

**NOTICE:**

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, ([http://www.baltimorecitycouncil.com/boe\\_agenda.htm](http://www.baltimorecitycouncil.com/boe_agenda.htm)) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

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

**BOARD OF ESTIMATES' AGENDA - JUNE 7, 2017**

**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:

Allan Myers, MD, Inc.	\$ 501,827,400.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$501,827,400.00 from the Parent Company, Allan Myers, Inc.	
BMC Services, LLC	\$ 1,500,000.00
Bomark Electric	\$ 8,000,000.00
Caribbean Piping & Welding, Inc.	\$ 1,500,000.00
Commercial Interiors, Inc.	\$ 8,000,000.00
DSM Properties, LLC	\$ 6,990,000.00
IPR Northeast, LLC	\$ 300,000,000.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$300,000,000.00 from the Parent Company, Inland Pipe Rehabilitation, Inc.	
J. Fletcher Creamer & Son, Inc.	\$ 20,000,000.00
Work Capacity Rating Underwritten by Blanket Guarantee of \$20,000,000.00 from the Parent Company, API Group, Inc.	

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**BOARDS AND COMMISSIONS** - cont'd

Kiewit Infrastructure Co.	\$2,395,430,000.00
Optimum Controls Corporation	\$ 8,000,000.00
P & J Contracting Company, Inc.	\$ 39,440,000.00
SAK Construction, LLC	\$ 353,940,000.00
Worcester Eisenbrandt, Inc.	\$ 8,000,000.00
Young's Floor Service and Remodeling Company, Inc.	\$ 700,000.00

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:

Beyer Blinder Belle Architects & Planners, LLP	Architect
E-Merge Systems, Inc.	Engineer
Endesco, Inc.	Engineer
Faisant Associates, Inc.	Engineer
GHD, Inc.	Engineer Architect
Gilbert Architects, Inc.	Architect
KUMI Construction Management Corporation	Engineer
Leo A Daly	Architect
Marine Solutions, Inc.	Engineer
MD 2 Technical Services, Inc.	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**BOARDS AND COMMISSIONS** - cont'd

Mimar Architects and Engineers, Inc. dba Mimar Ponte Mellor	Architect
SCS Engineers	Engineer
Sigma Associates	Engineer
Spears/Votta & Associates, Inc.	Engineer

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rates at the City-owned Fleet & Eden Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

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

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

To bring these transient rates charged at the Fleet & Eden Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. These rate adjustments were unanimously approved by the PABC Board of Directors.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

PABC - cont'd

<b>Location</b>	<b>Proposed Transient Rate Changes</b>				<b>Proposed Monthly Rate Changes</b>
Fleet & Eden Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		<b>Current Rate</b>	<b>Proposed Rate</b>	<b>Last Rate Change</b>	No Proposed Changes
	1 hour rate	\$ 5.00	\$ 6.00	February 2015	
	2 hour rate	\$ 7.00	\$ 8.00	February 2015	
	3 hour rate	\$ 9.00	\$10.00	February 2015	
	4 hour rate	\$11.00	\$12.00	February 2015	
5-12 hour rate	\$13.00	\$14.00	February 2015		

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Baltimore Police Department (BPD) - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the U.S. Drug Enforcement Administration (DEA). The period of the MOU is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

CitiWatch services provide state-of-the-art CCTV cameras throughout the City in an effort to assist the BPD and other City agencies with public safety. These cameras are monitored 24 hours a day and 365 days a year by certified CCTV monitors with law enforcement backgrounds.

This MOU will provide cooperation and coordination between the DEA's Washington Field Division, Baltimore District Office and Baltimore City, for the purpose of combining efforts to target drug trafficking organizations and violent offenders that operate in the metropolitan area of Baltimore.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
a Transfer of Funds  
listed on the following page:

8

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Housing and Community Development</u>		
1. \$594,000.00		
General Funds		
59,000.00		
31 <sup>st</sup> Comm. Dev.		
Bonds		
<u>\$653,000.00</u>	9910-923019-9587	
	Baltimore Home-	
	owner Incentive	
	(Reserve)	
\$145,000.00	-----	9910-903292-9588
		Baltimore City
		Employee Program
90,000.00	-----	9910-903294-9588
		Buy Into Baltimore
50,000.00	-----	9910-905290-9588
		Living Near Your
		Work Program
309,000.00	-----	9910-907109-9588
		Booster Program V2V
<u>59,000.00</u>	-----	9910-907109-9588
		Booster Program V2V
		(31 <sup>st</sup> CD)
<b>\$653,000.00</b>		

This transfer will provide funds for the Baltimore Housing Homeownership Incentive Programs.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**CITY COUNCIL BILLS**

17-0054 - An Ordinance concerning Franchise - Bridgeway over Centre Street for the purpose of granting a franchise to MD-601 N. Calvert, LLC, to use and maintain an existing elevated bridgeway that is located above and across Centre Street approximately 120 feet east of Calvert Street, subject to certain terms, conditions, and reservations; and providing for a special effective date.

Franchise Fee

The Department of Transportation recommends a franchise charge of \$12,514.60 a year.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

17-0055 - An Ordinance concerning Franchise - Parking Lot, with a Chain Link Fence, in a Portion of the North Side of the Bed of Bath Street, Between Calvert Street and Guilford Avenue for the purpose of granting a franchise to MD-North Calvert Street, LLC, to use and maintain an existing parking lot located in a portion of the north side of the bed of Bath Street, between Calvert Street and Guilford Avenue where this parking lot adjoins the property of MD-North Calvert Street, LLC (formerly owned by The A.S. Abell Company) and to use and maintain an existing chain link fence, with a gate, along the eastern, southern, and western boundaries of the parking lot, subject to certain terms, conditions, and reservations; and providing for a special effective date.

