be residents of Baltimore City; between the ages 18-24 years at time of application deadline; be either biological or adoptive parents or guardians; must have full or partial care-taking responsibilities; and have income at or below 300% of the federal poverty level based on their household size.

The \$100,000.00 in funding from MOCFS will go towards program administration and operations, including hiring staff to manage the pilot program and family recruitment. The operations funds from MOCFS will supplement the \$4,800,000.00 in direct cash payments being provided by ARPA funding.

CASH Campaign of Maryland will receive total compensation of \$682,774.00 from a variety of sources, including \$100,000.00 from the City of Baltimore, for its direct and indirect costs associated with its services. These funding sources and amounts are detailed in the contract between the City of Baltimore and BCF/CASH.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### MOCFS – cont'd

By an agreement between the City of Baltimore and the Baltimore Civic Fund, formerly known as the Baltimore City Foundation, signed April 13, 2011, the Board of Estimates formally approved the Civic Fund as a fiscal sponsor for the City of Baltimore. That agreement is still in full force and effect.

The agreement is late due to delays in reaching agreement between the various parties over the terms of the final draft of the contract.

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

MBE/WBE participation is waived.

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office of Children and Family Success (MOCFS) – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to approve a Transfer of Funds between the City and the Baltimore Civic Fund.

**AMOUNT AND SOURCE OF FUNDS:**

1001-00000-1090-771800-603026 -	\$ 75,000.00
1001-00000-1090-808200-603096 -	\$ 85,000.00
1001-00000-1090-771800-603026 -	<u>\$ 40,000.00</u>
	<b>\$ 200,000.00</b>

**BACKGROUND/EXPLANATION:**

MOCFS is working to transfer funds from its general account to an account at the Baltimore Civic Fund to support the Baltimore City Youth Commission (\$55,000.00), which will cover compensation to commissioners and operational expenses like laptops and transportation costs for commissioners; the Mayor’s Youth Summit (\$40,000.00); the Mayor’s Back to School Rally (\$75,000.00) and the Mayor’s Older Youth Summer Series (\$15,000.00).

The Mayor’s Youth Summit will take place as part of YouthWorks and will provide youth access to workshops, training, and exposure to career pathways. Similarly, the Back to School rally will provide more than 5,000 young people with the resources and supplies they need to prepare for a successful return to a new school year. Additionally, the Department is seeking to transfer \$15,000.00 to the BMore and Beyond account to support free, safe events for older youth throughout the summer.

**MBE/WBE PARTICIPATION:**

NA

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Law Department – Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the settlement of a lawsuit against the City filed by Michael Yoho as a result of a motorcycle accident in Baltimore City in May 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$127,500.00 - 2044-000000-1450-703800-603070

**BACKGROUND/EXPLANATION:**

On May 16, 2019, Michael Yoho (“Plaintiff”) sustained injuries after he fell from his motorcycle after riding over a metal plate on East Monument St. near the intersection with Dean St. in Baltimore City. Plaintiff alleges that the accident caused a significant and permanent foot injury that required two surgeries. The settlement takes into account the unpredictable nature of jury verdicts and the cost of further litigation (including expert expenses) in proceeding to trial.

Based on a review by the Settlement Committee of the Law Department, a recommendation is made to the Board of Estimates to approve the settlement of this case to avoid a potential adverse jury verdict.

**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**

**6/1/2022**

Law Department – 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 Kevron Evans. The lawsuit was filed against former Detective Daniel Hersl, nine additional officers, and the Mayor and City Council of Baltimore. Plaintiff alleged numerous claims of misconduct against the officer defendants and the City.

**AMOUNT OF MONEY AND SOURCE:**

\$300,000.00 - 2045-000000-1450-716700-603070.

**BACKGROUND/EXPLANATION:**

On October 19, 2012, Detective Hersl was in a covert location observing a known drug trafficking area in Baltimore City when he observed Plaintiff Evans engaged in suspected CDS activity. Hersl and several other Officers approached and stopped Plaintiff and another individual. When officers searched Evans and the other individual, they recovered suspected drugs from Evans and cash from both individuals.

Plaintiff was charged with various CDS violations and ultimately pled guilty to one CDS charge, serving nearly 2 years of incarceration. Plaintiff also alleges that Det. Hersl subsequently fabricated testimony in order to obtain arrest warrants, alleging Evans violated his probation. Evans alleges that due to the unlawful arrest and subsequent false violation of probation warrants, he not only was wrongfully incarcerated, but suffered significant economic losses related to his music career.

The State’s Attorney’s Office moved to vacate Plaintiff’s charges in 2019, and all charges were then dismissed in 2020.

Plaintiff filed a timely LGTCA notice, alleging there was no probable cause for the officers to stop him, that the drugs recovered as a result of the stop were planted by Det. Hersl and the other Officers, and that Det. Hersl obtained arrest warrants for violations of probation based on false information. Plaintiff’s claims include state claims of false arrest; false imprisonment; and malicious prosecution.

In order to resolve this case, avoiding the expense, time, and uncertainties of further protracted litigation and the potential for an excess judgment, BPD and the City agreed to offer Plaintiff a settlement payment of \$300,000.00, for complete settlement of the case. In return, Plaintiff Evans has agreed to dismiss his lawsuit against all defendants.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Law Department – cont'd

Based on a review by the Settlement Committee of the Law Department, a recommendation to settle is made to the Board of Estimates to approve the settlement of this case to avoid a potential adverse jury verdict. As with the prior GTTF settlements, we believe this settlement is in the best interest of both the City and the plaintiff who may have been harmed by the misconduct of former GTTF members.

#### **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**

**6/1/2022**

Mayor’s Office of Employment Development – Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Department of Labor to support the Mayor’s Office of Employment Development (MOED) in providing workforce services for adults and dislocated workers. The period of the grant award is October 1, 2021 through June 30, 2023.

**AMOUNT OF MONEY AND SOURCE:**

\$2,013,626.00 - 4000-807522-6312-458300-404001 - Adult  
\$ 863,883.00 - 4000-806722-6312-458300-404001 - Dislocated Worker  
**\$2,877,509.00**

**BACKGROUND/EXPLANATION:**

The purpose of this grant is to support operation of one-stop career centers in offering services such as skills assessment, job search assistance, and occupational training.

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

**MBE/WBE PARTICIPATION:** N/A, City is receiving the funding

**Affected Council District:** Citywide  
**Employ Baltimore:** N/A, City is receiving the funding  
**Local Hiring:** N/A, City is receiving the funding  
**Living Wage:** Applicable  
**1% for Public Art:** N/A

**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**

**6/1/2022**

Mayor’s Office of Homeless Services - Correction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the following Grant Number Correction between the City and St. Vincent de Paul of Baltimore, Inc.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 15, 2021 the Board approved the original Agreement between the City and St. Vincent de Paul of Baltimore, Inc. in the amount \$612,982.50 for the period 9/1/2021 to 8/31/2022. The Agreement allows St. Vincent de Paul of Baltimore, Inc. to provide supportive services to 25 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider offers service(s) under their Front Door Project.

The Grant Number submitted was: MD0358L3B011903. The correct Grant Number is: MD0358L3B012004.

The request is late because of a delay in discovering the clerical error.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is waived.

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**EMPLOY BALTIMORE:** Employ Baltimore compliance is not applicable as this contract is funded by a Federal pass-through grant.

**LIVING WAGE:** N/A

**LOCAL HIRING:** Employ Baltimore compliance is not applicable as this contract is funded by a Federal pass-through grant.

**1% FOR PUBLIC ART:** N/A

**REVIEWED AND APPROVED FOR FUNDS BY FINANCE**



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office of Homeless Services - Correction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the following BAN Correction between the City and St. Vincent de Paul of Baltimore, Inc.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On February 2, 2022 the Board approved the original Agreement between the City and St. Vincent de Paul of Baltimore, Inc. in the amount \$134,737.00 for the period 7/1/2021 to 6/30/2022. The Agreement allows St. Vincent de Paul of Baltimore, Inc. to provide rental assistance to 120 individuals and/or families experiencing homelessness in the City Baltimore. The Provider offers service(s) under their Front Door Project.

The account number submitted was: 4000-407122-5940-760100-603051. The correct account number is: 5000-529122-3573-759200-603051.

The request is late because of a delay in discovering the clerical error.

**MBE/WBE PARTICIPATION:**

MBE/WBE participation is waived.

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**EMPLOY BALTIMORE:** Local hiring is not applicable as this contract is under \$300,000.00.

**LIVING WAGE:** N/A

**LOCAL HIRING:** Local hiring is not applicable as this contract is under \$300,000.00.

**1% FOR PUBLIC ART:** N/A

**REVIEWED AND APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (1)**

**DHCD – Grant – CDBG – Maryland New Directions Inc**

**ACTION REQUESTED OF B/E:**

Approval and authorization to execute the Agreement between the Department of Housing and Community Development and Maryland New Directions, Inc., (MND). The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$150,000.00 CDBG-47 Acct No: 2089-208922-5930-818234-607001

**BACKGROUND/EXPLANATION:**

Pursuant to guidance from the Department of Housing and Urban Development (HUD), an Agreement must be executed for the utilization of Community Development Block Grant (CDBG) funds to support non-profit organizations. Maryland New Directions will provide career counseling, job training and placement and outreach services to low- and moderate-income persons, aged twenty-one and over who are under employed or unemployed. MND will prepare clients for employment and assist in job training and placement in jobs that provide a living wage and future promotion opportunity. MND will provide one year of post-employment support.

The grant agreement is late because of subrecipient and administrative delays.

**MBE/WBE PARTICIPATION:** Waiver Granted

**COUNCIL DISTRICT:** 1 and 13

**EMPLOY BALTIMORE:** Applicable

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (2)**

**DHCD – Grant – CDBG – Woman’s Housing Coalition Inc**

**ACTION REQUESTED OF B/E:**

Approval and authorization to execute the Agreement between the Department of Housing and Community Development and Women’s Housing Coalition, Inc. (WHC). The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$75,000.00 CDBG-47 Acct No: 2089-208922-5930-818223-607001

**BACKGROUND/EXPLANATION:**

Pursuant to guidance from the Department of Housing and Urban Development (HUD), an Agreement must be executed for the utilization of Community Development Block Grant (CDBG) funds to support non-profit organizations. Under the terms of this Agreement CDBG funds will subsidize the operating costs of WHC. WHC will provide permanent housing, case management and other support services to low- to moderate-income persons and their children. WHC serves formerly homeless women, age 18 and older, a majority of which suffer from chronic disabilities. The grant agreement is late due to subrecipient and administrative delays.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON FEBRUARY 6, 2022.**

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION TO B/E APPROVAL.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (3)**

**DHCD – Loan Document Revisions – Office of Rehabilitation Services**

**ACTION REQUESTED OF B/E:**

Approval of the attached forms of promissory notes and deeds of trust, which will be used to document housing rehabilitation loans issued by the Office of Rehabilitation Services in the Department of Housing and Community Development.

**AMOUNT AND SOURCE OF FUNDS:** N/A

**BACKGROUND/EXPLANATION:**

The Office of Rehabilitation Services has operated housing rehabilitation programs for low- to moderate-income residents for many years, offering both deferred loans and forgivable loans to eligible homeowners. The Office of Rehabilitation Services currently offers the following loan programs:

- Critical Repair Program
- Deferred Loan Program
- Emergency Roof Repair Program
- Energy Savings Loan Program
- Home Preservation Program.

The loan documents currently in use were drafted many years ago and were in need of revision. The Law Department reviewed the documents, making changes as necessary. The documents for which approved is requested are the templates approved by the Law Department.

Upon approval by the Board, the Office of Rehabilitation Services will use the template documents to issue loans for the above-referenced programs, as well as other deferred and forgivable loan programs that may be established and operated by the Office of Rehabilitation Services in the future.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** Citywide

(The Forms of Promissory Notes and Deeds of Trust have been approved by the Law Department for Form and Legal Sufficiency.)

## AGENDA

BOARD OF ESTIMATES

6/1/2022

### Housing and Community Development (4)

#### DHCD – Property Acquisition – 724 Mura Street – Option to Purchase Leasehold Interest

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

Approval of an option to purchase the Leasehold interest in 724 Mura Street is requested. The owner is Fred D. Vaughn. In the event that the option agreement fails, and settlement cannot be achieved, DHCD requests Board approval to purchase the property interest by condemnation for an amount equal to or lesser than the option amount.

##### **AMOUNT AND SOURCE OF FUNDS:**

\$24,760.00 Acct No: 9910-9588-910715-900000-704040  
Johnston Square Project.

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

This property will be purchased by a voluntary sales agreement between the owners and the Mayor and City Council of Baltimore, by and through the Department of Housing and Community Development. The sales agreement is subject to the approval of the Board of Estimates and is required for any single-family or multiple-family dwelling unit or other structure or lot within the City acquired for development or redevelopment. This Department has obtained appraisals, held negotiations with the owner of said interest and is in compliance with the requirements of the Uniform Relocation Act for replacement housing payment and relocation assistance. As a result, therefore, the option in the amount of \$24,760.00 for the property interest has been obtained from the owner. This property will be redeveloped.

In the alternative, should there be a failure to fully execute the sales agreement, DHCD requests permission to purchase the property interest by condemnation. Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, dated October 1, 1999, along with any and all amendments thereto, and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, by condemnation, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to this property.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**DHCD** – cont'd

It is necessary that the City, with the prior approval of the Board of Estimates, deposit with the Clerk of the Court of the appropriate jurisdiction in Baltimore City the sum covering the estimated fair market value of the property interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment.

The fair market value is substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest in conformity with the requirements of the aforementioned applicable law.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 12

**APPROVED FOR FUNDS BY FINANCE**

(The Option has been approved by the Law Department for form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (5)**

**DHCD – Property Acquisition – 827 N Fulton Ave – Purchase By Condemnation of Leasehold Interest**

**ACTION REQUESTED OF B/E:**

Approval of purchase by condemnation of the Leasehold interest in 827 N. Fulton Avenue. The owner is Harold Bronson.

**AMOUNT AND SOURCE OF FUNDS:**

\$8,653.00 Acct No: 9910-9588-904177-900000-704040  
Harlem Park RFP Project.

**BACKGROUND/EXPLANATION:**

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, dated October 1, 1999, along with any and all amendments thereto, and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, by condemnation, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to this property. It is necessary that the City, with the prior approval of the Board of Estimates, deposit with the Clerk of the Court of the appropriate jurisdiction in Baltimore City the sum covering the estimated fair market value of the property interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment and relocation assistance. This property will be redeveloped. The fair market value is substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest in conformity with the requirements of the aforementioned applicable law.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 9

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (6)**

**DHCD – Property Acquisition – 2412 N Stockton Street – Option to Purchase Leasehold Interest**

**ACTION REQUESTED OF B/E:**

Approval of an option to purchase the Leasehold interest in 2412 N. Stockton Street is requested. The owner is Alethia Tillman, k/n/a Alethia Powell. In the event that the option agreement fails, and settlement cannot be achieved, DHCD requests Board approval to purchase the property interest by condemnation for an amount equal to or lesser than the option amount.

**AMOUNT OF MONEY AND SOURCE:**

\$33,800.00 Acct No: 9910-904177-9588-900000-704040  
Acquisition & Relocation

**BACKGROUND/EXPLANATION:**

This property will be purchased by a voluntary sales agreement between the owners and the Mayor and City Council of Baltimore, by and through the Department of Housing and Community Development. The sales agreement is subject to the approval of the Board of Estimates and is required for any single-family or multiple-family dwelling unit or other structure or lot within the City acquired for development or redevelopment. This Department has obtained appraisals, held negotiations with the owner of said interest and is in compliance with the requirements of the Uniform Relocation Act for replacement housing payment and relocation assistance. As a result, therefore, the attached option in the amount of \$33,800.00 for the property interest has been obtained from the owner. This property will be redeveloped.

In the alternative, should there be a failure to fully execute the sales agreement, DHCD requests permission to purchase the property interest by condemnation. Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, dated October 1, 1999, along with any and all amendments thereto, and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, by condemnation, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to this property.

It is necessary that the City, with the prior approval of the Board of Estimates, deposit with the Clerk of the Court of the appropriate jurisdiction in Baltimore City the sum covering the estimated fair market value of the property interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**DHCD** - cont'd

The fair market value is substantiated in appraisals made by independent appraisers contracted by the City. This will permit the City to have title to, and if necessary immediate possession of, the subject property interest in conformity with the requirements of the aforementioned applicable law.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 7

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (7)**

**DHCD – Property Acquisition – Donation – 1719 W North Avenue**

**ACTION REQUESTED OF B/E:**

Approval to accept the leasehold interest in 1719 W. North Avenue (Block - 0004 Lot - 026) as a gift from Harry Spikes

**AMOUNT AND SOURCE OF FUNDS: N/A**

Mr. Harry Spikes, owner of the property located at 1719 W. North Avenue 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:**

DHCD’s Land Resources 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.

Mr. Harry Spikes has offered to donate to the City, title to the property, a vacant building located at 1719 W. North Avenue in the Sandtown-Winchester Community. 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 Land Resources seeks approval to acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through May 6, 2022, other than water bills, follows.

Tax sale cert: #370398		\$8,857.58
Real Property Taxes	2021-2022	\$158.22
Miscellaneous	8836207	\$210.40
Miscellaneous	9118092	\$337.06
Water Bill		\$267.73
Registration	420094	\$1,536.60
Total Taxes Owed:		\$11,367.59

**MBE/WBE PARTICIPATION: N/A**

**COUNCIL DISTRICT: 7**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (8)**

**DHCD – Property Acquisition – Donation – 2824 W North Avenue**

**ACTION REQUESTED OF B/E:**

Approval to accept the leasehold interest in 2824 W. North Ave (Block - 3005 Lot - 010) as a gift from Gerald and Carolyn Brown.

**AMOUNT AND SOURCE OF FUNDS: N/A**

Gerald and Carolyn Brown, owners of the property located at 2824 W. North Avenue agree 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:**

DHCD’s Land Resources 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.

Gerald and Carolyn Brown have offered to donate to the City title to the property, a vacant building located at 2824 W. North Avenue in the Walbrook Community. 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 Land Resources seeks approval to acquire the property subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through May 20, 2022, other than water bills, follows.

Tax sale cert: # 374327	2018	\$20,551.38
Real Property Taxes	2021-2022	\$0.00
Real Property Taxes	2016-2017	\$95.98
Real Property Taxes	2015-2016	\$13.26
Real Property Taxes	2014-2015	\$123.62
Miscellaneous Bill	9090341	\$387.44
Miscellaneous Bill	9466103	\$150.00
Environmental Fine	55490940	\$1,500.00
Registration	B1309679	\$978.25
Total Taxes Owed:		\$23,799.93

**MBE/WBE PARTICIPATION: N/A**

**COUNCIL DISTRICT: 7**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (9)**

**DHCD – Property Disposition – LDA – 3520 Park Heights Avenue – 79 Properties Park Heights Ave LLC**

**ACTION REQUESTED OF B/E:**

Approval of the Land Disposition Agreement for the sale of 3520 Park Heights Ave to 79 Properties Park Heights Ave, LLC.

**AMOUNT AND SOURCE OF FUNDS:**

\$7,000.00 revenue to the City of Baltimore at the settlement  
Developer will use private and public funds for this project

**BACKGROUND/EXPLANATION:**

The project will involve the complete renovation of the subject vacant building to provide single-family home for rental. The authority to sell the property located at 3520 Park Heights Avenue comes from Article 13, § 2-7 (h) (2) (ii) (C) of the Baltimore City Code.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION VALUE:**

In accordance with the Appraisal Policy of Baltimore City, DHCD has determined the vacant building located at 3520 Park Heights Avenue to be priced at \$12,000.00 through the waiver valuation process. The vacant building at 3520 Park Heights Avenue is being sold for \$7,000.00. Sale of the vacant building at a price below the waiver valuation value will be a specific benefit to the immediate community, eliminate blight, return property to tax rolls and provide economic development.

**MBE/WBE PARTICIPATION:** Not Applicable

**COUNCIL DISTRICT:** 6

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (10)**

**DHCD – Transfer of Funds**

**ACTION REQUESTED OF B/E:**

Approval of Capital Budget Appropriation Transfer

**AMOUNT AND SOURCE OF FUNDS:**

\$90,000.00 – Other Fund Revenue

FROM ACCOUNT: 9910-902985-9587  
DHCD Unallocated Reserve  
(\$90,000.00)

TO ACCOUNT: 9910-903195-9588  
Poe Homes Expansion  
\$90,000.00

**BACKGROUND/EXPLANATION:**

This transfer will provide appropriation for the issuance of funds related to acquisition to support Poe Homes expansion project, which is being acquired by MCC on behalf of the Housing Authority of Baltimore City (HABC). Funds will be received from HABC prior to DHCD disbursing to the Circuit Court.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Housing and Community Development (11)**

**DHCD – Travel – Clean Energy for Homes Conference – Building Performance Assoc**

**ACTION REQUESTED OF B/E:**

Approval of the Travel Request for Jim Hicks and Daniel Nunnally to attend the Building Performance Association (BPA) Clean Energy for Homes Conference in Saratoga Springs, New York June 1-2. The subsistence rate for this location is \$180.00 per day.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,082.72 Acct No: 2089-208922-5825-408900-603001

**BACKGROUND/EXPLANATION:**

DHCD recently received two grants from the U.S. Department of Housing and Urban Development (HUD). HUD is strongly encouraging recipients of both of these grants to attend this conference, which will feature topics such as the role of decarbonization and electrification, cold climate building science, and workforce development. This training is relevant to work performed by DHCD for the HUD grant programs and in the Weatherization Assistance Program. The HUD Healthy Homes and Weatherization Cooperation Demonstration Grant will cover 50% of travel costs. The other 50% will be covered by Community Development Block Grant (CDBG) funds. Related expenses include airfare (\$259.96 per employee), ground transportation (allowance of \$60.00 per employee), subsistence (\$180.00 per employee per day), and registration (\$325.00 per employee). Airfare, hotel, and registration were paid for with Deputy Commissioner Nicole Hart's purchasing card.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks - First Amendment to the Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Agreement (Amendment) with Rummel, Klepper & Kahl, LLP (RK&K) for Project No. 1315, On-Call Civil Engineering Design Services. The period of the Amendment is effective upon Board approval for three years.

**AMOUNT AND SOURCE OF FUNDS:**

To be determined with each individual project. The upset fee is \$1,750,000.00. No Funds are required at this time.

**BACKGROUND/EXPLANATION:**

On June 10, 2020, the Board approved the original three years Agreement in the amount of \$1,750,000.00 with RK&K, which provided civil engineering design services for renovation and improvement of various Parks and Recreation facilities. This approval will result in total compensation under the Agreement in the amount of \$3,500,000.00.