Franchise Fee

The Department of Transportation recommends a franchise charge of \$8,246.87 a year.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Baltimore Development Corporation - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with the Department of Finance/Bureau of Purchases, Tenant, for the rental of 10,429 square feet for the property known as 7 East Redwood Street. The period of Agreement is October 1, 2017 through September 30, 2022.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installments</u>
\$172,078.56	\$14,339.88

Account: 1001-000000-1441-161800-603013

After the first year of the lease term, the rent will escalate 3% annually thereafter.

**BACKGROUND/EXPLANATION:**

The tenant will occupy the space located on the tenth floor, 7,210 square feet, and a portion of the 11<sup>th</sup> floor 3,219 square feet to be used as office space.

The landlord will perform tenant improvements on behalf of the tenant in the approximate cost of \$125,000.00.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Baltimore Development - 2016 Audited Financial Statements for  
Corporation (BDC)            the Baltimore Hotel Corporation

**ACTION REQUESTED OF B/E:**

The Board is requested to **NOTE** receipt of the December 31, 2016 Audited Financial Statements of the Baltimore Hotel Corporation (BHC), pursuant to Ordinance 05-128.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The audit was performed by the accounting firm of CliftonLarson - Allen, LLP and was prepared in accordance with auditing standards generally accepted in the United States of America.

At its Board meeting on March 2017, the BHC Board of Directors voted unanimously to accept the December 31, 2016 audited financial statements as presented.

On January 11, 2006, the Board approved and authorized the appropriation of \$305,000,000.00 in tax-exempt revenue bonds for the development and construction of a 757 room Convention Center Hotel, known as: The Hilton Baltimore which is owned by BHC, a non-profit corporation, and operated by the Hilton Hotels Corporation.

The BHC was formed to assist the City in accomplishing an essential governmental function of enhancing economic development within the City by promoting and expanding the use of the Baltimore Convention Center. The Hotel promotes the health, safety and general welfare of the residents of the City, increases commerce and industry, enhances economic development within the City and advances the efficiency of citizens.

**MBE/WBE PARTICIPATION:**

N/A

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Recreation - Relocation Contract No. 04A0N7AX -  
and Parks Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Relocation Contract No. 04A0N7AX with Verizon of Maryland (Verizon) and approve an expenditure of funds to pay Verizon for relocation of its facilities associated with Contract No. TR 11319, Jones Falls Trail - Phase V.

**AMOUNT OF MONEY AND SOURCE:**

\$4,749.49 - 9938-907740-9474-900010-706063

**BACKGROUND/EXPLANATION:**

On March 1, 2017, the Board approved the award of Contract No. TR 11319, Jones Falls Trail - Phase V. The purpose of this Relocation Contract No. 04A0N7AX is to provide clearance for improvements for this project.

The work to be performed consists of removing 50 pair aerial cable from Pole 2 to P9 Kelly Avenue, removing buried pedestal from F1905 Kelly Avenue and placing aerial term at P2 Kelly Avenue. Verizon estimates the cost for the work performed to be \$4,749.49.

**DBE PARTICIPATION:**

The associated Contract No. TR 11319, has a DBE goal of 28%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Relocation Contract No. 04A0N7AX has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Recreation - Relocation Contract No. 04A0AF1K -  
and Parks Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Relocation Contract No. 04A0AF1K with Verizon of Maryland (Verizon) and approve an expenditure of funds to pay Verizon for relocation of its facilities associated with Contract No. TR 11319, Jones Falls Trail - Phase V.

**AMOUNT OF MONEY AND SOURCE:**

\$14,883.52 - 9938-907740-9474-900010-706063

**BACKGROUND/EXPLANATION:**

On March 1, 2017, the Board approved the award of Contract No. TR 11319, Jones Falls Trail - Phase V. The purpose of this Relocation Contract No. 04A0AF1K is to provide clearance for improvements for this project.

The work to be performed consists of removing 300 pair aerial cable from Pole 5 to P6 Northern Parkway, placing direct buried 300 pair cable from Pole 5 to P6 Northern Parkway and eliminating obstruction for the Jones Falls footpath bridge pathway. Verizon estimates the cost for the work performed to be \$14,883.52.

**DBE PARTICIPATION:**

The associated Contract No. TR 11319, has a DBE goal of 28%.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Relocation Contract No. 04A0AF1K has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Mayor's Office of Human - Two-Month Advance Funding Resources (MOHS)

The Board is requested to approve and authorize a two-month advance of funding for the Head Start Program of the following organizations:

1. **DAYSPRING PROGRAM, INC.** **\$804,394.00**

Account: 4000-486318-1772-515600-603051

The MOHS is requesting a two-month advance on the full amount of the funding which is \$4,826,363.00. The advance funding will allow for the operation of the Head Start services to continue for Fiscal Year 2018. The services will be provided to 584 Children and their families.

2. **UNION BAPTIST CHURCH-SCHOOL, INC.** **\$242,230.00**

Account: 4000-486318-1772-516000-603051

The MOHS is requesting a two-month advance on the full amount of funding which is \$1,453,378.00. The advance funding will allow for the operation of the Head Start services to continue for Fiscal Year 2018. The services will be provided to 175 Children and their families.

Under the terms of the agreements, funding is available from the Department of Health and Human Services (DHHS) to operate the Head Start programs. The program provides educational, social, psychological, health, nutritional, and parental education services to children and their families who live in the target area and meet the DHHS income guidelines.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following page:  
16  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.



AGENDA

BOARD OF ESTIMATES

06/07/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- |  |                     |
|--|---------------------|
| 1. B50004876, Mowers,<br>Various Types                     | <b>\$219,201.67</b> |
| <u>Item Nos. 1 and 2</u><br>Finch Services, Inc.           | \$175,407.67        |
| <u>Item No. 3</u><br>Woodbine Equipment and<br>Supply, LLC | \$ 43,794.00        |

(Dept. of General Services)

On July 6, 2016, MWBOO determined that no goals would be set because of no opportunities to segment the contract. This is the purchase of commodities from an authorized equipment dealer who is required to provide associated pre-delivery inspection and warranty repairs.

**MWBOO GRANTED A WAIVER.**

- |   |                                      |              |
|---|--------------------------------------|--------------|
| 2. B50004932, Telecom<br>Expense Management | TeleManagement<br>Technologies, Inc. | \$111,600.00 |
|---|--------------------------------------|--------------|

(Department of Communication Services, Municipal Telephone Exchange)

On March 17, 2017, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Crystal Oats, the Plaintiff, against Officer Janine Gilley for alleged battery and State and Federal constitutional torts.

**AMOUNT OF MONEY AND SOURCE:**

\$50,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On or about April 12, 2013, and early on the morning of April 13, 2013, the Plaintiff was out celebrating her friend's birthday with friends at Paparazzi Nightclub (407 East Saratoga Street). The Plaintiff's friends and the Plaintiff left the nightclub as others were leaving at closing time, approximately 2:00 a.m. As the clubs were letting out, officers including both mounted units and officers on foot patrol were ordering patrons to clear the area in an attempt to avoid traffic congestion, illegal activity, or fights.

As Plaintiff was crossing the street to get to the vehicle of someone who was picking her up, Officer Gilley, who was a mounted unit officer, approached on her horse and told the Plaintiff and others to "Speed it up!" The Plaintiff contends that as she neared the vehicle, Officer Gilley, without provocation approached aggressively, grabbed her, and caused the Plaintiff to fall. Officer Gilley denies the Plaintiff's contentions and contends that she acted properly in all respects, and that the contact with the Plaintiff was made in an attempt to escort her to the vehicle only after the Plaintiff attempted to grab hold of the horse's reins. After the Plaintiff fell to the ground, the mounted officer's horse stepped on the Plaintiff's right foot, resulting in a crush fracture for which the Plaintiff was transported to Mercy Hospital.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Law Department - cont'd

As a result of the incident, the Plaintiff filed suit in Federal court seeking unspecified compensatory and punitive damages, and reasonable attorney's fees. Because of conflicting factual issues, given the uncertainties and unpredictability of jury verdicts, and in consideration of the verified actual injury and subsequent medical treatment, the parties propose to settle the matter for a total sum of \$50,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

**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**

**06/07/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 021 to Hazen & Sawyer PC under Project 1406, On-Call Project and Construction Management Assistance Services. The period of the task assignment is 6 months.

**AMOUNT OF MONEY AND SOURCE:**

\$155,268.20 - 9960-909728-9557-900020-705032

**BACKGROUND/EXPLANATION:**

The Department needs continued assistance from Hazen & Sawyer PC to provide continuation of services from the previous Task 012 under this agreement inspection services on WC 1295R - Towson Finished Water Reservoir Cover for New Generator/Substation for the Department. Previously, Task 012 was written in the amount of \$433,686.00, which is scheduled to expire June of 2017. The transfer of funds for WC 1295R was approved for \$590,145.00 in inspection services. This amount has been reduced by the funds written under Task 012 leaving a remaining balance of \$156,459.00.

The services to be provided may include, but are not limited to assisting the Construction Management Division with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, construction contract administration, and MBE/WBE and wage regulation compliance reporting.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with MBE/WBE programs in accordance with

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

Article 5, Subtitle 28 of the Baltimore City Code and the MBE/WBE goals assigned to the original agreement.

**MBE: 27%**

**WBE: 10%**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 06 to Louis Berger Water Services, Inc. under Project 1503, On-Call Project and Construction Management Assistance Services. The period of the task assignment is 3 months.

**AMOUNT OF MONEY AND SOURCE:**

\$390,406.61 - 9956-904564-9551-900010-705032

**BACKGROUND/EXPLANATION:**

The Department needs continued assistance from Louis Berger Water Services, Inc. to provide construction management assistance and on-site inspection services on SC 877 - Enhanced Nutrient Removal Process.

Project 1503 (advertised as 1230) includes the following: assisting the City Construction Management section with construction monitoring and inspection, preparation of daily reports, maintenance of project records and documentation, review of contractor's application for payment, attendance at progress meetings, preparation of record drawings, review of contract claims and supports, estimating, scheduling, project engineering, constructability reviews, submittal reviews and responses, review of information and responses, and construction contract administrative support.

**MBE/WBE PARTICIPATION:**

The Vendor will comply with MBE/WBE programs in accordance with Article 5, Subtitle 28 of the Baltimore City Code and the

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

MBE/WBE goals assigned to the original agreement.