**MBE/WBE PARTICIPATION:**

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

The current MBE attainment is 16.10% of the 28% goal and the WBE is 23.11% of the 14% goal.

**COUNCIL DISTRICT: N/A**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: YES**

**1% FOR PUBLIC ART: N/A**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – cont'd

**FINANCE HAS REVIEWED:**

**MWBOO HAS REVIEWED: N/A**

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 7 with Johnson, Mirmiram & Thompson, Inc. (JMT), under Project No. 1315, On-Call Civil Engineering Design Consultant Services. The duration of this task is approximately 14 months.

**AMOUNT AND SOURCE OF FUNDS:**

\$140,048.51 – 9938-934008-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will provide engineering services for Patterson Park Athletic Fields.

**MBE/WBE PARTICIPATION:**

The JMT will 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:** 28%

**WBE:** 14%

The Consultant has achieved 16.36% of the MBE goal at this time. However, they have enough capacity to meet the remaining goals.

The Consultant has achieved 31.39% of the WBE goal at this time.

**THE EAR WAS APPROVED BY MWBOO ON MARCH 22, 2022.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Transfer of Funds in the amount of \$148,000.00.

**AMOUNT AND SOURCE OF FUNDS:**

**FROM ACCOUNT:**

9938-905154-9475 State (Program Open Space) Patterson Park Fields—Reserve	\$111,000.00
9938-905154-9475 <sup>1st</sup> Public Infrastructure Patterson Park Fields—Reserve	<u>37,000.00</u>
<b>Total</b>	<b>\$148,000.00</b>

**TO ACCOUNT:**

9938-934008-9474 Patterson Park Athletic Fields—Active	\$148,000.00
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**BACKGROUND/EXPLANATION:**

This transfer will provide funds to cover the costs associated with Engineering Design Services, under On-Call Contract No.1315, Task No. 7 to Johnson, Mirmiran & Thompson, Inc. The period of the task is approximately 14 months.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – Partial Release of Retainage Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Partial Release of Retainage Agreement (Agreement) to Dustin Construction, Inc. for the Cahill Fitness and Wellness Center, under RP 17806. The period of the Agreement was March 18, 2019 through the Completion Date of March 7, 2021.

**AMOUNT AND SOURCE OF FUNDS:**

\$658,345.61 - 9938-908049-9474-000000-200001

**BACKGROUND/EXPLANATION:**

The City holds funds in the amount of \$908,345.61 with Dustin Construction, Inc., under Contract No. RP 17806. All work on Contract No. RP17806 is substantially completed and all punch list items complete. The Contractor requested a Partial Release of Retainage in the amount of \$658,345.61. The remaining \$250,000.00 is sufficient to protect the interests of the City.

Pursuant to Section 10.04-81 of Specifications, a “Conditional Inspection” for Contract No. RP 17806 – Cahill Fitness and Wellness Center was held on April 9, 2021.

**MBE/WBE PARTICIPATION:**

**MWBOO SET GOALS OF 18% FOR MBE AND 4% FOR WBE.**

The current MBE attainment is 19.98% of the 18% goal and WBE is 3.65% of the 4% goal

**COUNCIL DISTRICT: N/A**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: YES**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – cont'd

**1% FOR PUBLIC ART: N/A**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Recreation and Parks – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize a Transfer of Funds in the amount of \$10,000.00.

**AMOUNT OF MONEY AND SOURCE:**

**FROM ACCOUNT:**

9938-907116-9475 General Funds	\$ 10,000.00
Walter P. Carter Pool—Reserve	

**TO ACCOUNT:**

9938-908116-9474	\$ 10,000.00
Walter P. Carter Pool—Reserve	

**BACKGROUND/EXPLANATION:**

This transfer will provide funds to cover the costs associated with the BGE installation at the Walter P. Carter Pool.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of General Services – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 5 with Prime A/E Group, Inc., under Project No. 1801, City Hall Roof Repairs Design Services. The duration of this task is approximately 12 months.

**AMOUNT OF MONEY AND SOURCE:**

\$289,359.52 – 9916-904355-9197-900000-703032

**BACKGROUND/EXPLANATION:**

Prime A/E Group, Inc. will provide design, bid analysis, and post award services needed for the design of repairs to the City Hall roof. The original agreement expires on May 29, 2022.

**MBE/WBE PARTICIPATION:**

In accordance with Article 5 Subtitle 28 of the Baltimore City Code, PRIME A/E Group, Inc. has committed to utilizing the following firms as part of this project.

<b>MBE:</b> Prime A/E Group	\$135,017.68	46.66%
Columbia Engineering	6,864.00	2.37%
MIN Engineering	<u>3,575.00</u>	<u>1.23%</u>
<b>TOTALS</b>	<b>\$145,456.68</b>	<b>50.26%</b>
 <b>WBE:</b> MTD and Associates	 \$ 8,885.18	 3.07%

The attained goals are 48.94% MBE and 9.46% WBE.

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 2, 2022**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of General Services – Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task 011 with KCI Technologies, Inc., under Project No. 1807, Police Headquarters Fire Alarm System Replacement Inspection Services, Part 2. The duration of this task is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$164,457.69 – 9916-902956-9197-900000-706063

**BACKGROUND/EXPLANATION:**

KCI Technologies, Inc. will provide specialized inspection services needed during installation of the fire alarm system at the Police HQ. The construction time is one year. This task will provide funds sufficient to complete the first six months of the construction. A second inspection task for the final six months of construction will be processed once funds become available. The original agreement expires on February 12, 2023.

**MBE/WBE PARTICIPATION:**

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

<b>WBE:</b> A Squared Plus	\$136,575.48	83.04%
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The goals attained on this project are 19.13% MBE and 21.64% WBE.

**THE EAR WAS APPROVED BY MWBOO ON APRIL 13, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Employees' Retirement System – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the travel request for Dr. Helen Holton, Trustee of the Employees' Retirement System, for her educational trip to the 116<sup>th</sup> Annual GFOA Conference in Austin, Texas from June 4 - 8, 2022. The subsistence rate for Austin, Texas in June 2022 is \$225.00 per day.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,423.64 – 6000-604022-1520-168600-603001.

- Airfare: \$651.96, paid directly by Dr. Holton
- Ground: \$60.00
- Hotel: \$1,319.30 (daily rate of \$332.00 for one night and \$329.10 x three nights) paid directly by Dr. Holton
- Hotel Tax: \$232.38 paid directly by Dr. Holton
- Meals and Incidentals: \$160.00 (\$40.00 x four days)

Dr. Holton will be disbursed \$2,423.64.

**BACKGROUND/EXPLANATION:**

The GFOA Annual Conference is an incomparable opportunity for professional growth, featuring unparalleled opportunities for sharing ideas, sharpening skills, and discovering new tools and technologies, as well as discussion groups, networking, and educational opportunities with peers from across North America and around the world. There are opportunities for up to 20 CPE credits at the annual conference. Dr. Holton will be attending the Conference, as well as additional educational sessions.



## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Health Department - Agreement

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

The Board is requested to approve and authorize execution of an Agreement with Total Health Care, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$165,000.00 - 5000-569722-3023-273301-603051

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

With fewer new infections and a national push to end the epidemic by 2030, agencies must deploy staff to provide HIV testing, health education, and referrals to all persons they encounter in the community regardless of their status. Individuals who are HIV-negative should be provided with referrals for services to help them stay HIV-negative, including information and linkage to biomedical HIV prevention methods such as Pre-Exposure Prophylaxis (PrEP) and Non-Occupational Post-Exposure Prophylaxis (nPEP). Total Health Care will continue to provide status-neutral early intervention services to individuals in the community, including HIV testing, Hepatitis C testing, health education, and referrals.

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 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.

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

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Health Department – cont'd

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

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Total Health Care Inc. to perform State Special Medical Transportation Support Services. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$10,000.00 - 5000-569722-3023-273367-603051

**BACKGROUND/EXPLANATION:**

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

The agreement is late because the State of Maryland, Department of Health and Mental Hygiene’s Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special Services. The providers are asked to submit a budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing 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.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Sisters Together and Reaching, Incorporated (STAR). The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$269,450.00 - 5000-569722-3023-273303-603051

**BACKGROUND/EXPLANATION:**

STAR will provide Psychosocial Support services to assist eligible people living with HIV to address behavioral and physical health concerns. Services may include bereavement counseling, child abuse and neglect counseling, HIV support groups, nutrition counseling provided by a non-registered dietitian and pastoral care and counseling services.

The agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, 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. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Sisters Together and Reaching, Incorporated (STAR). The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,000.00 - 5000-569722-3023-273350-603051

**BACKGROUND/EXPLANATION:**

STAR will provide housing support for people living with HIV/AIDS to access and sustain affordable and quality housing while assisting them in acquiring skills that will help them gain viable and stable employment.

The agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, 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. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Park West Health Systems, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$157,269.00 - 5000-569722-3023-273315-603051

**BACKGROUND/EXPLANATION:**

Park West Health Systems, Inc. will provide a range of client-centered Medical Case Management activities focused on improving health outcomes in support of the HIV care which includes initial assessment and support services and ensure re-evaluation of the care plans.

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

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, 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. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Health Department – Agreement

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

The Board is requested to approve and authorize execution of an Agreement with Total Health Care, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$208,776.00 - 5000-569722-3023-273308-603051

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

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

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 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.

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

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, 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. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify and authorize execution of a Consultant Agreement with Norbert Robinson. The period of the agreement was May 1, 2021, through April 1, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$15,157.50 - 1001-000000-3150-811501-603018

**BACKGROUND/EXPLANATION:**

Norbert Robinson and The African American/Black Coalition utilized their distinct viewpoints in creating a City-wide range of communication, mobilization, and outreach activities. The purpose of the alliance is to be a culturally affirming group that represents Baltimore’s majority population, and is in support of the Department’s efforts to foster positive health outcomes in the African-American/Black Community.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Caring For You Assisted Living, LLC, to provide services for assisted living group homes at 10 S. Gilmore Street and 2926 and 2928 Edison Highway. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$39,000.00 - 5000-534022-3254-767800-607001

**BACKGROUND/EXPLANATION:**

The Board’s approval of this request will allow the Department to disburse State Subsidized Assisted Housing Funds to low income residents at Caring For You Assisted Living, LLC.

This facility is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

This agreement is late due to Administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Johns Hopkins University School of Medicine to provide Tuberculosis Elimination services. The period of the agreement is January 1, 2021 through December 31, 2021.

**AMOUNT AND SOURCE OF FUNDS:**

\$174,672.00 - 4000-422121-3030-271500-603051

**BACKGROUND/EXPLANATION:**

The John Hopkins University will provide medical expertise and clinical services to Tuberculosis clinic patients including examinations, recommendations for therapy, education and outreach, and monitoring of adverse reactions in patients seen in the clinic, and provision of direction and consultation regarding clinic policies and protocols, especially with regards to TB and HIV co-infection.

The agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON MAY 12, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Health Department – Two-Month Advance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a two-month advance of funds with Light Health and Wellness Comprehensive Services, Inc., on the full amount of the funding provided by the Department of Health and Mental Hygiene for Fiscal Year 2022 under the FY 2022 Unified Funding Document Grant Award. The period of the grant award is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$3,039.67- 5000-569722-3023-273309-603051

The full amount of funding for FY'2022 is \$18,238.

**BACKGROUND/EXPLANATION:**

On August 11, 2021, the Board approved the Fiscal Year 2022 Unified Funding Document in the amount of \$60,160,273.00.

The two-month advance provides for the continuation of programs services while the scope of work and budgets are being reviewed and approved for the Fiscal Year 2022 program year.

Light Health and wellness Comprehensive Services, Inc., agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to Light Health and Wellness Comprehensive Services, Inc., prior to the execution of agreements are subject to the terms and conditions of the agreement.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (1)**

**DORE – Lease – Gay Dallis LLC – 33 S Gay Street**

**ACTION REQUESTED OF B/E:**

Approval and authorization to execute a Lease Agreement by and between GAY DALLIS, LLC (Landlord) and the Mayor and City Council of Baltimore on behalf of the Department of Transportation (Tenant) for the rental of the property known as 33 S. Gay Street, consisting of approximately 21,645 square feet of office space. The period of the lease is September 1, 2022, or upon completion of Tenant Improvements by the Landlord, for five years with the option to renew for one, five-year term.

**AMOUNT AND SOURCE OF FUNDS:**

<u>Year</u>	<u>Period of Time During Term</u>	<u>Monthly Base Rent</u>	<u>Annual Base Rent</u>
1	07/01/2022 – 06/30/2023	\$27,056.25	\$324,675.00
2	07/01/2023 – 06/30/2024	\$28,409.06	\$340,908.75
3	07/01/2024 – 06/30/2025	\$29,829.52	\$357,954.19
4	07/01/2025 – 06/30/2026	\$31,320.99	\$375,851.90
5	07/01/2026 – 06/30/2027	\$32,887.04	\$394,644.49

Acct. # 2076-000000-2351-256200-603013

**BACKGROUND/EXPLANATION:**

The Leased Premises will be used for the administrative offices for the Department of Transportation. The Landlord will be responsible for all maintenance, capital improvements, property taxes and insurance. Landlord at Landlord’s expense will install new flooring and paint throughout the leased premises. The Tenant is responsible for the janitorial services, including the rest rooms for the leased premises. The Space Utilization Committee approved this Lease Agreement on May 14, 2022.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (2)**

**DORE – Lease – Second Renewal – Alison Spiesman – 2090 Woodbourne Avenue**

**ACTION REQUESTED OF B/E:**

Approval of the 2<sup>nd</sup> renewal option of a Lease Agreement with Alison Spiesman, Tenant, for the rental of the property known as 2090 Woodbourne Avenue located on the grounds of the Mt. Pleasant Golf Course. The period of the renewal is July 16, 2022 through July 15, 2024.

**AMOUNT AND SOURCE OF FUNDS:**

\$1.00 if demanded

**BACKGROUND/EXPLANATION:**

On February 27, 2019, the Board approved the Lease Agreement for two years commencing July 16, 2018 and terminating July 15, 2020, with the right to renew for two, two-year terms. The Tenant has exercised the 2<sup>nd</sup> renewal option for two years, with no further renewal options remaining. All other rentals, conditions and provisions of the Lease Agreement dated February 27, 2019 and the 1<sup>st</sup> renewal option approved November 4, 2020, remain in full force and effect.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 3

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (3)**

**DORE – Property Disposition – Sale – 1201 N Rosedale Street (former Rosemont Recreation Center)**

**ACTION REQUESTED OF B/E:**

Approval of an Agreement of Sale by and between the Mayor and City Council of Baltimore (Seller), and Housing Authority of Baltimore City (Purchaser).

**AMOUNT AND SOURCE OF FUNDS:**

\$1.00 Purchase Price

**BACKGROUND/EXPLANATION:**

The Purchaser is acquiring the former Rosemont Recreation Center to facilitate the revitalization of the surrounding Rosemont public housing development. The project includes the complete rehabilitation of the 6,585 square foot building, which will be used as a community amenity for residents as well as the surrounding community and includes a multi-purpose room, offices, and additional community space. An elevator will be added to the building so that the large multipurpose room and basketball court will be accessible to all. Telesis’ affiliate Neighborhood Partners will run targeted resident services programming out of the Rec Center through a collaborative effort that empowers resident self-improvement, taps community assets, and incorporates the community’s cultural leadership. Telesis and Neighborhood Partners will continue working with partners, community collaborators, and resident leaders to further develop this resident services program.

Ordinance #22-109, approved by the Mayor and City Council on January 14, 2022, authorizes the sale of 1201 North Rosedale Street (Block 2442D, Lot 16), containing 0.188 acres of land.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 9

(The Agreement of Sale has been approved by the Law Department for form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (4)**

**DORE – Transfer of Agency Jurisdiction – 4402 & 4404 Saint Georges Avenue**

**ACTION REQUESTED OF B/E:**

Approval to transfer of the properties known as 4402 and 4404 Saint Georges Avenue (Block 5200, Lots 63 and 64) from the inventory of the Department of Housing & Community Development (34) to the inventory of the Baltimore City Public School System (05).

**AMOUNT AND SOURCE OF FUNDS:**

N/A

**BACKGROUND/EXPLANATION:**

Baltimore City Public School System has an educational use for the properties known as 4402 and 4404 Saint Georges Avenue and requests they be transferred to its jurisdiction.

The Space Utilization Committee approved this transfer of jurisdiction on May 13, 2022.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 4

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (5)**

**DORE – Transfer of Agency Jurisdiction – 2300 Maryland Avenue**

**ACTION REQUESTED OF B/E:**

Approval to transfer of the property known as 2300 Maryland Avenue (Block 3622, Lot 7) from the inventory of the Baltimore City Public School System (05) to the inventory of the Department of General Services (03) as the Responsible Agency and the Department of Housing & Community Development (34) as the Reporting Agency

**AMOUNT AND SOURCE OF FUNDS:**

N/A

**BACKGROUND/EXPLANATION:**

Baltimore City Public School System has no educational use for the property located at 2300 Maryland Avenue and wishes to transfer the building’s jurisdiction to the Department of General Services.

The Space Utilization Committee approved this transfer of jurisdiction on May 13, 2022.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 12



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Real Estate (6)**

**DORE – Assignment of Tax Sale Certificates – 3307 Elmora Avenue**

**ACTION REQUESTED OF B/E:**

Approval of the assignment of two Tax Sale Certificates for amounts that are less than the lien amount for the properties known as 3307 Elmora Avenue (Block 4178F, Lot 004) and 3214 Ravenwood Avenue, (Block 4178C, Lot 008)).

**AMOUNT AND SOURCE OF FUNDS:**

Property Address	Assessed Value	Flat Tax and Water	Total Liens	Recommended Purchase Price
3307 Elmora Ave	\$11,000.00	\$12,271.11	\$28,746.66	\$12,271.11
3214 Ravenwood Ave	\$11,000.00	\$8,182.73	\$28,622.07	\$11,000.00

**BACKGROUND/EXPLANATION:**

The City acquired the Tax Sale Certificates for 3307 Elmora Avenue and 3214 Ravenwood Avenue on May 17, 2021. Unique Home Investors, LLC has offered to purchase the Tax Sale Certificates for 3307 Elmora Avenue and 3214 Ravenwood Avenue file petitions to foreclose, acquire title to the properties, and return them to productive use.

The purchase price of \$12,271.11 for 3307 Elmora Avenue covers the total amount of flat taxes and water for the property. Other charges contributing to the total lien amount include interest and penalties of \$8,731.18, miscellaneous billing of \$3,379.14, and environmental citations of \$1,560.00.

The purchase price of \$11,000.00 for 3214 Ravenwood Avenue covers the total amount of flat taxes and water for the property. Other charges contributing to the total lien amount include interest and penalties of \$8,736.96, miscellaneous billing of \$6,512.08 and property registration fees of \$1,261.80.

**MBE/WBE PARTICIPATION:** N/A

**COUNCIL DISTRICT:** 13

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor's Office of Neighborhood Safety & Engagement – First Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Agreement with Living Classrooms Foundation, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$97,811.54 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On September 22, 2021, the Board approved and authorized acceptance of a grant award from the Governor's Office of Crime Prevention, Youth and Victim Services, formerly known as GOCCP, to fund one year of the Safe Streets Baltimore Program expansion from servicing four communities to ten. Approved by the grantor, Living Classrooms Foundation, Inc. was selected as a vendor to operate one of the Safe Streets sites. This Agreement is to award a one-year contract with Living Classrooms Foundation, Inc to render violence reduction services in Baltimore City. The provider agrees to use the techniques set forth in the Agreement as the "Cure Violence/Safe Streets Model," which is a public health strategy aimed at reducing gun violence in Baltimore.

The Board approved the original agreement between MONSE and The Living Classrooms Foundation on March 16, 2022. The initial award amount was \$547,628.00 and the amendment increases the funding by \$97,811.54 making the total award amount \$645,439.54.

The Agreement is late due to the administrative process.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON FEBRUARY 13, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office of Neighborhood Safety & Engagement – First Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Agreement with Park Heights Renaissance. The period of the Agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$17,830.96 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On August 11, 2021, the Board approved and authorized acceptance of a grant award from the Governor’s Office of Crime Prevention, Youth and Victim Services, formerly known as GOCCP, to fund one year of the Safe Streets Baltimore Program expansion from servicing four communities to ten. Approved by the grantor, Park Heights Renaissance was selected as a vendor to operate one of the Safe Streets sites. This Agreement is to award a one-year contract with Park Heights Renaissance to render violence reduction services in Baltimore City. The provider agrees to use the techniques set forth in the Agreement as the “Cure Violence/Safe Streets Model,” which is a public health strategy aimed at reducing gun violence in Baltimore.

The Board approved the original agreement between MONSE and Park Heights Renaissance on March 16, 2022. The initial award amount was \$432,646.00 and the amendment increases the funding by \$17,830.96, making the total award amount \$450,476.96.

The Agreement is late because of the administrative process.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON FEBRUARY 8, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office of Neighborhood Safety & Engagement – First Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Agreement with Youth Advocate Programs. The term of the Agreement is July 1, 2021, through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$46,403.53 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

On August 11, 2021, the Board approved and authorized acceptance of a grant award from the Governor’s Office of Crime Prevention, Youth and Victim Services, formerly known as GOCCP, to fund one year of the Safe Streets Baltimore Program expansion from servicing four communities to ten. Approved by the grantor, Youth Advocate Programs. was selected as a vendor to operate one of the Safe Streets sites. This Agreement is to award a one-year contract with Youth Advocate Programs to render violence reduction services in Baltimore City. The provider agrees to use the techniques set forth in the Agreement as the “Cure Violence/Safe Streets Model,” which is a public health strategy aimed at reducing gun violence in Baltimore.

The Board approved the original agreement between MONSE and Penn North on March 16, 2022. The initial award amount was \$500,000.00 and the amendment increases the funding by \$46,403.53 making the total award amount \$546,403.53.

The Agreement is late due to the administrative process.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON FEBRUARY 8, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Mayor's Office of Neighborhood Safety & Engagement – Agreement

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

The Board is requested to approve and authorize execution of an Agreement with Urban One, Inc. The period of the agreement is retroactive to April 1, 2022 through June 30, 2022.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$60,000.00 - 5000-514422-2255-772500-603051

The Parties agree that all funds committed under this Agreement must be spent by June 30, 2022, however the media campaign will run for three months in total and GOCCP expressly acknowledges this planned use of Grant funds on this schedule.