**MBE: 27%**

**WBE: 10%**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Hazen & Sawyer PC/AECOM a Joint Venture under project WC 1211 - Design of Ashburton Reservoir Zone 2 Tanks. The Amendment No. 1 to Agreement will extend the agreement through May 28, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On May 28, 2014 the Board approved the original agreement in the amount of \$5,725,544.00, for the period of three years ending May 28, 2017. This amendment will extend the period through May 28, 2018.

This amendment will allow the evaluation process to continue before the project is awarded to the lowest bidder.

The scope of work for this project includes the construction of two pre-stressed concrete finished water storage tanks, each having a diameter of 434 ft., adjacent to the Ashburton Reservoir at Hanlon Park. The work also includes, but is not limited to construction of operational structure (Distribution Building), construction of various vaults, construction of various large diameter pipeline, improvements to Lake Ashburton, and restoration of and improvements to Hanlon Park.

**MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

Baltimore City Code and MBE and WBE goals established in the agreement.

**MBE: 30.08%**

**WBE: 9.43%**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Mayor's Office of Criminal Justice (MOCJ) - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with the Family League of Baltimore City, Inc. The period of the agreement is from July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$ 55,498.00 - 1001-000000-2253-785200-607000  
East Baltimore Youth Service Bureau

55,498.00 - 1001-000000-2253-785100-607001  
Northwest Baltimore Youth Service Bureau

15,750.00 - 1001-000000-6397-484000-601002  
In-kind match - 12 City Youth Workers

**\$126,746.00** - Required City match (25%)

The City is required to provide a 25 percent match in the amount of \$126,746.00. Of this, \$110,996.00 will be a cash-match, while \$15,750.00 will be an in-kind match. The in-kind support from the City (\$15,750.00) is accounted for with the contribution of 12 Youth Workers through the Baltimore City Youth Works program. In total, the matching amount including both cash and in-kind contributions comes to \$126,746.00.

**BACKGROUND AND EXPLANATION:**

The Governor's Office for Children funds two Baltimore City Youth Service Bureaus. This agreement transfers Baltimore City's required cash match funds to the Local Management Board - the Family League of Baltimore City, Inc. The Family League of Baltimore, Inc., in turn, contracts with Youth Service

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

MOCJ - cont'd

Bureaus to provide their operation expenses. The agreement provides for the City to pay for this matching share directly to the Family League.

The agreement is late due to legal review.

**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**

**06/07/2017**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards from Rite Aid for program participants of the Youth Health and Wellness Youth Leadership Council (YLC).

**AMOUNT OF MONEY AND SOURCE:**

\$3,600.00 - 6000-622516-3080-293600-603051

(120 Target gift cards @ \$30.00 each)

**BACKGROUND/EXPLANATION:**

The YLC is using gift cards as incentives for a participation in the leadership board of the Youth Health and Wellness (YHW) Strategy. These 15 council representatives will meet bi-weekly throughout the year to provide guidance and direction to the Youth Health and Wellness Coordinator. These meetings will occur after school hours and require 2 hours of each young person. As part of the Strategy, young people are a valued asset to Baltimore and should be compensated at a fair wage for the role they play in the direction of the Department's work of improving outcomes for all youth.

The YHW Strategy is Baltimore's comprehensive citywide 5-year plan for a Baltimore where all young people ages 6-19 are safe, engaged, and prepared. This research-based, youth-informed plan outlines the Department's commitments and the YHW Coalition's recommendations at the policy, service, and community levels. These commitments cut across our strategic plan for the next frontier of our work: Healthy Baltimore 2020, a blueprint for health in the city which will work to reduce health disparities in the next ten years.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Health Department - cont'd

The Department firmly believes that in order to realize meaningful progress in youth health and wellness, young people must be at the table every step of the way. Many young people helped shape the content of the YHW strategy over the 18-month planning period. More than 20 youth leaders from BHB's Youth Advisory Council, Youth Leadership Advocacy Network, and Free Your Voice participated in planning meetings, some held jointly and others with individual groups. Eight parents and 48 children ages 6-19 participated in discussions held at schools, community programs, and non-profit organizations. Twenty-two students from grades K-1, 5-6, and 11-12 created artwork that expresses their vision for youth health and wellness. In all, 90 children and youth ages 6-19 provided feedback in a variety of settings.

The Department will continue to call upon the youth to play a central role in the implementation, monitoring, and revision of the YHW Strategy. A citywide Youth Leadership Council that draws upon existing youth leadership as well as recruiting new members will be assembled. This council will undergo leadership and program management training so that youth can effectively monitor progress and advise on new strategies. These young people will play a leadership role in presenting the state of youth health and wellness in Baltimore City in Year 3 and leading the strategic planning refresh in Year 5. They also will help identify and mobilize groups of youth across the city in identifying, designing, and implementing specific health and wellness initiatives.

The Department has adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and;

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Health Department - cont'd

4) periodic internal review of programs' activity vis-à-vis the internal policy which are to be shared with the Department of Audits.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Health Department - Second Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Agreement with Associated Catholic Charities, Inc. The amendment will extend the period of the agreement through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$165,683.00 - 6000-606417-3160-308600-603051  
156,727.00 - 4000-430512-3160-308600-603051  
**\$322,410.00**

**BACKGROUND/EXPLANATION:**

On January 27, 2016, the Board approved the original agreement in the amount of \$49,540.00 for the period of November 1, 2015 through October 30, 2016.

On October 5, 2016, the Board approved the first amendment to agreement in the amount of \$439,110.00, making the total amount \$488,650.00 and extended the period of the agreement through March 1, 2017.

This second amendment will increase the total by \$322,410.00 for additional services, making the total amount \$811,060.00 and will extend the period through June 30, 2017.