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

On September 22, 2021, the Board approved and authorized acceptance of a GOCCP grant award supplement to MONSE through the Project Exile Media Program. The award amount is \$72,543.00 and the grant award period is July 1, 2021 through June 30, 2022. The purpose of this grant is to support the media expansion and public awareness of Project Exile (PE), a component of Project Safe Neighborhoods, a program sponsored by the United States Attorney's Office (USAO) targeting violent repeat offenders and criminal organizations involved in firearms and drug trafficking in Baltimore City. MONSE will utilize additional funds provided by GOCCP to re-contract with Urban One, Inc. to extend a media campaign. The campaign will include radio and digital advertising promoting the "I Care Campaign" to the Baltimore market. The I Care Campaign seeks to communicate nonviolent messaging through events, videos, social posts, on air interviews, commercials, and digital impressions. Additionally, the campaign will be broadcast and otherwise delivered on the following radio stations owned by Contractor: WERO-FM, WWIN-FM, WOLB-AM, WWIN-AM, and Praise 106.1 (WLIE-HD2). The Contractor will organize campaign events in conjunction with these radio stations

The Agreement is late because of the administrative process and delay with negotiations.

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

N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

MONSE – cont'd

**COUNCIL DISTRICT:**

**EMPLOY BALTIMORE:**

**LIVING WAGE:**

**LOCAL HIRING:**

**1% FOR PUBLIC ART:**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office of Neighborhood Safety & Engagement – Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Sinai/Lifebridge for Safe Streets Woodbourne-McCabe. The period of the agreement is February 1, 2022 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$ 17,830.96 - 5000-511019-2255-702300-603051  
\$140,000.00 - 1001-000000-2255-702300-603026  
\$220,956.12 - 5000-522522-2255-702300-603051  
**\$378,787.08**

**BACKGROUND/EXPLANATION:**

On August 11, 2021, the Board approved and authorized acceptance of a grant award from the Governor’s Office of Crime Prevention, Youth and Victim Services, formerly known as GOCCP, to fund one year of the Safe Streets Baltimore Program expansion from servicing four communities to ten. Approved by the grantor, Sinai/Lifebridge was selected as a vendor to operate one of the Safe Streets sites. This Agreement is to award a partial year (February 1, 2022 – June 30, 2022) contract with Sinai/Lifebridge to render violence reduction services in the Woodbourne neighborhood of Baltimore City. The provider agrees to use the techniques set forth in the Agreement as the “Cure Violence/Safe Streets Model,” which is a public health strategy aimed at reducing gun violence in Baltimore

The Agreement is late because of the administrative process.

**MBE/WBE PARTICIPATION:**

**COUNCIL DISTRICT:**

**EMPLOY BALTIMORE:**

**1% FOR PUBLIC ART:**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Mayor’s Office – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the travel request for Theodore Carter to attend the IDEC–2022 Economic Future Forum in Richardson, TX on June 12 -June 14, 2022. The subsistence rate for this location is \$186.00 per day.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,985.40 - 1001-000000-1250-775200-603001

**BACKGROUND/EXPLANATION:**

Theodore Carter, Deputy Mayor of Community and Economic Development, is attending the IDEC–2022 Economic Future Forum. It creates a place for economic development professionals, business leaders, non-profits, local government representatives and entrepreneurs to share ideas about how to build thriving communities.

Trip related cost:

Airfare:		= \$ 683.96
Registration:		= \$ 799.00
Per Diem	\$186 /day x 2	= \$ 372.00
M&I	\$ 13 / day x 2	= \$ 26.00
Hotel Tax 13%:	\$ 20.67/day x 2	= \$ 41.34
State Recovery Fee	\$1.55/day x2	= \$ 3.10
Ground Transportation:		= \$ 60.00
	Total:	<b><u>\$1,985.40</u></b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**



PERSONNEL MATTERS

\* \* \* \* \*

The Board is requested to approve  
all of the Personnel matters  
listed on the following pages:

60 - 84

All of the Personnel matters have been approved  
by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved  
by the Law Department as to form and legal sufficiency.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

**Baltimore City Information and Technology**

**Classify the following position:**

- 1. **FROM:**
  - Classification: New Position
  - Job Code: 90000
  - Grade: 900 (\$1.00 - \$204,000)
  - Position #: 53989
  
- TO:**
  - Classification: IT Specialist IV BCIT
  - Job Code: 33156
  - Grade: 931 (\$79,160 - \$126,544)
  - Position #: 53989

**AMOUNT AND SOURCE OF FUNDS:**

Cost Savings: (\$37,147.00) - 1001-000000-1472-808000-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Baltimore City Information Technology Office (BCIT) to classify the above new position. The position will be responsible for performing senior level data analysis work using data science principles, performing complex data collection, evaluation and analysis, developing metrics to track and measure performance, and develop scalable and efficient methods for large scale data analysis and model development and deployment.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Baltimore City Circuit Court

2. Reclassify the following filled position:

**FROM:**

Classification: Supervisor of Administration Courts  
Job Code: 00847  
Grade: 082 (\$36,947 - \$43,703)  
Position #: 10359

**TO:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$51,286 - \$82,058)  
Position #: 10359

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$9,485.00 1001-000000-1100-109500-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Circuit Court for Baltimore City to reclassify the above referenced filled position. The position will be responsible for attending meetings and organizing, coordinating and monitoring the implementation of resultant actions, resolutions and administrative decisions.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Finance

3. Reclassify the following filled position:

**FROM:**

Classification: Budget Management Analyst II  
Job Code: 31304  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 12090

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Department of Finance – cont'd

**TO:**

Classification: Budget Management Analyst III  
Job Code: 31305  
Grade: 929 (\$73,474 - \$117,402)  
Position #: 12090

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$15,379.00 - 1001-000000-1411-160400-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Finance to reclassify the above filled position. This position will be responsible for developing operational budgets for agencies and making recommendations on requests for funding and proposed budget reduction strategies. This position will also be responsible for assisting the Assistant Budget Director with developing and implementing policies, training and leading lower level Budget Management Analysts, assisting in completing evaluations and assisting in the management of the publication of the budget.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Fire Department

- 4. Reclassify the following vacant position:

**FROM:**

Classification: Executive Director IV  
Job Code: 00098  
Grade: 993 (\$158,655 - \$261,898)  
Position #: 15967

**TO:**

Classification: Deputy Fire Chief  
Job Code: 12599  
Grade: 84F (\$149,917 Flat)  
Position #: 15967

AGENDA

BOARD OF ESTIMATES

6/1/2022

PERSONNEL

Fire Department – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

Cost Savings: (\$38,385.00) - 1001-000000-2131-228200-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Fire Department to reclassify the above vacant position. In 2017, a proposal was made to have The Office of Emergency Management to separate from The Baltimore City Fire Department and become its own agency. The proposal was not accepted, therefore, the agency would like to reclassify the position, as it will function as a Deputy Fire Chief over a Bureau.

Department of General Services

- 5. **VERNELL MAYNOR** **\$64,486.00**

Account: 2029-000000-1982-192500-601009

The Department of General Services has requested approval of an employment contract renewal for Verdell Maynor, for one-year beginning the date of Board of Estimates approval or June 24, 2022, whichever come later at a rate of \$33.94 per hour, for 1,900 hours, not to exceed \$64,486.00. This is the same hourly rate as in the previous contract period. Verdell Maynor will continue to work as a **Contract Services Specialist II**. This position is responsible for evaluating requests for and making recommendations on the cleaning and custodial maintenance of City-wide buildings and grounds; reviewing, interpreting, communicating and enforcing all custodial contracts per specifications/details; receiving critiques and expediting processing of cost estimates and determining the length of time necessary to complete projects; validating the work; inspecting the work of contractors to ensure compliance with plans and specifications; conducting progress meetings and determining corrective actions necessary to solve problems; fielding complaints from building occupants and building maintenance supervisors; confirming quality of contract work completed and completing vendor performance reports in CitiBuy.

Therefore, the Department of Human Resources recommends granting this employment contract renewal.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Department of General Services – cont'd

- 6. **THOMAS F. LEE, JR.** **\$82,631.00**

Account: 2029-000000-1982-192500-601009

The Department of General Services has requested approval of an employment contract for Thomas F. Lee, Jr., for one-year beginning the date of Board of Estimates approval or June 24, 2022, whichever comes later at a rate of \$43.94 per hour, for 1,900 hours, not to exceed \$82,631.00. Thomas F. Lee, Jr., will work as a **Contract Services Specialist II**. This position is responsible for performing energy audits of facilities supporting a Building Performance Institute energy analyst AEE Certified Energy Manager; serving as a contract and project manager by processing and reviewing payments, conducting biweekly progress meetings, inspections, quality assurance, and project execution; overseeing a \$7,000,000.00 Energy Performance Contract that covers eight City locations and a \$500,000.00 Montebello lighting contract; conducting energy project savings estimation and modeling; identifying opportunities for broad scale efficiency planning; and reviewing annual measurement and verification reports from City performance contracts.

Therefore, the Department of Human Resources recommends granting this employment contract.

Health Department

- 7. Reclassify the following vacant position:

**FROM:**

Classification: Public Health Physician  
 Job Code: 10109  
 Grade: 942 (\$97,110 - \$160,103)  
 Position #: 49301

**TO:**

Classification: Chief Medical Officer  
 Job Code: 33160  
 Grade: 960 (\$103,019 - \$169,916)  
 Position #: 49301

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Health Department

**AMOUNT AND SOURCE OF FUNDS:**

**Cost:** \$8,296.00 - 1001-000000-3030-271200-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Baltimore City Health Department to reclassify the above referenced vacant position. This position will be responsible for management of programmatic activities and development of city-wide care coordination strategies, serving as the medical director for the School of Health, Immunization Program and Reproductive Health/Family Planning, and building relationships with key community partners for financial and clinical partnership.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Housing and Community Development (DHCD)

8. Reclassify the following filled position:

**FROM:**

Classification: Program Analyst  
Job Code: 31511  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 48550

**TO:**

Classification: Operations Officer III  
Job Code: 31111  
Grade: 929 (\$73,474 - \$117,402)  
Position #: 48550

**AMOUNT AND SOURCE OF FUNDS:**

**Cost:** \$5,883.00 - 1001-000000-5824-408900-601001

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

DHCD – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Housing and Community Development to reclassify the above referenced filled position. This position will now be responsible for managing and overseeing the Asset Management team, will also manage the department's property management system, and prepare monthly and quarterly statistical and narrative reports on the Department's owned properties.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Employment Development

9. Reclassify the following filled position:

**FROM:**

Classification: Facilities/Office Services II  
Job Code: 01222  
Grade: 916 (\$35,007 - \$63,247)  
Position #: 37182

**TO:**

Classification: Operations Assistant I  
Job Code: 00078  
Grade 902: 902 (\$45,600 - \$72,917)  
Position #: 37182

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$4,852.00 - 4000-808222-6392-487105-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor's Office of Employment Development (MOED) to reclassify the above referenced



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

**MOED** – cont'd

position. The action is part of the restructuring to align MOED’s agency specific classifications with the City of Baltimore classifications. This position will be responsible for gathering information from multiple sources and generating reports, summarizing and interpreting policies and guidelines to participants and the general public, and reviewing and verifying statistical data on program efficiency and preparing annual report.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

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

**FROM:**

Classification: Facilities/Office Services I  
Job Code: 01221  
Grade: 911 (\$26,646 - \$46,480)  
Position #: 50426

**TO:**

Classification: Office Support Specialist III  
Job Code: 00704  
Grade 902: 078 (\$33,082 - \$38,149)  
Position #: 50426

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$10,719.00 - 2025-000000-6311-73905-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor’s Office of Employment Development (MOED) to reclassify the above referenced position. The action is part of the restructuring to align MOED’s agency specific classifications with the City of Baltimore classifications. This position will be responsible for leading lower level administrative support staff in the day-to-day

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

**Mayor’s Office of Homeless Services**

work of the office, assigning and reviewing the work, preparing responses to complex inquiries, assisting in the in-take process, recommending changes to the workflow of the office and explaining and interpreting the program to clients during the intake process.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 11. Reclassify the following filled position:

**FROM:**

Classification: Accountant II  
Job Code: 34142  
Grade: 923 (\$65,000 - \$104,246)  
Position #: 50338

**TO:**

Classification: Accountant Supervisor  
Job Code: 34145  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 50338

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$58,240.00 - 4000-438320-3574-327200-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Mayor’s Office of Homeless Services to reclassify the above filled position. This position will be responsible for supervising the Accounts Payable staff, reviewing and approving invoices, and account transfers. This position is also responsible for monitoring expenditures and program budgets and ensuring all program budgets are reconciled and verified for reporting purposes.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Mayor’s Office of Homeless Services – cont’d

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

12. Reclassify the following filled position:

**FROM:**

Classification: Program Coordinator  
Job Code: 31193  
Grade: 923 (\$65,000 - \$104,246)  
Position #: 14924

**TO:**

Classification: Operations Officer II  
Job Code: 31110  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 14924

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$9,917.00 -1001-000000-3574-327200-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Mayor’s Office of Homeless Services to reclassify the above filled position. This position will be responsible for managing the day-to-day coordination of the crisis system for care for homeless persons, directing the services for the Emergency Services Division. This position will also be responsible for planning, developing and implementing program changes, developing and implementing program policies and procedures and evaluating program effectiveness.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Mayor’s Office of Homeless Services – cont’d

13. Reclassify the following filled position:

**FROM:**

Classification: Operations Specialist II  
Job Code: 00084  
Grade: 907 (\$60,430 - \$96,777)  
Position #: 48519

**TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 48519

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$12,062.00 - 1001-000000-3574-327200-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Mayor’s Office of Homeless Services to reclassify the above filled position. This position will be responsible for managing the day-to-day coordination of the crisis system for care for homeless persons, directing the services for the Community Outreach Division. This position will also be responsible for planning, developing and implementing program changes, developing and implementing program policies and procedures and evaluating program effectiveness.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor’s Office of Neighborhood Safety and Engagement (MONSE)

14. Create the following position:

Classification: Grant Services Specialist III  
Job Code: 10217  
Grade: 941 (\$59,537 - \$102,351)  
Position #: TBA

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

MONSE – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$260,000.00 - 4000-457022-2254-785400-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor’s Office of Neighborhoods Safety and Engagement (MONSE) to create the above position. This position will function as an Intimate Partner Violence Coordinator (IPVC) and will be responsible for increasing public awareness, organizing training, and working with community-based partners and agencies to develop policies and cultivate services.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 15. Create the following position:

Classification: Grant Services Specialist II  
Job Code: 10216  
Grade: 919 (\$38,254 - \$60,681)  
Position #: TBA

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$65,000.00 - 4000-412721-2254-771900-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor’s Office of Neighborhood Safety and Engagement (MONSE) to create the above position. This position will function as a Victims Services Administrative Assistant and will be responsible for providing administrative support to MONSE’s Victim’s Service team in its day-to-day operations and across its collective portfolio of initiatives, projects and programming. This position will work directly with the Coordinator to provide administrative relief related to intimate partner violence (IPV) prevention, anti-human trafficking, sexual assault and gun violence response efforts for victims.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Police Department – cont'd

The Baltimore City Police Department has requested approval of an employment contract renewal for Patricia A. D. Davis, retiree, for one-year beginning the date of Board of Estimates approval or July 13, 2022 through July 12, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis. Ms. Davis will continue to work as a **Contract Services Specialist I** assigned to the Evidence Control Unit. This position will be responsible for the completion of the Evidence Control Unit (ECU) administrative paperwork; distributing Return to Claimant (RTC) letters for individuals to claim their property; filing all property disposition forms for the Evidence Control Unit and serving as a substitute for the short staffed evidence control counter. The Department of Human Resources recommends granting this employment contract renewal.

18. **SHONDA D. WILLIAMS** **\$42,000.00**

Account: 1001-000000-2041-813000-601009

The Baltimore City Police Department has requested approval of an employment contract renewal for Shonda D. Williams, retiree, for one-year beginning the date of Board of Estimates approval or July 14, 2022 through July 13, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board of Estimates approved a waiver to Administrative Manual Policy 212-1, which allowed the Police Department to hire retired police officers on a contractual basis. Shonda Williams will continue to work as a **Contract Services Specialist I** for the Records Management Section. This position is responsible for approving Part One offense reports in the InPursuit database system; verifying the information from the Part One offense reports to ensure the data coincides with the InPursuit database and inputting and/or updating data in the InPursuit database. The Department of Human Resources recommends granting this employment contract renewal.

19. **DAVID M. WERNER** **\$42,000.00**

Account: 1001-000000-2041-813000-601009

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Police Department – cont'd

The Baltimore City Police Department has requested approval of an employment contract renewal for David M. Werner, retiree, for one-year beginning the date of Board of Estimates approval or August 28, 2022 through August 27, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board approved a waiver to Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis. David Werner will continue to work as a **Contract Services Specialist I** assigned to Central Records. This position is responsible for reviewing the original National Crime Information Center (NCIC) entries, police reports and any current supporting documents; contacting the victim, complainant, court and any other appropriate source or individual for follow up information; accessing local, state and federal databases for additional information; updating records on local databases and National Crime Information Center (NCIC) to reflect changes and preparing police supplemental reports. The Department of Human Resources recommends granting this employment contract renewal.

20. **BRAD WILLIAMSON** **\$42,000.00**

Account: 1001-000000-2003-796400-601009

The Baltimore City Police Department has requested approval of an employment contract renewal for Brad Williamson, retiree, for one-year beginning the date of Board of Estimates approval or July 22, 2022 through July 21, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board approved a waiver to the Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis. Brad Williamson will continue to work as a **Contract Services Specialist I** assigned to the Recruitment Section. This position is responsible for reviewing applicants' initial application to ensure applicant possess the minimum qualifications to move forward in the hiring process; conducting criminal records checks; completing administrative reports for each database inquiry; requesting law enforcement and/or military discipline checks;



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

**Baltimore City Police Department** – cont'd

conducting random law enforcement application checks submitted by the applicant; interviewing applicants; performing fingerprint scan for federal and state arrest record check and conducting a tattoo review for gang affiliation if applicant has tattoos. The Department of Human Resources recommends granting this employment contract renewal.

21. **DOUGLAS W. KERR** **\$42,000.00**

Account: 1001-000000-2041-195800-601009

The Baltimore City Police Department has requested approval of an employment contract renewal for Douglas W. Kerr, retiree, for one-year beginning the date of Board of Estimates approval or August 28, 2022 through August 27, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours per week, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board approved a waiver to Administrative Manual Policy 212-1, Part I which allowed the Police Department to hire retired police officers on a contractual basis. Douglas Kerr will continue to work as a **Contract Services Specialist I** assigned to the Asset Management Section. This position is responsible for inventory and accountability of all departmental equipment; maintaining the work order system, coordinating building maintenance, inventory control, material requisitions, solid waste disposal and facility reservations; identifying and labeling all non-expendable property and entering into the database. The Department of Human Resources recommends granting this employment contract renewal.

22. **FRED D. WRIGHT** **\$42,000.00**

Account: 1001-000000-2024-796500-601009

The Baltimore City Police Department has requested approval of an employment contract renewal for Fred D. Wright, retiree, for one-year beginning the date of Board of Estimates approval or July 14, 2022 through July 13, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board of Estimates approved a waiver to Administrative Manual Policy 212-1, which allowed the police Department to hire

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

**Baltimore City Police Department – cont'd**

retired police officers on a contractual basis. Fred Wright will continue to work as a **Contract Services Specialist I** for the Forensic Services Division. This position is responsible for processing investigative notices from Maryland State Police (MSP) Lab and the Convicted Offender Labs which participates in the National DNA Index System (NDIS); performing DNA case tracking data entries; serving as a liaison for Criminal Investigation Division and Laboratory Section; providing lectures for Police Officer Trainee classes on the crime lab and the Combined DNA Index System (CODIS) and processing all Maryland Public Information Act (MPIA) requests for the Laboratory Section. The Department of Human Resources recommends granting this employment contract renewal.

23. **JOSEPH B. JOHNSON** **\$42,000.00**

Account: 1001-000000-8160-821100-601009

The Baltimore City Police Department has requested approval of an employment contract renewal for Joseph B. Johnson, retiree, for one-year beginning the date of Board of Estimates approval or June 24, 2022 through June 23, 2023, whichever one comes later at a rate of \$20.19 per hour, for 2,080 hours, not to exceed \$42,000.00. This is the same hourly rate as in the previous contract period. On January 3, 1996 your Honorable Board approved a waiver to Administrative Manual Policy 212-1, Part I, which allowed the Police Department to hire retired police officers on a contractual basis. Mr. Johnson will continue to work as a **Contract Services Specialist I** assigned to the Overtime Unit. This position is responsible for coordinating, scheduling and overseeing the billing associated with multiple vendors and organizations throughout Baltimore City and partnering with Special Events Unit to ensure proper staffing for city-wide events. The Department of Human Resources recommends granting this employment contract renewal.

**Department of Recreation and Parks (R&P)**

24. **Reclassify the following filled position:**

**FROM:**

Classification: Office Support Specialist III

Job Code: 33213

Grade: 078 (\$33,082 - \$38,149)

Position #: 53334

**AGENDA**

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**6/1/2022**

**PERSONNEL**

R&P – cont'd

**TO:**

Classification: Contract Administrator I  
Job Code: 72411  
Grade: 085 (\$40,987 - \$49,277)  
Position #: 53334

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$8,412.00 - 5000-577722-4711-361800-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of Recreation and Parks to reclassify the above filled position. The agency has seen a recent increase in Capital Development design staff and the creation of a Contract Administration section; the rate at which capital projects are developed, advertised, and moved to construction has nearly tripled. In 2021, the agency had a dozen capital projects under construction at cost of over \$70 million, and over the next five years and beyond it is expecting to remain busy with an influx of additional capital funding from the Federal and State levels. Therefore, the agency needs a position that can review, track and monitor multiple contracts simultaneously.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

- 25. Reclassify the following filled position:

**FROM:**

Classification: Public Works Inspector II  
Job Code: 42212  
Grade: 087 (\$44,263 - \$53,504)  
Position #: 53368

**AGENDA**

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**6/1/2022**

**PERSONNEL**

R&P – cont'd

**TO:**

Classification:	Public Works Inspector III
Job Code:	42213
Grade:	092 (\$54,421 - \$66,266)
Position #:	53368

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$10,935.00 - 5000-577722-4711-361800-601001

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of Recreation and Parks to reclassify the above filled position. The agency has seen a recent increase in Capital Development design staff and the creation of a Contract Administration section; the rate at which capital projects are developed, advertised, and moved to construction has nearly tripled. In 2021, the agency had a dozen capital projects under construction at cost of over \$70 million, and over the next five years and beyond it is expecting to remain busy with influx of additional capital funding from the Federal and State levels. Therefore, the agency needs a position that can perform complex and multiple inspection projects simultaneously.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

26. Reclassify the following vacant position:

**FROM:**

Classification:	Office Support Specialist III
Job Code:	33213
Grade:	078 (\$33,082 - \$38,149)
Position #:	34674

**AGENDA**

**BOARD OF ESTIMATES**

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**PERSONNEL**

R&P – cont'd

**TO:**

Classification:	Accounting Assistant III
Job Code:	34133
Grade:	084 (\$39,651 - \$47,323)
Position #:	34674

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$7,072.00 - 1001-000000-4711-361900-603026

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of Recreation and Parks to reclassify the above vacant position. The department is reorganizing and needs a position to assist with preparing financial statements, assembling financial reports, allocating funds to accounts and journal entries, and monitoring and reconciling accounts.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**27. CHERI GARBER**

**\$ 8,000.00**

Account: 6000-680522-4792-369900-601009

The Department of Recreation and Parks has requested approval of an employment contract for Cheri Garber, for one-year beginning the date of Board of Estimates approval at a rate of \$32.00 per hour, for 250 hours, not to exceed \$8,000.00. Cheri Garber will work as a **Contract Services Specialist II**. This position is responsible for coaching Ice-Skating classes at the Mt. Pleasant Ice Arena, organizing, leading, and instructing participants during the Learn to Skate Program. This position will also be responsible for planning exhibitions, competitions, birthdays parties, summer camp, teen skating and annual shows. The Department of Human Resources recommends granting this employment contract.



**AGENDA**

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**6/1/2022**

**PERSONNEL**

R&P – cont'd

exceed \$8,000.00. Jeanette McGowan will work as a **Contract Services Specialist II**. This position is responsible for coaching Ice-Skating classes at the Mt. Pleasant Ice Arena, organizing, leading, and instructing participants during the Learn to Skate Program. This position will also be responsible for planning exhibitions, competitions, birthdays parties, summer camp, teen skating and annual shows. The Department of Human Resources recommends granting this employment contract.

31. **MAYA JONES** **\$ 8,000.00**

Account: 6000-680522-4792-369900-601009

The Department of Recreation and Parks has requested approval of an employment contract for Maya Jones, for one-year beginning the date of Board of Estimates approval at a rate of \$32.00 per hour, for 250 hours, not to exceed \$8,000.00. Maya Jones will work as a **Contract Services Specialist II**. This position is responsible for coaching Ice-Skating classes at the Mt. Pleasant Ice Arena, organizing, leading, and instructing participants during the Learn to Skate Program. This position will also be responsible for planning exhibitions, competitions, birthdays parties, summer camp, teen skating and annual shows. The Department of Human Resources recommends granting this employment contract.

Office of the State’s Attorney

32. Reclassify the following vacant position:

**FROM:**

Classification: Assistant State’s Attorney  
Job Code: 01962  
Grade: 929 (\$73,474 - \$117,402)  
Position #: 40488

**TO:**

Classification: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$73,474 - \$117,402)  
Position #: 40488

**AGENDA**

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**PERSONNEL**

Office of the State’s Attorney – cont’d

**AMOUNT AND SOURCE OF FUNDS:**

There are no costs associated with this action.

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Office of the State’s Attorney to reclassify the above vacant position. The position will be responsible for serving as the Senior Legislative Analyst and will assist in the development and maintenance of the Office of State’s Attorney’s state legislative agenda, City Council proposals, and grant and policy administration.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Human Resources

33. Adjust the salary range for the following grade:

Grade: 060

From:	Hiring:	Full Performance:	Experience:	Senior:
	\$10,563	\$10,696	\$11,316	\$11,529

To:	Hiring:	Full Performance:	Experience:	Senior:
	\$10,800	\$10,936	\$11,570	\$11,788

**AMOUNT AND SOURCE OF FUNDS:**

The Bureau of Budget and Management Research will establish the costs following Board of Estimates Approval.

**BACKGROUND/EXPLANATION:**

Maryland State Legislation mandated an increase to the minimum wage, which increases the minimum wage from \$11.75 per hour to \$12.50 per hour effective January 1, 2022.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PERSONNEL**

Department of Human Resources – cont'd

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed actions. Positions in this classification are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor’s Office

34. Create the following position:

Classification: Executive Director I  
Job Code: 00095  
Grade: 990 (\$130,781.00 - \$215,739.00)  
Position #: TBA

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$264,261.00 - 10001-000000-1250-684200-601001

The Department of Human Resources has reviewed a request from the Office of the Mayor to create the above position. The position will serve in the capacity of an Executive Director. The position will be responsible for overall strategic planning and operations for an agency, establishing policies and programs, and establishing and evaluating program goals, standards and controls to meet program objectives.

Therefore, the Department of Human Resources respectfully requests Your Honorable Board’s approval of the above-listed position action. This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Office of the Sheriff

35. **ERIN SMYTH** **\$24,000.00**

Account: 1001-000000-1181-138800-601005

The Office of the Sheriff has requested an employment contract for Erin Smyth for three months at a rate of \$150.00 per hour, for 160 hours. Ms. Smyth will work as a

## AGENDA

BOARD OF ESTIMATES

6/1/2022

### PERSONNEL

#### Office of the Sheriff – cont'd

**Contract Services Specialist II.** This position will serve as the Procurement Consultant. The position will be responsible for developing, planning, implementing, and overseeing the administration and coordination of an office wide procurement process improvement project, identifying profitable supplies and negotiating with external vendors to secure advantageous terms. The Department of Human Resource recommends granting this employment contract. The period of the agreement is effective upon Board approval for three months.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Department of Public Works (DPW) – Task Assignment

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

The Board is requested to approve the assignment of Task 005 to STV, Inc., under Project 1236S, On-Call Stormwater Study and Engineering Design Services. The duration of this task is zero months. This task was requested by the Agency.

#### **AMOUNT AND SOURCE OF FUNDS:**

(\$31,269.99)

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

The Office of Engineering & Construction is requesting a credit in the amount of \$31,269.99 from Task 001, as it has expired. The funds will be used to write a new Task 006 for ER 4126 which includes specific sites within Baltimore City for the potential to implement Best Management Practices to meet or exceed total 13.8 acres of impervious area treatment goal and prepare biddable documents for environmental projects.

The projects are listed in the Watershed Implementation Plan for the renewal of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit for the City of Baltimore. These projects have a deadline and there are stipulated penalties associated with it. The original contract expired on May 4, 2021.

On December 27, 2013 the Maryland Department of the Environment (MDE) reissued a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit to the City of Baltimore. The City prepared and submitted a Watershed Implementation Plan (WIP) as required by the MS4 Permit. The WIP is a plan for achieving the 20% restoration requirement set out in the permit, in addition to attaining applicable waste load allocations (WLAs) for each established or approved Total Maximum Daily Load (TMDL) for each receiving water body. Projects ER4063, ER4064, ER4065, ER4066, ER4067, ER4068, ER4105, and ER4106 were undertaken for the MS4 permit. The scope of the construction project includes Environmental Site Design (ESD) practices such as micro-bioretenion, rain gardens, enhanced filters, permeable paving, and green roofs to be installed in the McElderry Park, Milton, Montford, Patterson Place, and Herring Run Park neighborhoods and various schools under ER4063, ER4064, ER4065, ER4066, ER4067, ER4068, ER4105 and ER4106 projects.

## AGENDA

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

### **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 which are:

**MBE:** 27%

**WBE:** 10%

Currently, this On-Call Agreement is in compliance with the goals set by MWBOO.

The current goals are:

**MBE:** 31%

**WBE:** 11%

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

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

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 19, 2021.**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Public Works – Extra Work Order

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

The Board is requested to approve Extra Work Order No. 1 with Spiniello Companies under SC 998, On-Call Assessment and Repairs of Sanitary Sewer Mains and Laterals at Various Locations. This is the 1<sup>st</sup> time extension and will increase the duration time of the contract by 18 months for a total contract duration time of 1,277 days. The current construction completion date was February 12, 2022 and the new construction completion date is August 12, 2023.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$0.00

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

The Office of Engineering & Construction is requesting a time extension to continue addressing wastewater emergencies including sewer repair and replacement at various locations in Baltimore City. Under this change order, a non-compensable time extension of 18 months is requested for SC 998. The extra time is needed due to the impact COVID-19 has caused early in the project start. This made it difficult to get inspection work completed in order to initiate construction work. This Extra Work Order is within the original scope of work and was requested by the Agency. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes addressing the replacement and rehabilitation of sanitary sewer mains and laterals throughout Baltimore City. The scope includes cleaning and Closed Circuit Television (CCTV) inspection of 6" through 30" diameter sanitary sewer mains and 4" through 8" lateral connections; open cut point repairs of 6" through 24" diameter sanitary sewer mains and 4" through 6" lateral connections; and cured in place lining of 6" through 27" diameter sanitary sewer mains and 4" through 6" lateral connections; manhole repairs, and miscellaneous work.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

**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 which are:

**MBE:** 9.02%

**WBE:** 4.02%

The current attainment is:

**MBE:** 3%

**WBE:** 43%

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 2, 2022.**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Public Works – Extra Work Order

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

The Board is requested to approve Extra Work Order No. 3 with R.E. Harrington Plumbing & Heating Co., Inc. under WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation. This request is for the 2<sup>nd</sup> time extension and will increase the duration time of the contract by 12 months for a total contract time of 39.4 months. The new completion date is June 14, 2022.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$2,162,884.25 – 9960-901749-9557-900020-702064

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

The Office of Engineering & Construction requests additional funding for extra asphalt paving restoration to comply with the Department of Transportation's updated street cut policy directive affecting the Allendale vicinity restoration. This Extra Work Order is within the original scope of work and was requested by the Agency. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The scope of the construction project includes abandonment and/or removal of existing water mains and installation of various size new ductile iron pipe, valves, fittings, and appurtenances, replacement/installation of fire hydrants, renew and replacement of existing water services, replacement of small (residential) meter settings and meter vaults, temporary by-pass piping, sidewalk restoration, curb & gutter, and roadway paving as required.

#### **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 which are:

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

**MBE: 38%**

**WBE: 2%**

The current attainment for this project is:

**MBE: 48.54%**

**WBE: 6.62%**

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 27, 2022.**



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds for WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation.

**AMOUNT AND SOURCE OF FUNDS:**

**From Account:**

9960-911064-9558	\$2,335,915.31 Revenue Bonds
WC 1363 Allendale WM Rehab	

**To Account:**

9960-901749-9557-2	\$2,335,915.31
Extra Work	

**BACKGROUND/EXPLANATION:**

The transfer will cover construction costs for WC 1363, Allendale Neighborhood and Vicinity Water Main Rehabilitation.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works - Grant of Easement

**ACTION REQUESTED OF B/E:**

The Board of Estimates is requested to approve a Grant of Easement to the State of Maryland, State Highway Administration.

**AMOUNT AND SOURCE OF FUNDS:**

\$0.00

**BACKGROUND/EXPLANATION:**

The State of Maryland, acting through the State Highway Administration, has proposed a project known as “Plans for Replacement of Small Structures on Md. 146 (Dulaney Valley Road)”. Dulaney Valley Road cuts through the Loch Raven Reservoir and the small structures to be replaced will be replaced and maintained on property of the Mayor and City Council known as the Loch Raven Reservoir controlled by the Baltimore City Department of Public Works.

This easement is to be donated to the State of Maryland, State Highway Administration at zero consideration.

These permanent easements have been authorized by Ordinance(s) 16-510 approved August 29, 2016 and 21-073 approved December 7, 2021

**MBE/WBE PARTICIPATION:**

N/A

**COUNCIL DISTRICT: Baltimore County**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

**1% FOR PUBLIC ART: N/A**

**MWBOO HAS REVIEWED:**

**FINANCE HAS REVIEWED:**

**AUDITS HAS REVIEWED:**

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

## AGENDA

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works (DPW) - Staffing Supplementation Services Agreement

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

The Board is requested to approve and authorize execution of a Staffing Supplementation Services Agreement (Agreement) with KCI Technologies, Inc. under BWW-06. The period of the Agreement is effective upon Board approval for one year or until the upset limit is reached, whichever occurs first. The City, at its sole discretion, reserves the right to amend this Agreement to extend for one additional one-year period and/or increase the upset limit, upon the same terms and conditions.

### **AMOUNT AND SOURCE OF FUNDS:**

\$6,644,052.30 – 2070-0000000-5501-396800-603026 (Wastewater Bonds)

### **BACKGROUND/EXPLANATION:**

The DPW, Wastewater Facilities Division is experiencing a severe staffing shortage and this shortage is stressing the plant's ability to operate and maintain the treatment processes in compliance with the MDE NPDES permit requirements. The request is for Consultant operator services to supplement the current staff until the division is able to get better staffed. In addition the Consultant operators will assist with training of current and new staff, revisions of current SOPs and practices, and operating the plant in compliance with the aforementioned permit.

The scope of the Vendor's contract includes: to provide a Project Manager to manage the staffing and ensure the expectations for this project are being met; request and review existing plant data for both plants; develop process models to better understand current conditions and potential process changes; meet with representatives of the City's Office of Engineering and Construction (OEC) and Plant Operations to walk through the Patapsco WWTP and Back River WWTP to identify the major operational issues currently existing at the plants; and document functioning and non-functioning equipment in the plan of action provided to the City. This plan will identify repairs required to return the wastewater treatment plants to permit compliance.

The Consultant will also prepare and deliver necessary Standard Operating Procedures (SOPs) for the respective plant process and equipment and provide a WWTP operator, licensed in the State of Maryland, for each of the City's wastewater treatment plants

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

(Patapsco WWTP and Back River WWTP). One full-time operator will be provided at each plant for a period of one year.

In addition to one full-time operator at each plant, the Consultant will provide out-of-state operators for their respective area of expertise at half-time for a period of one year and provide additional staff, as necessary, that will report directly to the respective licensed operators provided by the Consultant. Under the direction of the respective licensed operator, the staff will operate equipment according to the SOPs prepared by the Consultant. Six Technicians and four Assistant Engineers will be provided to each plant. Technicians and Assistant Engineers will be full-time for a period of one year.

On September 9,2021, an emergency involving severe staffing shortage and operational compliance issues was declared by the City, giving rise to the need to obtain professional services to address the emergency. Pursuant to Article VI (e )(ii) of the Charter, this event was an emergency of such a nature that the public welfare would be adversely affected by awaiting the approval of the Board of Estimates prior to obtaining the supplies, materials and services for public work.

**MBE/WBE PARTICIPATION:**

In consideration for receiving funds from or through the City of Baltimore, the Company covenants and agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2020 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) for Emergency Procurement: Staffing Agreements Wastewater Facilities. The Company covenants and agrees to use all reasonable good faith efforts to meet the following MBE and WBE participation goals for this project:

**MBE:15%**

**WBE: 5%**

<b>MBE:</b> C.C. Johnson & Malhotra	\$606,055.26	9.1%
<b>WBE:</b> Ross Technical Services	\$196,383.20	3%

MBE Goal: 15% and \$606,055.26  
Current Attainment: N/A  
Compliant During Monitoring Period [Y/N]: N/A

WBE Goal: 5% and \$196,383.20  
Current Attainment: N/A  
Compliant During Monitoring Period Y/N: N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

MBE Goal Achieved: [Y/N] if yes THEN total paid to date to MBE: N/A

WBE Goal Achieved: [Y/N] if yes THEN total paid to date to WBE: N/A

Date of most recent MWBOO Compliance Review dated: 12/19/21.  
Compliance review is included in agreement.

**COUNCIL DISTRICT: 10**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: Applicable**

**1% FOR PUBLIC ART: N/A**

**MWBOO HAS REVIEWED:**

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of funds for SC 955, Powder Mill Improvements and Stream Restoration Project.

**AMOUNT AND SOURCE OF FUNDS:**

**From Account:**

9956-907622-9549	\$ 250,000.00 Revenue Bonds
Sewer Syst Rehab- Gwynns Falls	

**To Account:**

9956-906659-9551-6	\$ 250,000.00
Construction	

**BACKGROUND/EXPLANATION:**

The transfer will cover a deficit in the active account for SC 955 Powder Mill Improvements and Stream Restoration Project.

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

**MBE/WBE PARTICIPATION: N/A**

**COUNCIL DISTRICT: N/A**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**1% FOR PUBLIC ART: N/A**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS HAS REVIEWED:**

**LAW DEPARTMENT HAS REVIEWED:**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works (DPW) - Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the request for Mr. William Dove to travel to San Antonio, TX from June 11 - 16, 2022, for the American Water Works Association (AWWA) Annual Conference & Exposition (ACE).

**AMOUNT AND SOURCE OF FUNDS:**

\$1,095.00 - 2071-000000-5521-609000-603020 (Utility Funds)

2,075.98 - 2071-000000-5521-609000-603001 (Utility Funds)

**\$3,170.98**

**BACKGROUND/EXPLANATION:**

As the Water Pumping Manager for the Department of Public Works, Mr. Dove will gain valuable knowledge and techniques from the 2022 AWWA ACE that could provide better service our local citizens.

The subsistence rate for San Antonio, TX is \$188.00 per night. The ACE registration cost of \$1,095.00 and the airfare of \$379.95, were paid using Ms. Binta Gallman’s City-issued credit card. Mr. Dove is requesting \$290.00 for additional hotel cost, \$206.03 for hotel taxes, \$200.00 for food, and \$60.00 for ground transportation.

Mr. Dove will be disbursed \$1,696.03.

**APPROVED FOR FUNDS BY FINANCE**

**MBE/WBE PARTICIPATION: N/A**

**COUNCIL DISTRICT: N/A**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

DPW – cont'd

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED:**

**LAW DEPARTMENT HAS REVIEWED:**

**MWBOO HAS REVIEWED:**

**AUDITS HAS REVIEWED:**

## AGENDA

BOARD OF ESTIMATES

6/1/2022

Department of Public Works – Amendment to 2019 License Agreement

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

The Board is requested to approve and authorize execution of an Amendment to the 2019 License Agreement with Tradepoint Atlantic, LLC. The period of the agreement is April 1, 2019 through October 31, 2022.

### **AMOUNT AND SOURCE OF FUNDS:**

No funds are required at this time.

### **BACKGROUND/EXPLANATION:**

The City owns and operates the Back River Wastewater Treatment Plant, which discharges treated effluent through two outfalls pursuant to a permit issued by Maryland Department of the Environment. Although most of the treated effluent is discharged into Back River, historically, a portion has been pumped to Sparrows Point to provide industrial process water for the steel industry. The steel plant is now closed, and the current owner, Tradepoint, has no need for the City's treated effluent. Nonetheless, the City's discharge permit prevents the City from discharging more than 130 MGD of effluent to Back River, in order to preserve water quality. Consequently, the City is forced to discharge a portion of its effluent to Sparrows Point.

In order to retain its ability to discharge to Sparrows Point, the City has negotiated a License Agreement with Tradepoint. The License Agreement includes the following provisions:

- The City and Tradepoint will cooperate to establish a permanent solution where the City will construct its own infrastructure on the edge of Sparrows Point to a new discharge point into the Patapsco River;
- Tradepoint will grant the City a License to operate and use some of the existing infrastructure on Sparrows Point to accommodate the ongoing effluent discharges through October 31, 2022, with the right to extension terms;
- The City will pay a total license fee of \$602,000.00 for the duration of the contract. The total cost is a \$14,000.00 per month fee for approximately 43 months (April 1, 2019 through October 31, 2022). If the license is extended beyond the initial expiration date an increased monthly fee of \$119,286.00 will be incurred; and

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Department of Public Works – cont'd

- The City will maintain a contingency fund of \$1,200,000.00 in order to pay for certain qualified expenses that Tradepoint may incur as a result of the City's continued discharge.

The Agreement will also have associated operational costs and potential contingencies if the continued discharge negatively impacts Tradepoint. Costs will be paid through the wastewater utility's enterprise fund. A previous license agreement that expired March 2019. Tradepoint accepts the City's wastewater though it derives no benefit from it. Thus, Tradepoint is supporting the City's operations. Although the negotiations extended for a few months, the intent was to continue the agreement from the expiration of the old agreement.

The proposed amendments to the 2019 License Agreement include the following:

- A new Section 16 b. releases Tradepoint from liability, damages and other costs that may arise from or are in connection with the City's activities, operations on, or use of, Tradepoint property, and indemnifies, defends, and holds harmless Tradepoint and affiliates from and against any losses, and for any and all loss of life or injury to persons or damage to property, or for any liens filed against Tradepoint property, that is due to or arising out of the activities, operations, or use of the property by the City parties (advisors, employees, contractors, subcontractors, consultants, representatives, agents, invitees, guests, or licensees);
- Revised Sections 26(iv) and 26(v) reduce Pollution Legal Liability (PLL) and Professional Liability and Errors and Omissions (PL and E&O) insurance coverage amounts to make them satisfactory to all contractors and subcontractors performing work on Tradepoint property on behalf of the City; and
- Supplement attached as Exhibit E requires all contractors and subcontractors coming to Tradepoint to do work on behalf of the City, whether engaged by the City directly or by one of the City's contractors, to execute the Supplement so that each contractor and subcontractor agrees to be bound by the insurance requirements and other provisions.

On May 13, 2020, the Board approved the original License Agreement between the City and Tradepoint Atlantic, LLC from April 1, 2019 to October 31, 2022 in the amount of \$1,802,000.00.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Public Works – cont'd

**MBE/WBE PARTICIPATION:**

N/A

**COUNCIL DISTRICT:** N/A

**EMPLOY BALTIMORE:** N/A

**LIVING WAGE:** N/A

**LOCAL HIRING:** N/A

**1% FOR PUBLIC ART:** N/A

**FINANCE HAS REVIEWED:**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Department of Public Works – 10 Year Solid Waste Management Plan – Recycling Plan Amendment

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

The Board is requested to approve and authorize execution of the Amendments to the Solid Waste Management plan for Baltimore City which include certain supplemental information required by the State and the addition of a recycling plan to reach the State-mandated 35% recycling rate.

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

No funds are required at this time.

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

The Annotated Code of Maryland (Environment Article § 9-503) and the Code of Maryland Regulations (COMAR 26.03.03) require each county and Baltimore City to adopt, maintain, and periodically amend or revise a comprehensive solid waste plan that covers at least the succeeding ten-year period. Baltimore last adopted a solid waste management plan through City Council Bill 15-0591. Known as the Ten-Year Solid Waste Management Plan, this document identifies the goals for managing the City's solid waste stream, summarizes the laws and regulations governing solid waste management, and describes the City government structure necessary to carry out the management. A plan of action for the City to follow over the next ten years describes the anticipated future of solid waste disposal and solid waste disposal facilities, and the way in which recycling, residential, commercial, bulk and other wastes are to be managed.