All other terms and conditions remain the same.

The amendment is late because of budget revisions delaying processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation - Minor Privilege Permit Application

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

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	407 E. 32 <sup>nd</sup> electric Street	Kamran A. Oazi	Single face sign 16' x 2'
	\$508.80 - Flat Charge		

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with 300 N. Warwick, LLLP, Owner. The period of the MOU is effective upon Board approval for ten years with an option to renew for an additional ten year period.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

This MOU establishes the framework for the Owner to maintain landscaping and hardscaping in the Right-of-Way for 300 N. Warwick, LLLP at 300 N. Warwick Avenue, all at its sole cost. Subsequently, the Owner will perform ongoing maintenance of all aspects of the Project during the term of the MOU.

**MBE/WBE/DBE 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 costs, therefore, MWDBE goals do not apply.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation (DOT) - Amendment One to Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment One to Memorandum of Understanding (MOU) with Sagamore Development Company, LLC, Owner.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On October 7, 2015, the Board approved the MOU for Sagamore Development Company, LLC to establish the framework for the Owner to maintain landscaping in the right-of-way for Sagamore Development Company, LLC at East Cromwell Street median, 2400 Hanover Street medians, and the median at the intersection of South Hanover Street, and East McComas Street (southeast corner).

This Amendment One to MOU will add landscaping areas to the following locations:

1. S. Hanover Street medians and sidewalks in right-of-way from W. Heath Street to Interstate 95 adjacent to Ward 23, Sections: 09 & 10, Blocks: 1020, 1021, 1028, 1029, and 1036. The section of S. Hanover Street adjacent to Ward: 23, Section: 10, Block: 09 will include the fence to the face of the curb;
2. W. Wells Street sidewalk in right-of-way and right-of-way between S. Hanover Street, and S. Charles Street adjacent to 1834 S. Charles Street (Ward: 23, Section: 09, Block: 1029, Lot: 17), and 1900 S. Charles Street

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

DOT - cont'd

(Ward 23, Section 100, Block: 1036, Lot 001) and Ward: 23, Section: 10, Block: 1036, Lot: 09;

3. south east corner of right-of-way located at Ward: 23, Section: 10, Block: 1058, Lot: 006 adjacent to 120 W. Dickman Street, southeast corner;
4. W. Dickman Street right-of-way adjacent to Ward: 23, Section: 10, Block: 1058, Lot: 006 located between W. Dickman Street and S. Hanover Street;
5. northside of E. Cromwell Street sidewalk in right-of-way, and right-of-way adjacent to 2401 S. Hanover Street (Ward: 23, Section: 10, Block: 1073, Lot: 005), and 10 W. Cromwell Street (Ward: 23, Section: 10, Block 1073, Lot: 001); and
6. southside of E. Cromwell Street sidewalk and right-of-way adjacent to 2600 Insulator Drive (Ward: 23, Section: 10, Block: 1078, Lot: 002), 11 W. Cromwell Street (Ward: 23, Section: 10, Block: 1078, Lot: 001), and 2525 Insulator Drive (Ward: 23, Section: 10, Block 1079, Lot: 001).

The Owner will adhere to the maintenance schedule and plan included in the original MOU. All other terms and conditions of the original MOU remain unchanged.

**MBE/WBE/DBE 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 costs, therefore, MWDBE goals do not apply.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

DOT - cont'd

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with Baltimore Metropolitan Council (BMC). The period of the Agreement is July 1, 2017 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$314,228.00 - 6000-617218-2303-596000-4706001  
78,557.00 - 1001-000000-2301-249000-600000  
**\$392,785.00**

**BACKGROUND/EXPLANATION:**

The funding for the agreement was provided by the Maryland Department of Transportation to the BMC. The Department will complete work under this grant and will serve as the lead agency for the City.

The grant will allow the City to complete population and development projections and transportation planning work to ensure that the region's transportation plans will meet federal air quality standards.

**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

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

- 1. AMERICAN LIMOUSINES,  
INC. \$97,000.00 Renewal  
Contract No. B50004535 - Provide Daily Roundtrip  
Transportation for Non-Ambulatory & Other Children -  
Department of Recreation and Parks - P.O. No. P531682

On June 17, 2015, the Board approved the initial award in the amount of \$97,000.00. The award contained four 1-year renewal options. On April 20, 2016, the Board approved the first renewal in the amount of \$97,000.00. This second renewal in the amount of \$97,000.00 is for the period June 17, 2017 through June 16, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On April 20, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- 2. MYERS TIRE SUPPLY  
DISTRIBUTION, INC. \$ 0.00 Renewal  
Contract No. B50004073 - Tire Repair and Maintenance Supplies  
- Department of General Services - Fleet Management - P.O. No.  
P532264

On July 15, 2015, the Board approved the initial award in the amount of \$45,000.00. The award contained two renewal options. On June 15, 2016, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period June 24, 2017 through June 23, 2018. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

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

- |   |         |         |
|---|---------|---------|
| 3. HERITAGE OF OWINGS MILLS II, INC., t/a HERITAGAE CHRYSLER  | \$ 0.00 | Renewal |
| DODGE JEEP RAM OWINGS MILLS<br>Contract No. B50003448 - O.E.M. Parts and Service for Chrysler Vehicles - Department of General Services - Fleet Management - P.O. No. P527371 |         |         |

On May 14, 2014, the Board approved the initial award in the amount of \$4,000,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining.