The Maryland Department of the Environment (MDE) has since directed the City to add new information to the Plan to keep the document current until the ten-year update. The amendments include the following:

- During the 2019 Maryland General Assembly Session, a bill was passed that requires property owners or managers of office buildings that have 150,000 square feet or greater of office space to provide separate collection of recyclable materials. The State requires this new provision to be included in the solid waste management plans. As a result, a new section has been added to the plan that describes the City's Office Building Recycling Plan, found on pages 48 to 49 of the document and supported by Appendix I.
- Additional information and updates on solid waste services were made on pages 28, 29, 30, 32, 33, 34, 35, and 70 of the document.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Department of Public Works – cont'd

- Updates on recycling collection and waste diversion efforts were included on page 38, 39, 40-51, 69, and 76-82 of the document.
- Two private solid waste facilities located in Baltimore are going through a transitional phase. Both of these facilities are working with MDE to receive a State-issued permit. These permits require the businesses to be included in the City's Solid Waste Management Plan and their information to remain current.
  - World Recycling Company is a single-stream recycling facility located at 2740 Wilmarco Avenue. A permit application to obtain a refuse disposal permit was submitted to the State requesting authorization to accept contaminated commercial recyclable material with up to 40% contamination. This new information has been amended into the plan and is found on page 73 of the document.
  - WB Waste Solutions is a solid waste processing facility and transfer station located at 3100 Annapolis Road. A permit application to construct and operate the processing and transfer station is currently under review by MDE. Once approved, the facility will be able to accept construction and demolition debris and commingled recyclables. This new information has been amended into the plan and is found on page 74 of the document.
- Revisions required by Sections 9-503(c) and 9-1704(a) of the Environment Article, Annotated Code of Maryland, for the City's inability to achieve a reduction of the solid waste stream by at least 35%. New sections have been added to the plan to justify the City's inability to achieve the 35% recycling rate, and an action plan to achieve the 35% recycling rate. The new sections can be found on pages 83 through 91 of the document.
- Special recycling plans, such as apartment building recycling and special events recycling, were removed from the plan, and rewritten as stand-alone plans in the appendices. The following appendices were added to the document: Appendix B, Appendix C, Appendix F1 and F2, Appendix H1 and H2, and Appendix I.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Public Works – cont'd

#### Conclusion

The Department of Public Works and Department of Finance thank the Board of Estimates for the opportunity to share this public notice. Representatives of the agency will be prepared to address any questions and receive comments from the public at the proposed June 1, 2022 hearing. The draft copy of the Recycling Plan Amendments is located on <https://publicworks.baltimorecity.gov/pw-bureaus/solid-waste/plan>.

On May 18, the Board of Estimates approved the request for the agency to hold a public hearing on June 1, 2022.

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

N/A

**COUNCIL DISTRICT:** N/A

**EMPLOY BALTIMORE:** N/A

**LIVING WAGE:** N/A

**LOCAL HIRING:** N/A

**1% FOR PUBLIC ART:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Parking Authority of Baltimore City (PABC) – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the transfer of funds for major structural and waterproofing repairs at the Market Center Garage located at 221 North Paca Street.

**AMOUNT OF MONEY AND SOURCE OF:**

**From Account:**

9965-9580-938006 Garage Cameras & Security ACT	\$177,219.68	
9965-9580-919028 Market Center Garage Elevators	<u>26,880.32</u>	<b>\$204,100.00</b> Parking Facilities Funds

**To Account:**

9965-910043-9580 Market Center Garage	\$204,100.00
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**BACKGROUND/EXPLANATION:**

The PABC requests a transfer for major structural and waterproofing repairs at Market Center Garage located at 221 North Paca Street. The construction budget memo after re-bid suggests that the PABC needs additional funds. The DGS started on the re-bid phase for the Market Center Garage Renovations; for the first bid there were no bidders.

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



## AGENDA

BOARD OF ESTIMATES

6/1/2022

Police

**BPD – Grant Award – MD Governor’s Office of Crime Control & Prevention**

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Baltimore Police City Police Department-Warrant Apprehension Funding Program Award from the Governor’s Office of Crime Control and Prevention for the FY22 Baltimore Police Warrant Apprehension Program, Award # BPWA-2022-0001. The period of the award is April 1, 2022 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$3,250,000.00 - 5000-524122-2021-813700-405001 (State)

**BACKGROUND/EXPLANATION:**

The Baltimore Police Warrant Apprehension Program helps reduce existing gaps in services and foster collaboration and cooperation among partner agencies and stakeholders. The program strategy focuses on maximizing all available information and intelligence in order to identify and pursue the most violent offenders within Baltimore City in an effort to reduce violent crime. Specifically, program funds will be used to support overtime for warrant surges and sweeps, and initiatives with allied law enforcement partners to remove violent offenders from the communities. Additionally, the funds will be used for the acquisition of equipment necessary to provide added safety measures and protection to arrest teams.

The Grant Award is late due to late receipt of the award documents and the administrative process.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS HAS REVIEWED THE ATTACHED DOCUMENTATION AND FINDS THAT IT CONFIRMS THE GRANT AWARDS.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Police**

**BPD – Travel – SMIP Training**

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Travel Request for Lieutenant Alberto Colon and Lieutenant Arnold Jenkins II to Boston, MA to attend SMIP Training, June 5-24, 2022. The tuition fees of \$ 9,950.00 for each participant covers instruction, materials, planned events, lodging and meals throughout the program.

**AMOUNT AND SOURCE OF FUNDS:**

\$ 20,882.17 - 1001-000000-2041-776600-603001

**BACKGROUND/EXPLANATION:**

SMIP Training Program is designed for mid-to-upper-level police executives who will ultimately lead police agencies. This program 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.

This Training will help to prepare police leaders who can handle difficult challenges of the police profession which will make Baltimore City safer. Airfare (\$436.96) for Lieutenant Colon and Airfare (\$324.96) for Lieutenant Jenkins were paid by the participants by their personal credit cards. The tuition fees cover lodging and meals throughout the program; the Department is requesting the meal allowance for the evening of June 4<sup>th</sup> for Lieutenant Colon and Travel Day allowance for Lieutenant Jenkins. Lieutenant Colon will receive dinner allowance (\$36.00) plus an incidental expense allowance (\$5.00) of \$41.00 and Lieutenant Jenkins will receive Travel Day (\$59.25) allowance. The total expenses for this travel are as follows:

Lieutenant Alberto Colon:

1.	Airfare	\$ 436.96
2.	Tuition Fees	\$ 9,950.00
3.	Subsistence	\$ 41.00
4.	Ground Transportation	<u>\$ 60.00</u>
		<b>\$10,487.96</b>

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**Police – cont'd**

**BPD – Travel – SMIP Training**

Lieutenant Arnold Jenkins II:

1.	Airfare	\$	324.96
2.	Tuition Fees	\$	9,950.00
3.	Subsistence	\$	59.25
4.	Ground Transportation	\$	<u>60.00</u>
			<b>\$ 10,394.21</b>

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**States Attorney**

**SAO – Grant Award – Adjustment Notice – MD Governor’s Office of Crime Control and Prevention**

**ACTION REQUESTED OF B/E:**

Approval of Grant Adjustment Notice (GAN) No. 1 from the State of Maryland – Governor’s Office of Crime Control and Prevention (GOCCP). The approval of the GAN reallocates funds.

**AMOUNT AND SOURCE OF FUNDS:**

\$0.00 - 4000-406222-1156-117900-601001

**BACKGROUND/EXPLANATION:**

On April 6, 2022, the Board approved acceptance of the award from GOCCP for the grant entitled Victim/ Witness Unit in the amount of \$1,798,101.00, for the period of period of October 1, 2021 through September 30, 2022.

On May 9, 2022, GAN No.1 decreased the Supplemental Funding line item by \$50,096.00 from \$50,096.00 to \$0.00 and increased the Operating expenses line item, Parking for Victims and Witnesses from \$0.00 to \$5,000.00. The Other line items were increased as follows: ASA Training from \$0.00 to \$12,000.00; Food Cards for Victims and Witnesses from \$0.00 to \$3,196.00; Language Translation and Website access from \$0.00 to \$6,000.00; MD Victim Assistance Certification from \$0.00 to \$3,500.00; Roper Victim Academy from \$0.00 to \$900.00; Transportation for Victims and Witnesses from \$0.00 to \$3,500.00; Video Remote Interpreting from \$0.00 to \$6,000.00, and VWS Staff Development and Trainings from \$0.00 to \$10,000.00.

**APPROVED FOR FUNDS BY FINANCE**

**MWBOO REVIEW IS NOT APPLICABLE**

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

(The Grant Adjustment Notice No. 1 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation - Developer's Agreement No. 1735

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1735 with Perkins Infrastructure & Site Development Company, LLC. The period of the Agreement is effective upon Board approval through Final Acceptance by the City after the Maintenance Period.

**AMOUNT AND SOURCE OF FUNDS:**

A Performance Bond in the amount of \$2,972,012.83 has been issued to Perkins Infrastructure & Site Development Company, LLC, who assumes 100% of the financial responsibility.

**BACKGROUND/EXPLANATION:**

Perkins Infrastructure & Site Development Company, LLC, would like to construct various utilities to include water, storm drain, sanitary sewer, and roadway and streetscape improvements to its property located at 1401 East Pratt Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above-named entity is responsible for all cost, MWDBE goals do not apply.

**COUNCIL DISTRICT: 12**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING:** This item is not subject to the Executive Order for Employ Baltimore, nor the Local Hiring Law 12-0159.

**1% FOR PUBLIC ART: N/A**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation – cont'd

**FINANCE HAS REVIEWED: N/A**

**MWBOO HAS REVIEWED: N/A**

**AUDITS HAS REVIEWED: N/A**

(The Developer's Agreement No. 1735 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation - Developer's Agreement No. 1794

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1794 (Agreement) with 1201 S Haven, LLC. The period of the Agreement is effective upon Board approval through Final Acceptance by the City after the Maintenance Period.

**AMOUNT AND SOURCE OF FUNDS:**

A Performance Bond in the amount of \$468,147.00 has been issued to 1201 S Haven, LLC, who assumes 100% of the financial responsibility.

**BACKGROUND/EXPLANATION:**

1201 S Haven, LLC would like to construct various utilities to include water, roadway and traffic signal improvements to its property located at 1201 S Haven Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above-named entity is responsible for all cost, MWDBE goals do not apply.

**COUNCIL DISTRICT: 1**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING:** This item is not subject to the Executive Order for Employ Baltimore, nor the Local Hiring Law 12-0159.

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED: N/A**

**MWBOO HAS REVIEWED: N/A**

**AUDITS HAS REVIEWED: N/A**

(The Developer's Agreement No. 1794 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation - Minor Privilege Application

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Application for a Minor Privilege. The application is in order as to the Minor Privilege Regulations as stipulated under Article 8, Section 9 of the Baltimore City Charter and subsequent regulations issued by the BOE on January 21, 2015 and amended November 9, 2016 and current regulations under Article 32 of the Baltimore City Code.

<b><u>LOCATION</u></b>	<b><u>APPLICANT</u></b>	<b><u>PRIVILEGE SIZE</u></b>
21 E. North Avenue	Robbins Dancing Capital Lessor, LLC	One Double Face Electric Sign 12 sq. ft.

**AMOUNT AND SOURCE OF FUNDS:** \$210.90 Flat Charge

**BACKGROUND/EXPLANATION:** N/A

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above-named entity is responsible for all cost, MWDBE goals do not apply.

**AFFECTED COUNCIL DISTRICT: 11**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING:** This item is not subject to the Executive Order for Employ Baltimore, nor the Local Hiring Law 12-0159.

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED: N/A**

**LAW DEPARTMENT HAS REVIEWED: N/A**

**MWBOO HAS REVIEWED: N/A**

**AUDITS HAS REVIEWED: N/A**



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation - Minor Privilege Application

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Application for a Minor Privilege. The application is in order as to the Minor Privilege Regulations as stipulated under Article 8, Section 9 of the Baltimore City Charter and subsequent regulations issued by the BOE on January 21, 2015 and amended November 9, 2016 and current regulations under Article 32 of the Baltimore City Code.

<b><u>LOCATION</u></b>	<b><u>APPLICANT</u></b>	<b><u>PRIVILEGE SIZE</u></b>
112 S. Ann Street	Marta Lopushanska	Planter 12 sq. ft.

**AMOUNT AND SOURCE OF FUNDS:** \$42.00 Annual Charge

**BACKGROUND/EXPLANATION:** N/A

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above-named entity is responsible for all cost, MWDBE goals do not apply.

**COUNCIL DISTRICT: 11**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING:** This item is not subject to the Executive Order for Employ Baltimore, nor the Local Hiring Law 12-0159.

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED: N/A**

**LAW DEPARTMENT HAS REVIEWED: N/A**

**MWBOO HAS REVIEWED: N/A**

**AUDITS HAS REVIEWED: N/A**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation - Minor Privilege Application

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Application for a Minor Privilege. The application is in order as to the Minor Privilege Regulations as stipulated under Article 8, Section 9 of the Baltimore City Charter and subsequent regulations issued by the BOE on January 21, 2015 and amended November 9, 2016 and current regulations under Article 32 of the Baltimore City Code.

<b><u>LOCATION</u></b>	<b><u>APPLICANT</u></b>	<b><u>PRIVILEGE SIZE</u></b>
1517 Eastern Avenue	CC 1517 Eastern Ave, LLC	(4) 4" encased PVC Conduit @ 19 LF. each

**AMOUNT AND SOURCE OF FUNDS:** \$266.00 Annual Charge

**BACKGROUND/EXPLANATION:** N/A

**MBE/WBE PARTICIPATION:**

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement and the above-named entity is responsible for all cost, MWDBE goals do not apply.

**COUNCIL DISTRICT: 11**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING:** This item is not subject to the Executive Order for Employ Baltimore, nor the Local Hiring Law 12-0159

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED: N/A**

**LAW DEPARTMENT HAS REVIEWED: N/A**

**MWBOO HAS REVIEWED: N/A**

**AUDITS HAS REVIEWED: N/A**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Transportation – Task Assignment

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

The Board is requested to approve the assignment of Task No. 7 to Gannett Fleming, Inc, under Project 1135, On-Call Design Services for Federal Aid Projects within the City of Baltimore. The duration of this task is approximately 730 days.

#### **AMOUNT AND SOURCE OF FUNDS:**

\$82,282.15 – 9950-902326-9508-900010-703032

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

This authorization provides for additional work on MDSPGP Permit, NEPA, and Forest Conservation in connection with the Wilkens Avenue Bridge Replacement.

The previously granted MDSPGP-5 Permit became obsolete due to the updated MDSPGP-6 process. The previously granted NEPA approval became obsolete due to a required re-evaluation, and the previously granted Forest Conservation Plan exceeded its time limit and needed to be resubmitted with additional requirements to be met. Bid phase services also need to be added now that the contract is approaching and are bids included.

#### **DBE PARTICIPATION:**

The Consultant will comply with Title 49 Code of the Federal Regulations Part 26 (49CFR26) and the DBE goal established in the original agreement which is:

**DBE: 25%**

The preparation of this task included an evaluation of the Consultant's contract minority participation status. On the date of preparation, the Consultant met the 25% DBE goal. The contract has a remaining capacity of \$1,297,906.01.

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

**THE EAR DOES NOT REQUIRE MWBOO APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a transfer of funds for Task No. 7 under Project No. 1135, On-Call Design Services for Federal Aid Projects within the City of Baltimore, with Gannett Fleming, Inc.

**AMOUNT OF MONEY AND SOURCE:**

**From Account:**

9950-909326-9509	Construction Reserve	\$65,825.72 Fed
"	Wilkins Ave BR @ Gwynns Falls	
"	"	16,456.43 State Constr.
		<b>\$82,282.15 Rev FY'20</b>

**To Account:**

9950-902326-9508	Wilkins Ave. Bridge over Gwynns	\$ 82,282.15
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**BACKGROUND/EXPLANATION:**

This transfer will fund the costs associated with Task No. 7 under Project No.1135, On-Call Design Services for Federal Aid Projects within the City of Baltimore, with Gannett Fleming, Inc.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation – Task Assignment

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

The Board is requested to approve the assignment of Task No. 54 to STV/PB Construction Managers JV, under Project 1217, On-Call Construction Project Management Services. The duration of this task is approximately 12 months.

**AMOUNT AND SOURCE OF FUNDS:**

\$169,215.00 – 9962-903080-9562-900000-705032

**BACKGROUND/EXPLANATION:**

This authorization will provide the Conduit Division with one Public Work Inspector III's (PWI-III) field services for the observation and monitoring of Conduit Capital Maintenance Contracts.

**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 which are:

**MBE:** 27%

**WBE:** 10%

The preparation of this task included an evaluation of the Consultant's contract minority participation status. On the date of preparation, the Consultant achieved 27% of the 27.00% MBE goal and exceeded 17% of the 10.00%WBE goal.

**APPROVED FOR FUNDS BY FINANCE**

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

**THE EAR WAS APPROVED BY MWBOO ON FEBRUARY 14, 2022.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation (DOT) – Extra Work Order No. 1

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Extra Work Order No. 1 with Allied Contractors, Inc. under TR 19017, Conduit Reconstruction @ Various Locations Citywide.

**AMOUNT AND SOURCE OF FUNDS:**

\$0.00 – 9962-903080-9562-900000-702064

**BACKGROUND/EXPLANATION:**

This Authorization is requested on behalf of the DOT – Conduit Division and provides for a 180-day, non-compensable time extension. The additional time is needed to complete TR19017 - Conduit Reconstruction @ Various Locations Citywide. The Notice to Proceed was issued on May 13, 2020 with an original completion date of May 2, 2022. The additional time will result in a revised completion date of October 28, 2022. An Engineer’s Certificate of Completion of Work has not been issued.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 9%; achievement –10.20%

**WBE:** 4%; achievement – 1.15%

This is an On-Call contract; therefore, the scope of services is variable. Allied Contractors, Inc. assigned two sub-contractors to perform Maintenance of Traffic services and dump truck hauling services. There was a shortfall in the hauling work assignment because most of the work performed did not require hauling services.

**THE EAR WAS APPROVED BY MWBOO ON APRIL 26, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Transportation (DOT) – Extra Work Order No. 3 – Mid-Atlantic Contractors

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Extra Work Order No. 3 with Mid-Atlantic General Contractors, Inc. under TR 10309R, Inner Harbor Water Taxi Terminal.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,157.16 – 9950-912054-9527-900010-702064

**BACKGROUND/EXPLANATION:**

This Authorization is requested on behalf of the DOT – TEC Division for work required to complete the Inner Harbor Water Taxi Terminal project. Item 406: Additional engineering was needed for form work around a water line change from the original bid documents which directed a change in the water line location to meet code from stub up location into the mechanical room. Item 407: BGE directed that the original contract document for installing power to the water taxi building was not feasible and that a new electrical plan had to be implanted. Item 408: In order to meet the electrical code, additional power was needed for appliances. Item 103B: An additional 44 feet of chain link fence construction is needed for safety. Item 201A: The additional funds are also needed for removing an additional 492 feet of brick pavers to install the structural foundation form work. An Engineer’s Certificate of Completion of Work has not been issued.

**DBE PARTICIPATION:**

The Contractor has achieved 18.34% of the assigned 25% DBE goal.

**THIS CONTRACT DOES NOT REQUIRE MWBOO APPROVAL.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**INFORMAL AWARDS**

\* \* \* \* \*

The Board is requested to approve  
the Renewals, Increases to Contracts,  
Sole Source, Selected Source and Extensions  
listed on the following pages:

123 - 157

The Board is also requested to approve and authorize  
execution of the Agreements as to form and legal  
sufficiency.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement

1. The Board is requested to approve a renewal of **Contract Number 08000 – Qualtrax Cloud Software License** with Qualtrax Inc. located at 105 Industrial Drive - Christiansburg, VA 24073. Period covered is July 1, 2022 through June 30, 2023, with one, one-year renewal option remaining. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$12,621.20

Account No.: Various

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

On August 27, 2019, the City Purchasing Agent approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the second renewal option.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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.

**P.O. No.: P548810**

**Agency: Baltimore Police Department**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the CPA on August 27, 2019	\$ 8,063.00
2. 1 <sup>st</sup> Renewal approved by the CPA on April 13, 2020	\$ 8,304.90
3. 2 <sup>nd</sup> Renewal approved by the Board on June 23, 2021	\$ 11,485.20
4. 3 <sup>rd</sup> Renewal pending Board approval	<u>\$ 12,621.20</u>
Total Contract Value	<b>\$ 40,474.30</b>

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. Initial award below MWBOO threshold.

**LOCAL HIRING:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 2. The Board is requested to approve a renewal of **Contract Number B50005960 – O.E.M. Parts Hydraulic Hoses and Fittings** with the vendors listed below. Period covered is June 25, 2022 through June 24, 2023, with two, one-year renewal options available on this contract.

Tipco Technologies, Inc.  
 11412 Cronhill Drive  
 Owings Mills, MD 21117

R/W Connection  
 899-C Airport Park Road  
 Glen Burnie, MD 21061

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No additional funds requested.

Account No.: Various

**BACKGROUND/EXPLANATION:**

On June 24, 2020, the Board approved an initial award as shown in the Contract Value Summary below. The Board is requested to approve the first of three renewal options available on this contract.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P551826 & P551827 Agency: Dept. of General Services - Fleet**

AGENDA

BOARD OF ESTIMATES

6/1/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the Board on June 24, 2020	\$1,000,000.00
2. 1 <sup>st</sup> Renewal pending Board approval	\$ <u>0.00</u>
Total Contract Value	<b>\$1,000,000.00</b>

**MBE/WBE PARTICIPATION:**

On July 23, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

- 3. The Board is requested to approve a renewal of **Contract Number B50004963 – Unarmed Uniformed Security Guard Services** with Abacus Corporation, at 610 Gusryan Street, Baltimore, MD 21224. Period covered is July 1, 2022 through June 30, 2023 with no renewal options remaining.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$4,825,000.00 Account No.: Various

**BACKGROUND/EXPLANATION:**

On June 21, 2017, the Board approved an initial award with the subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the fifth and final renewal option. This renewal is to continue the security services for various City facilities.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P539839**

**Agency: City-Wide**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on June 21, 2017	\$ 4,000,000.00
2. Increase approved by the CPA on August 29, 2017	\$ 50,000.00
3. Increase approved by the Board on January 10, 2018	\$ 225,000.00
4. 1 <sup>st</sup> Renewal approved by the Board on June 27, 2018	\$ 2,275,000.00
5. 2 <sup>nd</sup> Extension of 1 <sup>st</sup> Renewal approved by the Board on December 19, 2018	\$ 2,275,000.00
6. 2 <sup>nd</sup> Renewal approved by the Board on July 10, 2019	\$ 4,825,000.00
7. 3 <sup>rd</sup> Renewal approved by the Board on July 29, 2020	\$ 4,825,000.00
8. 4 <sup>th</sup> Renewal approved by the Board on June 16, 2021	\$ 4,825,000.00
9. Increase approved by the Board on January 19, 2022	\$ 3,000,000.00
10. 5 <sup>th</sup> Renewal pending Board approval	<u>\$ 4,825,000.00</u>
Total Contract Value	<b>\$ 30,900,000.00</b>

**MBE/WBE PARTICIPATION:**

On March 20, 2017, MWBOO set goals of 11% MBE and 2% WBE. On December 8, 2017, MWBOO approved a waiver of the WBE goals. Abacus Corporation was found compliant on December 17, 2021.