**MBE/WBE PARTICIPATION:**

On January 29, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This contract is for O.E.M. parts, service and warranty repairs.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 4. S&S WORLDWIDE, INC.  | \$ 30,000.00 | Renewal |
| Contract No. B50004608 - Various Games for Recreation Centers - Department of Recreation and Parks - P.O. No. P535873 |              |         |

On June 21, 2016, the City Purchasing Agent approved the initial award in the amount of \$17,435.21. The award contained three 1-year renewal options. On October 5, 2016, the City Purchasing Agent approved an increase in the amount of

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

\$8,500.00. This first renewal in the amount of \$30,000.00 is for the period June 20, 2017 through June 19, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |  |              |         |
|--|--------------|---------|
| 5. FORTE PAYMENT SYSTEMS, INC.   | \$ 21,000.00 | Renewal |
| Contract No. 06000 - Credit and Debit Card Software Transaction System - Department of Recreation and Parks - P.O. No. P531809 |              |         |

On July 17, 2013, the Board approved the initial award in the amount of \$49,000.00. The award contained annual renewal options subject to agreement by the parties. Two renewals and an increase have been approved. This third renewal in the amount of \$21,000.00 is for the period July 1, 2017 through July 16, 2018, with additional annual renewals subject to agreement by the parties. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |  |              |         |
|--|--------------|---------|
| 6. MARYLAND PLANTS & SUPPLIES, INC.  | \$ 10,000.00 | Renewal |
| Contract No. B50004105 - Horticulture Supplies - Department of Recreation and Parks - P.O. No. P531445 |              |         |



AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

On June 1, 2015, the City Purchasing Agent approved the initial award in the amount of \$8,932.34. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$10,000.00 is for the period June 8, 2017 through July 7, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

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

- |  |                |         |
|--|----------------|---------|
| 7. MACON ENGINEERING SERVICES,<br>INC.   | \$1,000,000.00 | Renewal |
| Contract No. B50003483 - Marine Skimmers Maintenance and Repair Parts and Service - Department of General Services - Fleet Management - P.O. No. P527694 |                |         |

On June 18, 2014, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two 1-year renewal options. This vendor is a local business located in Baltimore City. This first renewal in the amount of \$1,000,000.00 is for the period July 1, 2017 through June 30, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 24, 2014, MWBOO determined that no goals would be set because of no opportunity to segment the contract. This contract is for Original Equipment Manufacturer parts for maintenance and repair of boats within the City's fleet with exception of the Fire Department.

**MWBOO GRANTED A WAIVER.**

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

- 8. SYSTEMS INTEGRATION, INC. \$ 63,089.83 Renewal  
 Contract No. 08000 - Maintenance and Support for Software Licenses for Integrated Voice Recognition System - Department of Finance - P.O. No. P527903

On June 26, 2013, the Board approved the initial award in the amount of \$43,203.42. The award contained annual renewal options subject to agreement by the parties. Subsequent actions have been approved. This fourth renewal in the amount of \$63,089.83 is for the period July 1, 2017 through June 30, 2018, with additional renewals subject to agreement by the parties.

MBE/WBE PARTICIPATION:

Not required. This is a renewal of a sole source contract.

- 9. FIRST CALL  
 MILLENNIUM 2, INC. \$100,000.00  
SECOND CALL  
 SMITH AUTO SERVICE, INC. 0.00  
\$100,000.00 Increase

Contract No. B50004167 - Vehicle Glass Repair and Installation - Department of General Services - P.O. No. P533675

On October 28, 2015, the Board approved the initial award in the amount of \$200,000.00. The award contained two 1-year renewal options. This increase in the amount of \$100,000.00 is needed in order to continue to provide vehicle glass repair and installation service during the contract period. This increase will make the award amount \$300,000.00. The contract expires on November 30, 2018 with two 1-year renewal options. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

**MBE/WBE PARTICIPATION:**

On May 12, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

10. T.E. BYERLY COMPANY INC.	\$225,000.00	Sole Source
Contract No. 08000 - Merrick Lime Slaker Replacement Parts - Department of Public Works - Req. Nos. R763615 and R762248		

The vendor is the manufacturer's sole authorized source of these parts which must be compatible with currently installed equipment at the Montebello Filtration Plant. The period of the award is June 7, 2017 through June 6, 2020. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

11. GEIGER PUMP AND EQUIPMENT

COMPANY	\$ 60,000.00	Sole Source
Contract No. 08000 - KSB Submersible Pumps and Parts - Department of Public Works - Wastewater Facilities - Req. No. R762897		

The vendor is the manufacturer's sole authorized distributor in Baltimore City of these KSB submersible pump parts which must be compatible with currently installed equipment at the Back River Wastewater Treatment Plant. The period of the award is June 7, 2017 through June 6, 2018. The above amount is the City's estimated requirement.

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

**MBE/WBE PARTICIPATION:**

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

12. GEIGER PUMP AND EQUIPMENT

COMPANY	\$750,000.00	Sole Source
Contract No. 08000 - Moyno Pump Parts - Department of Public Works - Wastewater Facilities - Req. No. R763596		

The vendor is the manufacturer's sole authorized source of

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Purchases

these products which must be compatible with currently installed equipment at the water treatment plants. The period of the award is June 8, 2017 through June 7, 2020, with two 1-year renewal options. The above amount is the City's estimated requirement.

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

MBE/WBE PARTICIPATION:

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

13. MISSION MEDIA,	Selected Source/
<u>LLC</u>	<u>\$33,600.00 Agreement</u>
Contract No. 06000 - CharmTV Website Hosting Service Level Agreement - Mayor's Office of Cable and Communications - Req. No. R747789	

The Board is requested to approve and authorize execution of an Agreement with Mission Media, LLC. The period of the agreement is effective upon Board approval for two years with five 1-year renewal options.

Execution of this Service Level Agreement will provide continuation of required hosting services and technical support for the Brightcove asset management portal of the CharmTV website designed by Mission Media, LLC.

AGENDA

BOARD OF ESTIMATES

06/07/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

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, the procurement of the equipment and/or service is recommended.

MBE/WBE PARTICIPATION:

Not applicable. The requested award amount is below the MBE/WBE subcontracting threshold of \$50,000.00.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

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

The Board is requested to approve and authorize execution of the following Community Development Block Grant Agreements (CDBG). The period of the CDBG Agreement is July 1, 2016 through June 30, 2017, unless otherwise indicated.

**1. CASA DE MARYLAND, INC. \$180,000.00**

Accounts: 2089-208917-5930-426426-603051	\$ 87,998.57
2089-208917-5930-426429-603051	\$ 21,216.54
2089-208917-5930-426434-603051	\$ 70,784.89

Casa De Maryland, Inc. will provide a variety of public services for day labor and low-wage workers, including permanent and temporary employment placement services, educational programs, information and referral services, legal services, representation, and workshops. Services will be provided at 2224 E. Fayette Street.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$12,089.94, AS FOLLOWS:**

**MBE:** \$3,264.28

**WBE:** \$1,208.99

**2. MORGAN STATE UNIVERSITY, \$ 76,947.49  
INSTITUTE FOR URBAN RESEARCH**

Accounts: 2089-208916-5930-434380-603051	\$ 34,017.49
2089-208917-5930-434380-603051	\$ 42,930.00

The purpose of this agreement is to support Morgan State University's Institute for Urban Research (IUR), Community Development Resource Center (CDRC). The IUR/CDRC will complete development of special reports for the neighborhoods

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

DHCD - cont'd

of Sandtown-Winchester, East Baltimore Midway and Ashburton and produce two special reports for the Edgewood and Pen Lucy communities that will contain administrative data and up-to-date statistics to provide in-depth analysis, as well as challenges and opportunities that confront the selected neighborhoods. Also, two half-day seminars will be conducted for Baltimore City communities covering topics that will assist in community development efforts. The period of the CDBG Agreement is January 1, 2017 through June 30, 2018.

**FOR FY 2017, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$22,357.87, AS FOLLOWS:**

**MBE:** \$6,036.62

**WBE:** \$2,235.78

On May 4, 2016, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the Resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2016 and beyond. Consequently, these CDBG Agreements were delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Housing and Community Development (DHCD) - Inter-Departmental Memorandum of Understanding

---

**ACTION REQUESTED OF B/E:**

The Board is respectfully requested to approve and authorize execution of the Inter-Departmental Memorandum of Understanding (MOU) between the Department of Housing and Community Development and the Baltimore City Department of Recreation and Parks (DRP). The period of the MOU is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$276,776.00 - 2089-208917-5930-434430-603051

**BACKGROUND/EXPLANATION:**

Pursuant to guidance from the Department of Housing and Urban Development (HUD), a Memorandum of Understanding must be executed for the utilization of Community Development Block Grant (CDBG) funds to support other City agencies. The DRP is authorized to provide leisure activities through management of recreation centers and the municipal parks system. The DRP will provide recreational, educational, cultural, after-school and summer camp programs for over twenty-six hundred (2,600) unduplicated, low-and-moderate income youth at five recreation centers located in low-and-moderate income areas of the City. The DRP will provide services in accordance with CDBG Entitlement Grant Regulations.

On May 4, 2016, your Honorable Board approved a Resolution authorizing the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2016 Annual Action Plan for four formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

DHCD - cont'd

Upon approval of the resolution, DHCD's Contracts Section began negotiating and processing CDBG agreements as outlined in the Plan to be effective July 1, 2016 and beyond. Consequently, this agreement was delayed due to final negotiations and processing.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Mayor's Office of Information - First Amendment to Dark Fiber  
Technology (MOIT) IRU Agreement

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to the Dark Fiber IRU Agreement with Stadium Square Holdings, LLC. The First Amendment extends the Agreement through 2036.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 1001-000000-1411-791003-401814

**BACKGROUND/EXPLANATION:**

On November 9, 2016, the Board approved the agreement. The initial term is five years with three renewal options at five years for each term for a total of 20 years.

The Amendment will allow for the original Dark Fiber agreement to add demarcation and connection points for fiber lines.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

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

AGENDA

BOARD OF ESTIMATES

06/07/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development (DHCD) - Option</u>			
1. Shermar, LLC	1309 Myrtle Avenue	G/R \$80.00	\$ 734.00

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

DHCD - Condemnation

2. M&J Holdings, LLC	1333 Myrtle Avenue	L/H	\$ 1,100.00
----------------------	--------------------	-----	-------------

Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release of the Wrongful Death and Survival Action brought by Dache' White, Bryant Parker (aka Bryant Clark), and the Estate of D.C. against the Baltimore City Board of School Commissioners (BCBSC).