**EMPLOY BALTIMORE:**

Applicable.

**LIVING WAGE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

4. The Board is requested to approve a renewal of **Contract Number B50005633 – Flexible Spending Account (FSA) Administration Services** with Total Administrative Services Corporation at 2302 International Lane, Madison, WI 53704. Period covered is July 17, 2022 through July 16, 2023 with one, one-year renewal option remaining.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$45,000.00

Account No.: 1001-000000-1602-172500-603026

**BACKGROUND/EXPLANATION:**

On July 17, 2019, the Board approved an initial award with the subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the first renewal option.

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

**P.O. No.: P548426**

**Agency: Department of Finance**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on July 17, 2019	\$ 105,948.00
2. Increase approved by the Board on November 24, 2021	\$ 30,000.00
3. 1 <sup>st</sup> Renewal pending Board approval	<u>\$ 45,000.00</u>
Total Contract value	<b>\$ 180,948.00</b>

**MBE/WBE PARTICIPATION:**

On December 6, 2018, it was determined that no goal would be set because of no opportunity to segment the contract.

AGENDA

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INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 5. The Board is requested to approve a ratification and renewal of **Contract Number 08000 – Preventive Maintenance, System Optimization and Onsite Training** with Lutron Services Co., Inc., at 7200 Suter Road, Coopersburg, PA 18036. Ratification period covered is October 17, 2020 through May 17, 2022. The renewal period is May 18, 2022 through October 16, 2022, with no renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

Ratification:	\$ 41,792.00	
Renewal:	<u>\$ 41,792.00</u>	
Total:	<b>\$ 83,584.00</b>	Account No.: 1001-000000-5311-391600-603016

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

On October 17, 2018, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The vendor is the manufacturer of the Lutron Lighting Control System and is the sole source for providing preventative maintenance, system optimization, and onsite training for the control system. This is the retroactive second and third of three renewal options. Due to an administrative error, the contract was not renewed during the term period but the Supplier continued to provide service. This ratification and renewal will ensure continuation of preventive maintenance, system optimization and onsite training for the Lutron Lighting control system.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

**Bureau of Procurement – cont'd**

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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.

**P.O. No.: P545764**

**Agency: Baltimore Convention Center**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the Board on October 17, 2018	\$ 41,792.00
2. 1 <sup>st</sup> Renewal approved by the Board on October 2, 2019	\$ 41,792.00
3. Ratification and Renewal	<u>\$ 83,584.00</u>
Total Contract Value	<b>\$167,168.00</b>

**MBE/WBE PARTICIPATION:**

Not Applicable. This meets the requirement for certification as a sole source procurement as preventive maintenance, system optimization, and onsite training are only available from the manufacturer.

**EMPLOY BALTIMORE:**

Not Applicable.

**LIVING WAGE:**

Not Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

6. The Board is requested to ratify and renew **Contract Number 08000 – Benevate SaaS Service Agreement** with Benevate, Inc. at 3423 Piedmont Road NE, Suite 216, Atlanta, GA 30305. The ratification period is January 29, 2022 through May 17, 2022. The renewal period is May 18, 2022 through January 28, 2023 with one-year renewal options at the sole discretion of the City. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$150,000.00

Account No.: Various

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

The renewal period lapsed but the software manufacturer allowed the end user agency to continue using the software subscription due to an administrative error. The requested ratification and renewal will provide continuation of Service (SaaS) to support facilitation, administration, and application related to the issuance of grants and loans for the Home Ownership and Housing Preservation programs.

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 goods, equipment and/or service is recommended.

**P.O. No.: P550385 Agency: Dept. of Housing and Community Development**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on January 29, 2020	\$ 62,609.00
2. Increase approved by the City Purchasing Agent on May19, 2020	\$ 5000.00
3. Emergency COVID-19 increase approved by the Director of Finance on July 20, 2020	\$ 83,700.00
4. 1 <sup>st</sup> Renewal approved by the Board on March 31, 2021	\$150,000.00
5. Ratification and 2 <sup>nd</sup> Renewal pending Board approval	<u>\$150,000.00</u>
Total Contract Value	<b>\$451,309.00</b>



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

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

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 7. The Board is requested to approve a ratification and renewal of **Contract Number 06000 – KidSmart Licenses** with KidSmart Software Company at 32406 Franklin Rd. #250240 Franklin., MI 48025. Ratification period is October 1, 2021 through date of board approval and renewal period is date of board approval through September 30, 2022 with no renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$41,000.00                      Account No.: Various

**BACKGROUND/EXPLANATION:**

This is a proprietary software used to renew licenses and provide programming support.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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.

**Req. No.: R888639**

**Agency: MOED**

**AGENDA**

**BOARD OF ESTIMATES**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. This is under the \$50,000.00 MWBOO threshold.

**LOCAL HIRING:**

Not applicable.

**LIVING WAGE:**

Not applicable.

8. The Board is requested to approve a ratification and renewal of **Contract Number 08000 – arcFM Solutions Software** with Televent. USA, LLC d/b/a Schneider Electric, at 2711 Centerville Road Suite 400 Wilmington, DE 19808. Ratification period is March 10,2022 through date of board approval and renewal period is date of board approval through March 9, 2023 with four, one-year renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$0.00                      Account No.: Various

**BACKGROUND/EXPLANATION:**

On August 31, 2016, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the ratification and fourth renewal option.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**AGENDA**

**BOARD OF ESTIMATES**

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

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.

**P.O. No.: P536729**

**Agency: Dept. of Transportation**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on August 31, 2016	\$ 34,200.00
2. Agreement and Increase approved by the Board on January 25, 2017	\$ 23,336.48
3. Increase approved by the Board August 16, 2017	\$ 86,148.00
4. Amendment approved by the Board on October 4, 2017	\$ 0.00
5. 1 <sup>st</sup> Renewal Approved by the Board on May. 1, 2019	\$ 5,830.35
6. 2 <sup>nd</sup> Renewal Approved by the Board on February 26, 2020	\$ 1,133.20
7. 3 <sup>rd</sup> Renewal Approved by the Board on August 4, 2021	\$ 0.00
8. 4 <sup>th</sup> Renewal and ratification pending Board approval	\$ 0.00
Total Contract Value	<b><u>\$150,647.93</u></b>

**MBE/WBE PARTICIPATION:**

Not applicable. This is a sole source contract.

**LOCAL HIRING:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

- 9. The Board is requested to approve an increase of **Contract B50006184 - Swat Uniforms** with Botach Inc.at 4775 W. Harmon Ave, Las Vegas, NV 89103. Contract expires March 22, 2023, with one, one-year renewal option remaining.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$25,000.00

Account No.: 1001-000000-8160-820200-604009

**BACKGROUND/EXPLANATION:**

On May 10, 2021, the CPA approved an initial award as shown in the Contract Value Summary below. The increase is requested to purchase additional uniforms for current members and additional officers joining.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P554439**

**Agency: Baltimore Police Department**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the CPA on May 10, 2021	\$ 22,465.79
2. Increase pending Board approval	<u>\$ 25,000.00</u>
Total Contract Value	<b>\$ 47,465.79</b>

**MBE/WBE PARTICIPATION:**

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

**LOCAL HIRING:**

Not Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**LIVING WAGE:**

Not applicable.

- 10. The Board is requested to approve an increase of **Contract Number B50006014 – Badges – Names Plates** to the vendors listed below. Contract expires September 15, 2022.

The Irvin Hahn Co., Inc.  
 1830 R Worcester Street  
 Baltimore, MD 21230  
 Items: 24-26, 29, 31-34,  
 36-40, 42-45, 56-71, 73-75

Metis, Inc.  
 2712 Dorchester Drive  
 OKC, OK 73120  
 Items: 2-23, 27 & 28, 30,  
 35, 41, 46-55, 72, 76 & 77

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$30,000.00                      Account Nos.: Various

**BACKGROUND/EXPLANATION:**

On September 16, 2020, the Board approved an initial award and subsequent actions as shown in the Contract Value Summary below. Additional funds are necessary to continue supplying badges, name plates, etc. to various agencies.

The requested action is for an increase of a competitively bid requirements contract. The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. Nos.: P552726 & P552727                      Agency: Baltimore Police, etc.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on September 16, 2020	\$ 49,394.00
2. Increase approved by CPA on July 14, 2021	\$ 1,000.00
2. Increase approved by the Board on December 8, 2021	\$ 22,000.00
3. Increase approved by the Board on February 2, 2022	\$ 20,000.00
4. Increase pending Board approval	<u>\$ 30,000.00</u>
Total Contract Value	<b>\$ 122,394.00</b>

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

11. The Board is requested to approve an increase of **Contract Number 06000 – Fuel for Marine** with Oasis Marina, LLC. at 125 West Street, Annapolis, MD 21401. Contract expires November 22, 2022 with one, one-year renewal option available on this contract.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$35,000.00                      Account No.: Various

**BACKGROUND/EXPLANATION:**

On January 4, 2022, the CPA approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve an increase to allow the police & fire boats to obtain fuel as the docks do not accept the fuel cards. There will be an increase in usage during the boating season.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P556203**

**Agency: Dept. of General Services - Fleet**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the CPA on January 4, 2022	\$ 14,500.00
2. Increase pending approval	<u>\$ 35,000.00</u>
Total Contract Value	<b>\$ 49,500.00</b>

**MBE/WBE PARTICIPATION:**

Not applicable.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 12. The Board is requested to approve an increase of **Contract Number B50005919 – O.E.M. Parts and Service for JCB and LeeBoy Equipment** with Valley Supply & Equipment Company, Inc. at 20332 Leitersburg Pike, Hagerstown, Maryland 21742. Contract expires December 8, 2022 with two, one-year renewal options remaining on the contract.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$150,000.00

Account No.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**BACKGROUND/EXPLANATION:**

On December 11, 2019, the Board approved an initial award as shown in the Contract Value Summary below. The increased usage of the contract is caused by unforeseen maintenance of equipment covered by the contract and the increase will allow for repairs of equipment through the end of the current term.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P549893**

**Agency: Dept. of General Services - Fleet**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on December 11, 2019	\$ 500,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on November 24, 2021	\$ 0.00
3. Increase pending Board approval	\$ 150,000.00
Total Contract Value	<b>\$ 650,000.00</b>

**MBE/WBE PARTICIPATION:**

On July 23,2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.



AGENDA

BOARD OF ESTIMATES

6/1/2022

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

Bureau of Procurement – cont'd

- 13. The Board is requested to approve an award of **Contract Number 08000– Rescue Bailout System** to Thermo Electron North America, LLC, located at PO Box 1245, 7 Third Ave., Neptune City, NJ 0775. Period covered is May 18, 2022 through May 17, 2023. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$ 71,816.96	Account No.: 1001-000000-2142-226000-605007
<u>\$ 718,169.64</u>	Account No.: 4000-456522-2142-226000-605007
<b>\$ 789,986.60</b>	

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

The Supplier is the sole provider of Gemtor Class II Harness Model # 546-0BFD, 546L-2BFD, and 546L-4BFD which are the primary components of this system, which will allow a trapped firefighter a way to safely escape from the window of multi-story building. These systems are used by fire departments throughout the country and have saved countless lives. Therefore, a sole source award is recommended for this one-time commodity purchase.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

It is hereby certified that the above procurement is of such 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.

**Req. No.: R891642**

**Agency: Baltimore Fire Department**

AGENDA

BOARD OF ESTIMATES

6/1/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

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

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 14. The Board is requested to approve an award of **Contract Number 08000 – Bypass Meters - KA - CSSD Meter Opers.** with L/B Water Service Inc. located at 550 S High Street, P O Box 60, Selinsgrove, PA 17870. Period covered is May 1, 2022 through December 31, 2022. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$42,779.52

Account No.: 2071-000000-0000-000000-170006

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

The vendor is the manufacturer’s authorized source of these services which are compatible with the City’s DPW - PUBLIC WORKS current equipment.

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**AGENDA**

**BOARD OF ESTIMATES**

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

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.

**Req. No.: R896522**

**Agency: Dept. of Public Works**

**MBE/WBE PARTICIPATION:**

This is below the MWBOO participation threshold.

**EMPLOY BALTIMORE:**

N/A

**LIVING WAGE:**

N/A

- 15. The Board is requested to approve an award of **Contract Number 06000 – Mailroom Equipment Upgrades** to DMT Solutions Global Corporation d/b/a BlueCrest at 37 Executive Drive, Danbury, CT 06810. Period covered is retroactively from May 27, 2022 through May 26, 2023. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$851,872.00

Account No.: 2032-000000-1360-159100-604006

**BACKGROUND/EXPLANATION:**

The is to procure mailroom equipment upgrade products, including an Inserter and Sorter machine that must be compatible with the existing BlueCrest network equipment. Therefore, a select source award is recommended.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

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.

**Req. No.: R892017**

**Agency: Municipal Post Office**

**MBE/WBE PARTICIPATION:**

On May 3, 2022, it was determined that no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

- 16. The Board is requested to approve an extension of **Contract Number B50004386 – Decals and Striping** with Shannon-Baum Signs, Inc., at 105 Competitive Goals Drive, Sykesville, MD 21784. The current term of the contract expires on May 31, 2022. The extension period covered is June 1, 2022 through December 31, 2022. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No additional funds requested.

Account Nos: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

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

On January 20, 2016, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested as Bids received per advertised solicitation B50006380 were rejected by BOE on May 18, 2022. The extension of current contract will facilitate the agency to source required items during time required to reformulate specifications for a new solicitation and to get new contract awarded.

The requested action is an extension of a competitively bid requirements contract. The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P534281**

**Agency: Dept. of General Services - Fleet**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the Board on January 20, 2016	\$250,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on October 24, 2018	\$250,000.00
3. 2 <sup>nd</sup> Renewal approved by the Board on November 20, 2019	\$ 0.00
4. Extension approved by the Board on January 13, 2021	\$ 0.00
5. Extension approved by the Board on October 27, 2021	\$ 0.00
6. Extension pending Board approval	\$ 0.00
Total Contract Value	<b>\$500,000.00</b>

**MBE/WBE PARTICIPATION:**

On December 1, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**LIVING WAGE:**

Applicable.

17. The Board is requested to approve an extension of **Contract Number B50006243 – Vehicle Glass Repair and Installation Services** with Clear View Auto Glass and Repair, LLC., at 2042 N. Howard Street, Baltimore, MD 21218. Contract expires on June 1, 2022 with no renewal options. Extension period covered is June 2, 2022 through December 31, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$50,000.00

Account Nos: Various

**BACKGROUND/EXPLANATION:**

On July 21, 2021, the CPA approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested to continue glass repairs and installation services while a new solicitation, B50006689, is released and awarded.

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

**P.O. No.: P554875**

**Agency: Health Dept.**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the CPA on July 21, 2021	\$15,000.00
2. Increase approved by the Board on October 6, 2021	\$33,000.00
3. Extension pending Board approval	<u>\$50,000.00</u>
Total Contract Value	<b><u>\$98,000.00</u></b>

**AGENDA**

**BOARD OF ESTIMATES**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

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

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Applicable.

18. The Board is requested to approve an extension of **Contract Number B50003190 – Residential Water and Sewer Service Line Protection Program** with HomeServe USA, Corporation at 601 Merritt 7, 6th Floor, Norwalk, CT 06851. Period covered is May 28, 2022 through December 31, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No additional funds requested.

**BACKGROUND/EXPLANATION:**

On May 28, 2014, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The current contract provides Residential Water and Sewer Service Line Protection at a fee to City residents for repairs on resident's property. The coverage for repairs extends from the resident's property to the City's point of responsibility. This extension will provide time to Department of Public Works to finalized detail specifications in consultation with Maryland Department of Environment in light of December 2021 release of Lead and Copper Revision regulations.

**P.O. No.: P527649**

**Agency: Department of Public Works**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Award approved by the Board on May 28, 2014	\$0.00
2. 1 <sup>st</sup> renewal approved by the Board on May 18, 2016	\$0.00
3. 2 <sup>nd</sup> renewal approved by the Board on May 17, 2017	\$0.00
4. 3 <sup>rd</sup> renewal approved by the Board on May 16, 2018	\$0.00
5. 1 <sup>st</sup> Extension approved by the Board on May 15, 2019	\$0.00
6. 2 <sup>nd</sup> Extension approved by the Board May 27, 2020	\$0.00
7. 3 <sup>rd</sup> Extension approved by the Board May 19, 2021	\$0.00
8. 4 <sup>th</sup> Extension pending Board approval	<u>\$0.00</u>
Total Contract Value	<u>\$0.00</u>

**MBE/WBE PARTICIPATION:**

On November 4, 2013, it was determined that no goals would be set because of no opportunity to segment the contract.

**EMPLOY BALTIMORE:**

Applicable

**LIVING WAGE:**

Not applicable

- 19. The Board is requested to approve an extension of **Contract Number B50005655 – Book Binding Services for Enoch Pratt Free Library** with Wert Bookbing Inc., at 9975 Allentown Blvd., Grantville, PA 17028. Period covered is June 17, 2022 to December 16, 2022. This request meets the condition that there is no advantage in seeking competitive responses.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$0.00 Account Nos: Various



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

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

On June 19, 2019, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested to continue moving services forward while a new solicitation is released and awarded.

The requested action is an extension of a competitively bid requirements contract. The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. No.: P548173**

**Agency: Pratt -Enoch Pratt Free Library**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on June 19, 2019	\$ 81,952.50
2. Extension pending Board approval	\$ 0.00
Total Contract Value	<b>\$ 81,952.50</b>

**MBE/WBE PARTICIPATION:**

On January 3, 2019, MWBOO determined that no goals would be set because there is no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

20. The Board is requested to approve an extension of **Contract Number B50005269 – Aftermarket Parts and Service for Heavy Trucks and Equipment** with the vendors listed below. Contract expires on May 31, 2022. The extension period covered is June 1, 2022 through December 31, 2022 with no renewal options. This request meets the condition that there is no advantage in seeking competitive responses.

Correlli Incorporated  
9810 Correlli Lane  
Perry Hall, MD 21128

Johnson & Towers, Inc.  
500 Wilson Point Road  
Baltimore, MD 21220

Maryland Industrial Trucks, Incorporated  
21 W. Susquehanna Avenue #100  
Towson, MD 21204

The Auto Barn, Inc.  
2830 James Street  
Baltimore, MD 21230

Waste Equipment Sales and Service, LLC  
3300 Transway Road  
Halethorpe, MD 21227

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No additional funds requested.

Account Nos: Various

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

On May 16, 2018, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the extension of the contract to source requirements covered by the current contract while new bids received per advertised solicitation B50006440 are being evaluated to recommend the award of new contract.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

The requested action is an extension of a competitively bid requirements contract. The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**P.O. Nos.: P543902, P543903, P543904, P543905 & P543906**

**Agency: DGS - Fleet**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on May 16, 2018	\$ 2,500,000.00
2. Increase approved by the Board on December 19, 2019	\$ 6,000,000.00
3. Extension approved by the Board on June 9, 2021	\$ 1,200,000.00
4. Extension approved by the Board on January 19, 2022	\$ 0.00
5. Extension pending approval by the Board	\$ 0.00
Total Contract Value	<b>\$ 9,700,000.00</b>

**MBE/WBE PARTICIPATION:**

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

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

21. The Board is requested to approve a ratification and extension of **Contract B50005579 – Preventative Maintenance for DNA Equipment** with Life Technologies at 1600 Faraday Avenue, Carlsbad, CA 92008. Ratification period is November 21, 2021 through May 31, 2022. The extension period is June 1, 2022 through November 30, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$27,930.00

Account No.: 1001-000000-2024-212600-603080

**BACKGROUND/EXPLANATION:**

The Baltimore Police Department's DNA laboratory utilizes two 7500 Realtime PCR instruments and six Veriti Thermal Cycler instruments for the analysis of forensic DNA casework. The instruments require constant and precise maintenance, troubleshooting, and repair. FBI requirements necessitate that each of these instruments have preventative maintenance performed at least once a year by qualified personnel. Life Technologies Corporation was awarded the contract which subsequently expired on November 20, 2021. Requisition R881823 has been submitted by the agency to solicit for bids (B50006719) and execute a new contract.

**PO. No. P545995**

**Agency: Police Department**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on November 21, 2018	\$ 27,199.98
2. 1 <sup>st</sup> Renewal approved by the Board on July 17, 2019	\$ 30,000.00
3. Increase approved by the Board on January 8, 2020	\$ 32,117.70
4. 2 <sup>nd</sup> Renewal approved by the Board on September 23, 2020	\$ 5,000.00
5. Increase approved by the CPA on September 30, 2021	\$ 10,000.00
6. Ratification and extension pending Board approval	<u>\$ 27,930.00</u>
Total Contract Value:	<b>\$ 132,247.68</b>

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

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

**EMPLOY BALTIMORE:**

Not Applicable.

**LIVING WAGE:**

Not Applicable.

22. The Board is requested to approve a ratification and extension of **Contract B50005357 – Medium and High Voltage Electrical Systems** with Bluestar Technologies, Inc at 4401 Erdman Avenue, Baltimore, MD 21213. Ratification period is March 27, 2021 through May 31, 2022. The extension period is June 1, 2022 through December 31, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$350,000.00                      Account Nos.: Various

**BACKGROUND/EXPLANATION:**

On March 27, 2019, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The enduser has submitted a requisition (R896930) in CitiBuy for a new contract. The extension is being requested for continuity of services while a solicitation is drafted and advertised to initiate a competitive bidding process to recommend award of a new contract.

The requested action is an extension of a competitively bid requirements contract. The above amount is the City's estimated requirement; however, the vendor shall supply the City's entire requirement, be it more or less.

**PO. No.: P547348**

**Agency: Dept. of General Services**

AGENDA

BOARD OF ESTIMATES

6/1/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on March 27, 2019	\$ 500,000.00
2. Increase approved by the Board on September 2, 2020	\$ 800,000.00
3. Increase approved by the CPA on January 13, 2022	\$ 50,000.00
4. Ratification and extension pending Board approval	<u>\$ 350,000.00</u>
Total Contract Value:	<b>\$ 1,700,000.00</b>

**MBE/WBE PARTICIPATION:**

On May 11, 2022, MWBOO found the vendor compliant on the WBE 5% goal and non-compliant on the MBE 16% goal with a conciliation recommendation from MWBOO to ensure MBE/WBE utilization.

**EMPLOY BALTIMORE:**

Applicable.

**LIVING WAGE:**

Applicable.

- 23. The Board is requested to approve an extension of **Contract B50004718 – Citywide Mass Notification System** with OnSolve, LLC f/k/a Emergency Communications Network, LLC, at 780 W. Granada Blvd, Ormond Beach, FL 32174. Contract expires on May 29, 2022. Period covered is May 30, 2022 through May 29, 2023.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

No additional funds requested.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**BACKGROUND/EXPLANATION:**

On November 30, 2016, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. OEM is working with BOP to transition to another emergency notification System and is reviewing vendor presentations and contacting Baltimore area jurisdictions on the services they use to create the best regional inter-operable platform. Maryland Department of Emergency Management and Baltimore County have just transitioned to different services. OEM expects it will take 6 months to enact a new service and another 6 months to train Baltimore City agency staff on the new service.

The requested action is an extension of a competitively bid contract. The above amount is the City’s estimated requirement; however, the vendor shall supply the City’s entire requirement, be it more or less.

**PO. No.: P537751**

**Agency: BFD, Office of Emergency Management**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on November 30, 2016	\$ 447,500.00
2. 1 <sup>st</sup> Renewal approved by the Board on October 30, 2019	\$ 0.00
3. 1 <sup>st</sup> Amendment approved by the Board on December 18, 2019	\$ 89,500.00
4. 2 <sup>nd</sup> Renewal approved by the Board on October 21, 2020	\$ 0.00
5. 1 <sup>st</sup> Extension approved by the Board on October 27, 2021	\$ 100,000.00
6. Extension pending Board approval	\$ 0.00
Total Contract Value:	<b>\$ 637,000.00</b>

**MBE/WBE PARTICIPATION:**

On August 1, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**EMPLOY BALTIMORE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**LIVING WAGE:**

Applicable.

24. The Board is requested to approve an award of **Solicitation Number B50006606** – **Crime Scene Personnel Uniforms** to F & F and A. Jacobs & Sons, Inc., located at 1100 Wicomico St. Baltimore, MD 21230. This is a one-time procurement.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$40,457.00

Account No.: 1001-000000-2024-212600-604003

**BACKGROUND/EXPLANATION:**

Vendors were solicited by posting on CitiBuy. The sole bid received was opened on May 5, 2022, and was found to be fair and reasonable. Award is recommended to be made to the responsible bidder.

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

**Req. No.: R889409**

**Agency: Baltimore Police Department**

**MBE/WBE PARTICIPATION:**

Not applicable. Award is below MBE/WBE subcontracting threshold of \$50,000.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

- 25. The Board is requested to approve a renewal of **Contract Number B50005154 – Citywide Violation Towing Services** with the vendors listed below. Period covered is April 1, 2022 through March 31, 2023, with no renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

Item I: Central Business District Sector  
 McDel Enterprises, Inc.  
 8813 Philadelphia Road  
 Rosedale, MD 21237

Item II: East Sector  
 C&S Towing and Transport, LLC  
 164W. 41<sup>st</sup> Street  
 Baltimore, MD 21211

Item III: North Sector  
 Lilith, Inc. d/b/a Jim Elliot's Towing  
 5600 York Road  
 Baltimore, MD 21237

Item IV & V: West Sector &  
 Heavy Equipment  
 The AutoBarn Inc.  
 2930 James Street  
 Baltimore, MD 21230

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$0.00                      Account No.: Various

**BACKGROUND/EXPLANATION:**

On April 04, 2018, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the first renewal option.

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

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.

**P.O. No.: P543315, P553316, P553317, P553318      Agency: DOT**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on April 4, 2018	\$ 4,000,000.00
2. 1 <sup>st</sup> Approved by the. Board on June 16, 2021	\$ 0.00
3. 2 <sup>nd</sup> Renewal pending Board approval	\$ 0.00
Total Contract Summary	<b>\$ 4,000,000.00</b>

**MBE/WBE PARTICIPATION:**

On September 29, 2017, MWBOO set goals of 8% MBE and 2% WBE. The vendors listed above were all found compliant on March 28, 2022.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

26. The Board is requested to approve an increase of **Contract Number B50005017 – Background Investigation** with Kentech Consulting Inc. 520 W. Erie, Suite 340, Chicago, IL 60654. Period covered is date of board approval though October 31, 2022, with one, two-year renewal options.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$192,000.00                      Account No: Various

**BACKGROUND/EXPLANATION:**

The blanket contract covers multiple agencies however funds are currently spent down for the Dept. of Human Resources (DHR). Additional funding is required to maintain background investigation services for DHR. This request is to increase funding on the current blanket contract to cover estimated costs through contract expiration.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

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

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 practical to obtain, competitive bids. Therefore, pursuant to Article VI, Section 11 (e) (i) of the City Charter.

**Requisition No.: P541948**

**Agency: Dept. of Human Resources**

**CONTRACT VALUE SUMMARY:**

1. Initial Amount approved by the Board October 25, 2017	\$ 1,975,000.00
2. 1 <sup>st</sup> Increase approved by the Board March 24, 2021	\$ 75,851.70
3. 2 <sup>nd</sup> Increase pending board approval	\$ 192,000.00
Total Contract Value	<b>\$ 2,242,851.70</b>

**MBE/WBE PARTICIPATION:**

On May 17, 2017, MWBOO set goals of 11% MBE and 5% WBE. On October 26, 2020, MWBOO performed a compliance review and found the vendor non-compliant. MWBOO sent a letter to the vendor to set a plan to become compliant.

**LOCAL HIRING:**

Not Applicable

**LIVING WAGE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Pay Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of outstanding invoice(s) to **GC Jones Elevator Company Inc.**, located at 3010 Kaverton Road Forestville, MD 20747.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$31,876.20

Account No.: 2070-000000-5501-393000-603063

**BACKGROUND/EXPLANATION:**

The requested action is an approval to pay outstanding invoice(s) for various dates due to emergency repairs to the elevators which are critical to the mobility and work flow of the plant. As these repairs were necessary to minimize an interruption of services, vendor was requested to cover repairs without an approved purchase order. The agency has submitted a new requisition to cover urgent repair request moving forward.

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

**Req. No. R897723**

**Agency: DPW**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Payment of Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of outstanding invoice(s) to **Stanley Convergent Security Solutions, Inc.**, located at 6955 Golden Ring Rd., Baltimore, MD 21237.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$25,000.00

Account No.: 2039-000000-1330-158400-603084

**BACKGROUND/EXPLANATION:**

The requested action is an approval to pay outstanding invoice(s) for the purchase of remote elevator monitoring services for the city's elevators. The agency submitted a requisition for services, however remote elevator services were provided before the purchase order was approved to replace the expired contract #B50005205. As an urgent need, the agency purchased services to maintain public safety issues for the elevators throughout the City facilities. Going forward, the agency will begin contract preparation to make sure a contract will be in place.

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

**Req. No. R898190**

**Agency: - Comptroller's Office**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Pay Confirming Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of outstanding invoice to ProjectManager.com, Inc. located at 3721 Executive Center Dr., Suite 200 - Austin, TX 78731.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$40,178.00

Account No.: 1001-000000-8070-819800-603023

**BACKGROUND/EXPLANATION:**

The requested action is an approval to pay an outstanding invoice for services received without a valid contract. The IT section currently utilizes the project manager software to manage and increase workload efficiency for the Police department. This is a software service that allows a centralized, web-accessible cloud-based solutions. The previous contract P553730 expired; however, the vendor continued to provide services. As the agency did not secure an approved purchase order, outstanding payment is due to the vendor. The agency has been advised to submit a new requisition for next fiscal year.

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

**Req. No.: R897817**

**Agency: Baltimore Police Department**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a confirming request.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Pay Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to pay outstanding invoice to **GC Jones Elevator Company Inc.** located at 3010 Kaverton Road, Forestville, MD 20747.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$20,530.46

Account No.: 2029-000000-1982-192500-603026

**BACKGROUND/EXPLANATION:**

The requested action is an approval to allow for payment of outstanding invoices for the purchase of emergency fire alarm and sprinkler system services as required for City of Baltimore facilities. Blanket P533698 was approved and in place at time of services; however, the agency did not prepare the release requisition before contract expiration on October 31, 2021. Board approval is requested to open the contract to allow payment of outstanding invoices.

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

**Req. No. P533698**

**Agency: DGS**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Pay Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to pay outstanding invoice to **Morrison Consulting Inc.** located at 190 Canal Road Extended, York, PA 17406.

**AMOUNT OF MONEY AND SOURCE FUNDS:**

\$9,800.00 Account No.: 1001-000000-1472-743400-605008

**BACKGROUND/EXPLANATION:**

The requested action is an approval to allow for payment of an outstanding invoice to provide maintenance support for VPP for Baltimore City Government. Previous blanket P549052 expired September 22, 2021. Although the contract expired, the vendor continued to provide services. The agency has hired a Contract Coordinator to oversee all contract renewals. Authority is requested to provide a purchase order to pay the outstanding invoice incurred without a valid contract. Agency advised to start preparation for a long-term contract.

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

**Req. No. R886598**

**Agency: Dept. of General Services**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Bureau of Procurement – Pay Confirming Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a ratification and extension to contract 08000 CoStar Group Inc. at 1331 L St NW, Washington, DC 20005. Ratification period is July 1, 2021 through date of board approval. The extension period is date of board approval through June 30, 2022.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

\$12,838.62

Account No.: 1001-000000-7100-691400-606008

**BACKGROUND/EXPLANATION:**

The requested action is an approval to ratify and extend contract P552093. CoStar Group, Inc. is the sole provider of the real estate property database used by the end user. Contract P552093 expired on June 30, 2021. The agency was inadvertently unaware that all renewal options had been exercised in the contract and the vendor has continued to provide uninterrupted service. As a result, payment is due to the vendor to cover the period of July 1, 2021 through June 30, 2022. A request has been submitted by the agency on requisition R894436 to execute a new contract.

**Req. No. R897192**

**Agency: Dept of Finance, Fiscal Integrity**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice.

**LOCAL HIRING:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
165 - 167  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works

- 1. WC 1410, Urgent Need Infrastructure Rehabilitation and Improvements Phase I – FY '21      **REJECTION** – On June 30, 2021, the Board opened four bids. The bids ranged from \$7,746,450.00 to \$8,476,725.00. The Department has Determined it is in the best interest of the City to reject all bids.

Department of Transportation

- 2. TR 21004, Inspire Schools Sidewalk Reconstruction      J. Villa Construction, Inc.      \$ 956,900.00

**MBE/WBE PARTICIPATION:**

The Chief of Minority Women’s Business Opportunity Office recommends approval of J. Villa Construction Co., Inc. bids as following Article 5 Section 28 of the Baltimore City Code. As part of their bid, J. Villa Construction., Inc. has committed to utilize the following:

<b>MBE:</b> J. Villa Construction, Inc.*	\$287,300.00	30.02%
<b>WBE:</b> Rowen Concrete, Inc.	\$144,300.00	15.08%

\*Indicates Self-Performance.

**MWBOO FOUND VENDOR IN COMPLIANCE ON FEBRUARY 8, 2022.**

Bureau of Procurement

- 3. B50006511 – FUSO Mitsubishi Trucks – O.E.M. Parts and Service      Waste Equipment Sales and Service, LLC      \$5,000,000.00
- (Dept. of General Services - Fleet)



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement – cont'd

- 6. B50006425, Preventive Maintenance for Truck Scales  
(Dept. of Public Works)
 

**REJECTION** - Vendors were solicited by advertising a formal bid on CitiBuy, eMaryland Marketplace and in local newspapers. One bid was received and opened on February 16, 2022, however the Bureau of Procurement (BOP) was notified by the agency that a line item to include replacement parts was inadvertently left out of the specifications. The line item was included on previous advertisements, reference bid #B50005254. This omission heavily impacts the needs of the contract. Therefore, due to the omission, this solicitation will be re-advertised with a new bid number in accordance with City Charter requirements.
  
- 7. B50006506 – Emergency Vehicle Lighting and Accessories  
(DGS – Fleet Management)
 

East Coast Emergency Lighting, Inc.	\$3,312,839.00
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**MBE/WBE PARTICIPATION:**

On January 21, 2022, it was determined that no goals would be set due to no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER ON JANUARY 21, 2022.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Finance Department – Waterfront Management District Fiscal 2023 Budget and Property/Tax Public Utilities Surcharge Rates

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Waterfront Management District Fiscal 2023 Budget and Property / Tax Public Utilities Surcharge Rates.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the Waterfront Management District (WMD). The District has submitted its plan for Fiscal Year 2023, which maintains the same surcharge rate on property taxes in Fiscal 2023 as the prior year. The rate is \$0.17 per \$100 of assessable value.

The total Fiscal 2023 Budget for WMD is \$4,226,755. The Fiscal 2023 estimated surcharge revenue has decreased 1.3% from the \$3,269,425 in Fiscal 2022 Budget to \$3,228,242. Revenue from surcharge tax collections represents 76.4% of the District’s total budget and the City’s General Fund contribution of \$458,096 represents 10.8% of the District’s total budget. The District will also receive \$540,417 in additional grant revenue and service fees.

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

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

**MBE/WBE PARTICIPATION:**

N/A

**AFFECTED COUNCIL DISTRICT:** 1 and 11

**EMPLOY BALTIMORE:** N/A

**LIVING WAGE:** N/A

**LOCAL HIRING:** N/A

**1% FOR PUBLIC ART:** N/A

**FINANCE HAS REVIEWED:**

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**FY 2023 Approved Budget**

<b>WPB - Unrestricted</b>	<b>FY22 Budget</b>	<b>FY23 Budget</b>	<b>% Change FY23 budget vs FY22 budget</b>	<b>Notes</b>	
<b>Revenue and support</b>					
Private taxable property owners	3,269,425	3,228,242	-1%		
Baltimore City contract	450,979	458,096	2%		
Corporate partners	93,500	110,000	15%	Contributions back to Pre-Pandemic Levels	
Nonprofit property owners	68,815	68,815	0%		
Sponsorship & Event Coordination	101,020	231,500	56%	Contributions back to Pre-Pandemic Levels	
Contract service fees	89,944	119,788	25%	Increased contract for services provided at Federal Hill	
Interest income	18,000	18,000	0%		
Other Income	0	2,000	100%		
PPP Loan	<u>131,000</u>	<u>0</u>	<u>100%</u>	PPP Loan was forgiven in Jan '22	
<b>Total Revenue and support</b>	<b><u>4,147,683</u></b>	<b><u>4,226,755</u></b>	<b><u>2%</u></b>	<b>76%</b>	<b>Surcharge Revenue</b>
				<b>11%</b>	<b>City Contract</b>
<b>Expenses</b>					
Hospitality and Safety	1,426,467	1,424,822	0%		
Exterior Janitorial	1,270,383	1,279,386	1%		
Landscaping	457,926	461,602	1%		
Marketing	251,046	198,541	-26%		
Park Programming & Events	126,768	250,880	49%	Events & Programming back to Pre-Pandemic levels	
Federal Hill Park	68,058	82,833	18%	Increased contract	
Healthy Harbor	175,582	177,758	1%		
Administration	321,807	305,171	-5%		
Fundraising	49,646	45,762	-8%		
<b>Total Expenses</b>	<b><u>4,147,683</u></b>	<b><u>4,226,755</u></b>	<b><u>2%</u></b>		

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Finance Department – cont'd

	<u>0</u>	<u>(0)</u>			
Change in Net Assets before					
non-operating expenses					
Non-operating expenses					
Waterwheel Depreciation	70,100	70,100	0%		
Harris Creek Waterwheel	<u>51,240</u>	<u>51,240</u>	0%		
Total Non-operating expenses	<u>121,340</u>	<u>121,340</u>			
Change in Net Assets	<u>(53,904)</u>	<u>(121,340)</u>			



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Finance – Midtown Community Benefits District Fiscal 2023 Budget and Property/ Tax Public Utilities Surcharge Rates

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Midtown Community Benefits District Fiscal 2023 Budget and Property/Tax Public Utilities Surcharge Rates.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the Midtown Community Benefits District (MCBD). Property owners in the MCBD will pay the same tax surcharge rate in Fiscal 2023 as in Fiscal 2022, set at \$0.132 per \$100 of assessable value.

The Fiscal 2023 estimated surcharge tax revenue has increased 3.6%, from \$1,508,491 in Fiscal 2022 to \$1,562,205 in the Fiscal 2023 proposed budget. The budget includes a \$39,055 allowance for overestimated surcharge tax revenue, resulting in a net projection of \$1,523,149. MCBD will augment this revenue with \$72,092 in grant contributions and service fees. As of April 27, total cash reserves for MCBD were \$642,586, which meets the desired benchmark for three months of operating expenses.

MCBD provides the Bolton Hill, Charles North, Madison Park and Mount Vernon neighborhoods with enhanced cleaning, safety and maintenance services. These services include daily broom and dustpan services and mechanized equipment along sidewalks, curb lines, and park spaces. Detailed cleaning of alleys; trash collection of 187 cans; weeding; leaf collection; public green maintenance; and increased safety patrols.

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

**MBE/WBE PARTICIPATION:**

N/A

**AFFECTED COUNCIL DISTRICT**

11 and 12

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Finance – cont'd

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**1% FOR PUBLIC ART: N/A**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Finance – cont'd

### Midtown Community Benefits District Fiscal 2023

		+Projected Income	FY23 Total	FY22 Total
		Property Tax	1,562,205.00	1,508,490.84
		Allowance for over-estimated surtax	(39,055.13)	37,712.27
		Net Income	1,523,149.88	1,470,779.00
		Contributions	27,500.00	27,500.00
		Parking & Storage (In-	14,340.00	14,340.00
		Interest Earned	252.00	200.00
		Service Fees	30,000.00	30,000.00
		<b>Total Income</b>	<b>1,595,241.88</b>	<b>1,542,819.00</b>
Projected Expenses	Program Services	Support Services - FY23	FY23 Total	FY22 Total
Category Allocation	Public Space	Management/General	<b>1,595,241.88</b>	<b>1,542,819.00</b>
Accounting	9,389.50	1,160.50	10,550.00	10,400.00
Advertising	436.10	53.90	490.00	800.00
Audit	8,010.00	990.00	9,000.00	10,000.00
Bank service charges	712.00	88.00	800.00	800.00
Bookkeeping	17,088.00	2,112.00	19,200.00	19,200.00
Computer expenses	4,603.08	568.92	5,172.00	4,820.00
Consultants	17,088.00	2,112.00	19,200.00	19,700.00
Depreciation	31,308.60	3,869.60	35,178.20	36,000.00
Dues & Subscriptions	2,180.50	269.50	2,450.00	2,610.00
Employee benefits	6,910.19	854.07	7,764.26	21,338.00
Equipment rental	350.00	-	350.00	650.00
Fuel	29,702.42	-	29,702.42	15,000.00
Insurance	26,407.90	3,263.90	29,671.80	41,719.00
Insurance - workers comp	14,336.42	1,771.92	16,108.34	18,000.00
Leased Equipment	2,456.40	303.60	2,760.00	2,760.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Finance Department – cont'd

**Midtown Community Benefits District Fiscal 2023 Budget**

Legal fees	4,450.00	550.00	5,000.00	5,000.00
Licenses & Permits	800.00	-	800.00	800.00
Meals	1,335.00	165.00	1,500.00	1,500.00
Miscellaneous	854.40	105.60	960.00	200.00
Occupancy (rent/storage)	53,652.24	6,631.18	60,283.42	54,487.00
Office expenses	3,405.14	420.86	3,826.00	3,851.00
Parking & Storage (in-kind)	12,727.00	1,573.00	14,300.00	14,340.00
Payroll Service	1,582.42	195.58	1,778.00	4,740.00
Postage	667.50	82.50	750.00	1,000.00
Printing	1,780.00	220.00	2,000.00	1,500.00
Program Expense - Clean/Green	22,544.00	-	22,544.00	32,700.00
Program Expense - Workforce Development	18,460.00	-	18,460.00	2,500.00
Repair & maintenance - equipment	9,348.00	-	9,348.00	8,000.00
Repair & maintenance - facilities	445.00	55.00	500.00	500.00
Repair & maintenance - vehicles	15,250.00	-	15,250.00	20,000.00
Salaries	214,963.48	26,568.52	241,532.00	465,000.00
Simple IRA	3,337.50	412.50	3,750.00	2,500.00
Small equipment	5,000.00	-	5,000.00	5,000.00
Subcontract expense - BBB	834,143.30	-	834,143.30	809,209.00
Subcontract expense - TPS	135,168.00	-	135,168.00	-
Telephone & Internet	1,845.86	228.14	2,074.00	2,100.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Finance Department – cont'd

**Midtown Community Benefits District Fiscal 2023 Budget**

	5,820.00	-	5,820.00	7,620.00
Taxes - other	-	500.00	500.00	500.00
Taxes - payroll	21,496.35	2,656.85	24,153.20	46,500.00
Training	2,850.67	352.33	3,203.00	2,500.00
Travel	2,091.50	258.50	2,350.00	2,500.00
Uniforms	8,250.00	-	8,250.00	10,000.00
<b>TOTAL EXPENSES</b>	<b>1,553,246.48</b>	<b>58,393.46</b>	<b>1,611,639.95</b>	<b>1,806,844.00</b>
<b>FY23 % of total</b>	<b>89.</b>	<b>11.00%</b>		

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Finance – Fiscal 2023 Visit Baltimore Inc. Baltimore Tourism Improvement District Financial Plan & Special Assessment Rate

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

The Board is requested to approve the Visit Baltimore Inc. Baltimore Tourism Improvement District (BTID) Fiscal 2023 Financial Plan and Special Assessment Rate. The period of the assessment is July 1, 2022 through June 20, 2023.

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

N/A

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

The Board has the authority to approve the annual financial plan and special assessment tax rate for the Baltimore Tourism Improvement District (BTID). The BTID includes all assessed businesses, existing in the future, available for public occupancy within the boundaries of Baltimore City.

The Fiscal 2023 financial plan assumes the special assessment charge of 2 percent of gross short-term room rental revenue of which the BTID anticipates generating \$4,000,000 in revenue from July 1, 2022 through June 30, 2023. The Fiscal 2023 Financial Plan proposes \$4,000,000 in total expenses between July 1, 2022 and June 30, 2023. Special assessment funds will support marketing, sales, and other promotional programs and activities to increase visitation and convention groups in the BTID or specifically benefit assessed businesses. The proposal allocates \$1,360,000 in marketing and advertising service, \$1,305,000 in sales and destination development programs available to assessed businesses, \$1,275,000 in meetings & conventions and \$60,000 to meet its legally required City administration fee. The Fiscal 2023 financial plan was advertised in three publications: in the Daily Record once a week for a three-week period, in AFRO once a week for a for a two-week period and in Bmore Times once a week for a for a two-week period. There was no interest from the public, and the BTID was subsequently approved by the District Management Committee on April 21, 2022.

The Department of Finance recommends the BTID's proposed Fiscal 2023 financial plan and special assessment rate for approval.

**MBE/WBE PARTICIPATION:** N/A

**AFFECTED COUNCIL DISTRICT:** Citywide

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Finance – cont'd

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED:**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

TID Budget	Forecast	Budget	
<b>REVENUE</b>			
Reported (estimate) from City	3,500,000	4,000,000	
<b>TOTAL</b>	3,500,000	4,000,000	
<b>EXPENSE</b>			
ISSA/GBAC costs	150,000	28,000	
Safety and Security - Group	169,000	300,000	
Tourism Customer Service Training for Community	0	50,000	
Wayfinding Signage and Visitor Experience	5,000	51,500	
Partner agency / Maryland Sport event support	0	300,000	
Beautification - Planting & Cleaning	200,000	200,000	
Inner Harbor Activation - Waterfront Partnership	10,000	0	
City Art	0	150,000	
Community Social Responsibility (CSR) Initiative / Support	0	150,000	
Diversity & Inclusion (contribution to African American Tourism Attractions)	75,500	75,500	
Total Destination Development	609,500	1,305,000	33%
<b>Marketing &amp; Advertising</b>			
Leisure Marketing and Convention Trade: Production			
Brand Awareness Ad Production		150,000	
M&C Industry Videos Production (X3)		75,000	
National PR Agency Retainer		170,000	
Research/Analysis - Leisure		50,000	
Research/Analysis - M&C		35,000	
Total Production	600,000	480,000	
Leisure Marketing and Convention Trade: Media Buys			
Supplemental Paid Search		50,000	
Brand Awareness Media Placements		400,000	
M&C Media Placements		180,000	
Regional Sports Media Placements		50,000	
Jobs Campaign Rehits (X2)		100,000	
International		75,000	
Total Media Buys	750,000	855,000	
Marketing Tools for Youth Sports Industry	50,000	25,000	
Total Marketing & Advertising	1,400,000	1,360,000	34%
<b>Meetings &amp; Conventions</b>			
Total Financial Incentives for groups	236,090	731,000	
Support for Sales Strategies (M&C)			
CVENT Connect (Short-term & Corporate)	18,000	16,000	
CEMA (Short-term & Corporate)		0	
MPI WEC (Short-term & Corporate)	5,000	5,000	
Direct Selling Association (Short-term & Corporate)	9,670	13,000	
Maritz NEXT (Short-term & Corporate)	22,670	25,000	
ASAE Annual (Short-term & Long-term)	3,000	60,000	
RCMA (Short-term & Long-term)	15,000	15,000	
NCBMP (Short-term & Long-term)	3,550	10,000	
IMEX (Short-term & Long-term)	59,000	70,000	
Total Support for Sales Strategies (M&C)	135,890	214,000	
Tradeshows/Events targeting Short-Term & Long-Term Business	10,000	10,000	
New Events w/ entire focus on short term, small meetings (M&C)			
Smart Meetings (LA & TX)	0	8,000	
Northstar Meetings (Destination East or Small Meetings)	0	7,000	
FAM/Customer Event Fund - Preakness	65,000	85,000	
In-market Sales Customer Event (contingency item)	0	30,000	
Government Market Plan (Previously "Rebuilding Our Industry")	20,000	20,000	
New Market Campaign (Geographic or Vertical)	0	20,000	
International Sales Efforts	90,000	150,000	
Total Meetings & Conventions	556,980	1,275,000	32%
City Fee 1.5%	62,620	60,000	2%
<b>TOTAL EXPENSE</b>	<b>2,629,100</b>	<b>4,000,000</b>	<b>100%</b>
<b>SURPLUS (DEFICIT)</b>	<b>870,900</b>	<b>0</b>	



**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Department of Finance – Charles Village Community Benefits District Fiscal 2023  
Budget and Property/Tax Public Utilities Surcharge Rates

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Charles Village Community Benefits District Fiscal 2023 Budget and Property / Tax Public Utilities Surcharge Rates.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the Charles Village Community Benefits District (CVCBD). Property owners in the CVCBD will pay the same tax surcharge rate in Fiscal 2023 as in Fiscal 2022, set at \$0.125 per \$100 of assessable value.

The Fiscal 2023 estimated surcharge tax revenues have increased by 2.7%, or \$23,063 to \$874,829 compared to Fiscal 2022. CVCBD proposes to augment this revenue with \$148,874 of contributions from Johns Hopkins University and other tax-exempt properties, \$250,000 from grants, and \$5,700 of program revenue. Under these agreements, CVCBD will provide safety services (e.g., court watch and liquor board support and safety patrol, outreach and engagement, community support, and education), sanitation services (e.g., litter and leaf removal, rat abatement, bulk services, recycling support, outreach and engagement, community support, and education), and other services as required by the legislation.

The CVCBD has also created a grant program to support community led initiatives, programs, and events that further the mission of the benefits district to “Keep the Benefits District Safe and Clean” through outreach, engagement, and advocacy. The grant program funds up to \$1,000 per event.

It is recommended that the Board approve the CVCBD budget plan for Fiscal 2023.

**MBE/WBE PARTICIPATION: N/A**

**AFFECTED COUNCIL DISTRICT: 12 and 14**

**EMPLOY BALTIMORE: N/A**

**LIVING WAGE: N/A**

**LOCAL HIRING: N/A**

**1% FOR PUBLIC ART: N/A**

**FINANCE HAS REVIEWED**

# AGENDA

## BOARD OF ESTIMATES

6/1/2022

Department of Finance – cont'd

### Charles Village Community Benefits District Fiscal 2023 Budget

Charles Village Community Benefits District											
Proposed Budget FY 2022-2023 (@ 12.5 cents per \$100 assessed property value)											
Income/Expense	FY'23 Proposed Budget	Admin. Allocation	13%	Sanitation Allocation	40%	Safety Allocation	40%	Outreach Allocation	7%	FY'22 Budget	Variance FY23- FY22 Budgets
<b>ANTICIPATED INCOME</b>											
Property Tax Surcharge - current year	875,576	131,336	15.0%	437,788	50.0%	262,673	30.0%	43,779	5.0%	851,766	23,810
Property Tax Surcharge - prior years	40,000	6,000	15.0%	20,000	50.0%	12,000	30.0%	2,000	5.0%	50,000	-10,000
Exempt Property Contributions											0
<i>Johns Hopkins University</i>	80,000	4,000	5.0%	40,000	50.0%	32,000	40.0%	4,000	5.0%	68,340	11,660
<i>Hopkins Village - 3200 St. Paul Street</i>	58,874	2,944	5.0%	29,437	50.0%	23,550	40.0%	2,944	5.0%	58,874	0
<i>All others</i>	10,000	500	5.0%	5,000	50.0%	4,000	40.0%	500	5.0%	10,000	0
Grants	250,000	25,000	10.0%	25,000	10.0%	162,500	65.0%	37,500	15.0%	350,000	-100,000
Program Revenue											0
<i>CSX - sanitation services</i>	2,700	0	0.0%	2,700	100.0%	0	0.0%	0	0.0%	2,700	0
<i>Other</i>	0	0	0.0%	0	100.0%	0	0.0%	0	0.0%	0	0
<i>Miscellaneous Fee for Service</i>	3,000	0	0.0%	3,000	100.0%	0	0.0%	0	0.0%	3,000	0
<b>Total Anticipated Income</b>	<b>1,320,150</b>	<b>169,780</b>	<b>13%</b>	<b>562,925</b>	<b>43%</b>	<b>496,722</b>	<b>38%</b>	<b>90,723</b>	<b>7%</b>	<b>1,394,680</b>	<b>-74,530</b>
<b>ANTICIPATED EXPENSES</b>											
<b>Personnel Expenses: Compensation</b>											
Salaries/wages (all F/T and P/T )	615,000	123,000	20%	369,000	60%	92,250	15%	30,750	5%	498,620	116,380
Overtime		0	0%	0	100%	0	0%	0	0%	5,000	-5,000
		0	0%	0	100%	0	0%	0	0%		0
Contract Labor											0
<i>Professional Security</i>	210,000	0	0%	0	0%	210,000	100%	0	0%	193,440	16,560
<i>Safety Consultant</i>	75,000	0	0%	0	0%	71,250	95%	3,750	5%	75,000	0
<b>Subtotal Compensation</b>	<b>900,000</b>	<b>123,000</b>	<b>13.7%</b>	<b>369,000</b>	<b>41.0%</b>	<b>373,500</b>	<b>41.5%</b>	<b>34,500</b>	<b>3.8%</b>	<b>772,060</b>	<b>127,940</b>
<b>Personnel Expenses: Benefits</b>											
Payroll Taxes	45,000	10,800	24.0%	31,500	70.0%	0	0.0%	2,700	6.0%	35,000	10,000
Simple IRA Match	18,300	4,392	24.0%	12,810	70.0%	0	0.0%	1,098	6.0%	14,820	3,480
Workers' Comp. Insurance	15,000	2,250	15.0%	9,000	60.0%	3,000	20.0%	750	5.0%	15,000	0
Payroll Service Fees	4,000	960	24.0%	2,800	70.0%	0	0.0%	240	6.0%	4,000	0
Health Insurance	85,000	25,500	30.0%	59,500	70.0%	0	0.0%	0	0.0%	85,000	0
Disability Insurance	0	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0
Personnel Expenses - other	0	0	20.0%	0	80.0%	0	0.0%	0	0.0%	1,000	-1,000
<b>Subtotal Benefit</b>	<b>167,300</b>	<b>43,902</b>	<b>24.0%</b>	<b>115,610</b>	<b>70.0%</b>	<b>3,000</b>	<b>0.0%</b>	<b>4,788</b>	<b>6.0%</b>	<b>154,820</b>	<b>12,480</b>
<b>Subtotal Personnel</b>	<b>1,067,300</b>	<b>166,902</b>	<b>15.6%</b>	<b>484,610</b>	<b>45.4%</b>	<b>376,500</b>	<b>35.3%</b>	<b>39,288</b>	<b>3.7%</b>	<b>926,880</b>	<b>140,420</b>
<b>Program Expenses</b>											
Parking	150	30	20%	60	40%	60	40%	0	0%	300	-150
Printing/Publishing/Web	11,000	2200	20.0%	1650	15.0%	1650	15.0%	5500	50.0%	6,000	5,000
Supplies	40,000	2000	5.0%	30000	75.0%	4000	10.0%	4000	10.0%	40,000	0
Uniforms	15,000	750	5.0%	14250	95.0%	0	0.0%	0	0.0%	15,000	0
Leaf Detail	0	0	0.0%	0	100.0%	0	0.0%	0	0.0%	20,000	-20,000
Contracts											0
<i>Rat Abatement - pest control</i>	14,000	0	0.0%	14000	100.0%	0	0.0%	0	0%	14,000	0
<i>Fellows</i>	0			0	33.0%	0	33.0%	0	33%	7,500	
<i>Other</i>	5,000	100	2.0%	2000	40%	2000	40.0%	900	18%	185,000	-180,000
Auto Insurance	13,000	0	0.0%	13000	100%	0	0.0%	0	0%	13,000	0
Vehicle Op. (fuel, maint., etc)	15,000	0	0.0%	15000	100%	0	0.0%	0	0%	20,000	-5,000
Program Costs - other	0	0	0.0%	0	75%	0	25.0%	0	0%	250	-250
Community Support	10,000	500	5.0%	4000	40%	4000	40.0%	1500	15%	5,000	5,000

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

<b>Subtotal Program</b>	<b>123,150</b>	<b>5,050</b>	<b>4.1%</b>	<b>73,900</b>	<b>60%</b>	<b>7,650</b>	<b>6%</b>	<b>10,400</b>	<b>8%</b>	<b>326,050</b>	<b>-202,900</b>
<b>Facility Expenses</b>											
Equipment/Furniture	5,000	500	10%	3,750	75%	500	10%	250	5%	7,500	-2,500
Depreciation	16,300	815	5.0%	14,670	90.0%	815	5.0%	0	0%	16,300	0
Janitorial/Cleaning	7,200	360	5.0%	3,600	50.0%	2,160	30.0%	432	6%	6,000	1,200
Maintenance/Additions	1,000	50	5.0%	500	50.0%	300	30.0%	60	6%	1,000	0
Rent	42,000	2,100	5.0%	25,200	60.0%	12,600	30.0%	2,100	5%	39,550	2,450
Telephone	7,000	350	5.0%	3,500	50.0%	2,100	30.0%	420	6%	7,000	0
Utilities	4,000	200	5.0%	2,000	50.0%	1,200	30.0%	240	6%	4,000	0
<b>Subtotal Facilities</b>	<b>82,500</b>	<b>4,375</b>	<b>5%</b>	<b>49,470</b>	<b>60%</b>	<b>18,360</b>	<b>22%</b>	<b>3,252</b>	<b>4%</b>	<b>81,350</b>	<b>1,150</b>
<b>Overhead Expenses</b>											
Accounting/Legal	12,000	600	5.0%	4,800	40.0%	4,800	40.0%	600	5.0%	15,000	-3,000
Advertising	1,500	75	5.0%	600	40.0%	600	40.0%	75	5.0%	5,000	-3,500
Board Meeting expenses	1,500	75	5.0%	600	40.0%	600	40.0%	75	5.0%	1,000	500
Public Event expenses	2,500	125	5.0%	1,000	40.0%	1,000	40.0%	125	5.0%	7,500	-5,000
Bank Charges	800	40	5.0%	320	40.0%	320	40.0%	40	5.0%	800	0
Computer Support	7,200	360	5.0%	2,880	40.0%	2,880	40.0%	360	5.0%	7,200	0
D and O Insurance	3,000	150	5.0%	1,200	40.0%	1,200	40.0%	150	5.0%	3,000	0
Interest expense	0	0	5.0%	0	40.0%	0	40.0%	0	5.0%	0	0
Rental Equipment	4,000	200	5.0%	1,600	40.0%	1,600	40.0%	200	5.0%	5,000	-1,000
Dues and Subscriptions	1,000	50	5.0%	400	40.0%	400	40.0%	250	25.0%	1,200	-200
Professional Development	2,500	125	5.0%	1,000	40.0%	1,000	40.0%	0	0.0%	3,000	-500
Property and Liability Ins.	7,200	360	5.0%	2,880	40.0%	2,880	40.0%	360	5.0%	7,200	0
Postage	2,500	125	5.0%	1,000	40.0%	1,000	40.0%	125	5.0%	2,500	0
General Office Expenses	1,500	75	5.0%	600	40.0%	600	40.0%	75	5.0%	1,500	0
Travel	0	0	5.0%	0	40.0%	0	40.0%	0	5.0%	500	-500
<b>Subtotal Overhead</b>	<b>47,200</b>	<b>2,285</b>	<b>5%</b>	<b>18,280</b>	<b>39%</b>	<b>18,280</b>	<b>39%</b>	<b>2,360</b>	<b>5%</b>	<b>60,400</b>	<b>-13,200</b>
<b>Total Anticipated Expenses</b>	<b>1,320,150</b>	<b>178,612</b>	<b>13.5%</b>	<b>626,260</b>	<b>47.4%</b>	<b>420,790</b>	<b>31.9%</b>	<b>55,300</b>	<b>4.2%</b>	<b>1,394,680</b>	<b>-74,530</b>
<b>Excess Income Over Expense</b>	<b>0</b>	<b>-8,832</b>		<b>-63,335</b>		<b>75,932</b>		<b>35,423</b>		<b>0</b>	

## AGENDA

**BOARD OF ESTIMATES**

**6/1/2022**

**Office of the Mayor**

**MAYOR – Host City Agreement – Addendum – 2026 FIFA World Cup**

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Addendum (the “Addendum”) to the Hosting Agreements executed by and between the Federation Internationale De Football Association (“FIFA”), Washington Convention and Sports Authority T/A Events DC, the Mayor and City Council of Baltimore, the State of Maryland, and the Maryland Stadium Authority (“MSA”), modifying the City of Baltimore’s Hosting Agreement (the “Agreement”) for its bid to host soccer events as part of the 2026 FIFA World Cup tournament, which was approved by the Board on January 10, 2018. The purpose of the Addendum is for the City of Baltimore, the District of Columbia, the State of Maryland, and MSA to revise and resubmit their respective Agreements in a combined, joint bid.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

The 2026 FIFA World Cup is an international soccer tournament in which 48 national teams will compete at venues selected by FIFA and the Member Association. Two official bids to host the tournament were submitted to FIFA: a joint bid by Canada, Mexico and the United States, and a bid by Morocco.

As part of the successful, joint bid of Canada, Mexico and the United States, Baltimore offered to host one or more competitions and related events. As part of the bidding process, FIFA required a Host City Agreement (an adherence contract from FIFA) of each municipality seeking to host and stage competitions in 2026. The City of Baltimore and State of Maryland’s Agreement with FIFA was approved by the Board on January 10, 2018.

Simultaneous with Baltimore submitting a bid to host events, the District of Columbia also submitted a bid, as did many other municipalities. Over the course of negotiations with FIFA and other parties, the City of Baltimore and the District of Columbia have been encouraged and have now agreed to join forces with the Maryland Stadium Authority under a single, combined bid. This Addendum effects that result, such that the terms previously agreed to by both municipalities in their respective Hosting Agreements is still in force; however, the Host City, as referenced in each city’s Agreement is now redefined as comprising both cities.

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

#### Office of the Mayor – cont'd

This Addendum incorporates a “Stadium Agreement” executed between FIFA and the Maryland Stadium Authority (undated, starting on page 13 of the Addendum); the Hosting Agreements of Washington, DC (undated, starting on page 111 in the Exhibit A section of the Addendum); and the Hosting Agreement of the City of Baltimore referenced above (effective date January 10, 2018, and starting on page 210 in the Exhibit A section of the Addendum). The Addendum joins the separate Hosting Agreements of the City Baltimore and the District of Columbia and the Stadium Agreement into one single “bid” or “offer,” being issued by the City Baltimore, the District of Columbia, and the State of Maryland, to jointly host competition events for the 2026 FIFA World Cup tournament.

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

Should be subsequently evaluated in relation to the Agreement when the City/State has been selected and has established plans for hosting and staging the 2026 FIFA World Cup.

#### **LOCAL HIRING:**

Should be subsequently evaluated in relation to the Agreement when the City/State has been selected and has established plans for hosting and staging the 2026 FIFA World Cup.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

Fire and Police Employees' Retirement System - Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the travel request for Mr. N. Anthony Calhoun to attend the 116<sup>th</sup> Government Finance Officers Association (GFOA) Annual Conference from June 4 – 9, 2022 in Austin, Texas. The subsistence rate for this location is \$225.00 per day.

**AMOUNT OF MONEY AND SOURCE:**

\$2,467.12 - 6000-604122-1540-171400-603001 (Special Funds Fire & Police)

Subsistence:	\$ 900.00	(\$225.00 x 4)
Hotel Taxes:	\$ 148.92	(\$219.00 x 17%= \$37.23 x 4)
Meals and Incidentals:	\$ 136.00	(\$ 34.00 x 4)
Airfare:	\$ 747.20	
Registration:	\$ 475.00	
Ground:	<u>\$ 60.00</u>	

Mr. Calhoun will be disbursed \$1,992.12.

**BACKGROUND/EXPLANATION:**

The GFOA's Annual Conference will cover the latest developments in state and local government finance. The conference offers CPE-accredited sessions to help all governments improve capital planning, prepare for the next recession, and provide easily accessible and transparent financial statements that are consistent with the latest GASB standards.

**AFFECTED COUNCIL DISTRICT:**

**EMPLOY BALTIMORE:**

**LIVING WAGE:**

**LOCAL HIRING:**

**1% FOR PUBLIC ART:**

**FINANCE HAS REVIEWED:**

**AUDITS HAS REVIEWED:**

## AGENDA

### BOARD OF ESTIMATES

6/1/2022

Department of Finance – Downtown Management Authority Fiscal 2023 Budget and Property Tax/Public Utilities Surcharge Rates

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

The Board is requested to approve Downtown Management Authority Fiscal 2023 Budget and Property Tax/Public Utilities Surcharge Rates.

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

N/A

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

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the Downtown Management Authority (DMA). The DMA's proposed Fiscal 2023 budget maintains the previous fiscal year's surcharge rate for taxable commercial properties located within DMA's boundaries at \$.2239 per \$100.00 of assessed value.

In addition to the property surcharge tax, DMA is also authorized to impose a surcharge on public utilities. The Fiscal 2023 proposal will maintain the rate at \$.5597 per \$100 of assessed value, which is 2.5 times the real property tax set by Maryland Code 6-302.

A review of the Downtown Partnership of Baltimore's (DPOB) Fiscal 2023 Financial Plan for the DMA indicates overall revenues increased by 8.3% from Fiscal 2022 to Fiscal 2023 (\$9,061,430.00 vs. \$9,811,168.00). The main driver of this increase is from State appropriations in the amount of \$1,500,000.00 awarded to the DPOB to continue and increase safety initiatives within the DMA district. The uncertainty of future appeals and decreased property valuations enabled DPOB/DMA to qualify for Paycheck Protection Program funding during Fiscal 2021, which will offset some of the reductions in assessments in Fiscal 2023 and keep operating reserves closer to the 3% recommendation by DOF in anticipation of the Fiscal 2023 uncertainties. DPOB plans to utilize some of the PPP reserves in Fiscal 2023 by investing in human capital. Planned expenses will increase from Fiscal 2022 to Fiscal 2023 by 8.6% (\$9,437,087.00 vs. \$10,245,407.00).

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

#### **MBE/WBE PARTICIPATION:** N/A

**AFFECTED COUNCIL DISTRICT:** 11

**EMPLOY BALTIMORE:** N/A

**LIVING WAGE:** N/A

**LOCAL HIRING:** N/A

**1% FOR PUBLIC ART:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/1/2022**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Recreation and Parks - RP 21821, ADA Improvements to James D. Gross Recreation Center  
**BIDS TO BE RECV'D: 8/3/2022**  
**BIDS TO BE OPENED: 8/3/2022**

**12:00 NOON**

**ANNOUNCEMENT OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**