**AMOUNT OF MONEY AND SOURCE:**

\$75,000.00 - 2049-000000-7490-000000-603101

**BACKGROUND/EXPLANATION:**

On September 24, 2015, the Plaintiffs' 9 year-old son, D.C., sustained a head injury at Gwynns Falls Elementary School at some unknown time during his lunch period on September 24, 2015. Between 12:15 p.m. and 1:05 p.m. the Plaintiffs' son and a friend left the cafeteria without obtaining permission from the lunch monitors, and went to a bathroom located near the back stage door of the auditorium. At some point thereafter, the Plaintiffs' son fell, sustaining a fractured bone in his skull which tore a large vein causing a subdural hematoma. D.C. underwent an unsuccessful emergency surgery at Johns Hopkins Hospital where he passed on September 29, 2015.

As a result of his death, the Plaintiffs filed suit in the Circuit Court for Baltimore City, seeking significant compensatory damages. Because of conflicting factual issues, the fatal injuries, and given the uncertainties and unpredictability of jury verdicts, the parties proposed to settle the matter for a total sum of \$75,000.00 in return for a dismissal of the litigation against the BCBSC.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Law Department - cont'd

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this claim.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation/Office - Task Assignment  
of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 05 to STV, Inc. under Project No. 1225, On-Call Consultant Services for Resurfacing and Reconstruction. The period of the task is approximately six months.

**AMOUNT OF MONEY AND SOURCE:**

\$109,176.99 - 9962-908070-9562-900000-703032

**BACKGROUND/EXPLANATION:**

This authorization will permit the consultant to provide on-site staff support and engineering assistance for conduit task. Services include, but are not limited to, right-of-way permitting review, record plans research, conduit record document cataloging, JOC contract document preparation, development of JOC task order assignment, and field representation and inspection for routine and emergency projects. The time frame for this task is approximately six months.

**MBE/WBE PARTICIPATION:**

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

**MBE:** 27%

**WBE:** 10%

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Transportation/Office - cont'd  
of Engineering & Construction

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$ 120,094.69</b>	9962-941002-9563	9962-908070-9562-3
Other	Construction	Design
	Reserve - Conduit	Conduit System
	Replacement Program	Reconstruction

This transfer will fund the costs associated with Task No. 05 on Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction with STV, Inc.

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Office of the Mayor - Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Visit Baltimore, Inc. (VBI). The period of the Grant Agreement is July 1, 2017 through June 30, 2022 (Fiscal Years 2018 through 2022).

**AMOUNT OF MONEY AND SOURCE:**

No expenditure or exchange of funds is requested at this time.

**BACKGROUND/EXPLANATION:**

The VBI was formed to promote the City of Baltimore as a place for conventions, tourism, and civic events. Pursuant to the revised Article II, § 40(e) of the Baltimore City Charter, the City will appropriate from its General Fund to the VBI specifically for the Convention Center marketing, tourism promotion, and operations an amount equal to at least 40% of the proceeds of any hotel room tax imposed (Funding).

The VBI desires to provide a portion of this Funding as a grant to the City in order to financially assist the City with costs related to the operation and promotion of the Convention Center beginning in Fiscal Year 2019.

Contingent upon the VBI's continued receipt of Funding, the VBI agrees to provide the City with a grant as follows:

- for Fiscal Year 2018, there will be no grant,
- for Fiscal Years 2019 through 2021, the VBI will grant to the City an amount up to \$3,000,000.00 from any Funding received in excess of \$15,000,000.00 for Convention Center operations, and

Office of the Mayor - cont'd

- for Fiscal Years 2022 and thereafter, the VBI will grant to the City an amount up to \$3,000,000.00 from any Funding received in excess of \$14,000,000.00 for Convention Center operations.

**MBE/WBE PARTICIPATION:**

No contracting for goods or services is contemplated at this time under this Grant Agreement.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget and Management Research (BBMR) - FY 2018 Budget & Property Tax  
Surcharge Rate - Charles Village  
Benefits District

---

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Charles Village Community Benefits District (CVCBD) FY 2018 budget and property tax surcharge rate.

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

The proposed FY 2018 property tax surcharge rate is 12.5 cents per \$100.00 of assessable value. This is an increase of 0.5 cents over the Fiscal 2017 rate of 12.0 cents.

**BACKGROUND AND EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Charles Village Community Benefits District (CVCBD). The CVCBD has submitted its plan for Fiscal 2018. Property owners in the CVCBD will pay a surcharge rate of 12.5 cents per \$100.00 of the assessed value, an increase of 0.5 cents over the Fiscal 2017 rate of 12.0.

The Fiscal 2018 estimated surcharge tax revenue is \$770,962.00, an increase of \$51,158.00 or 7.1% over the Fiscal 2017 budget of \$719,804.00. The CVCBD expects to have total income of \$1,011,302.00 in Fiscal 2018, which includes the surcharge tax revenue and \$240,340.00 in additional proceeds from a safety contract with Johns Hopkins University, a public safety grant from the Goldseker Foundation and several fee-for-service contracts. With these funds, the CVCBD will sustain its current safety program and restore its sanitation services to levels of three years ago, including supplemental safety patrols, supporting the local Safety Advisory Council, operating Court Watch and Victims Assistance programs, sweeping sidewalks and gutters in residential areas,

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

maintaining 92 CVCBD trash cans throughout the district, removing bulk trash from alleys, and monitoring its Rat Abatement contractor.

The CVCBD has taken positive steps to assure a sound financial operation. As of the end of April 2017, the organization's reserve balance was \$176,260.00 an increase of 11.66% compared to this time last year. The CVCBD management team has been a positive force in the Charles Village area since it began operations. The Finance Department recommends that the Board of Estimates approve the CVCBD financial plan and surcharge rate increase for Fiscal 2018.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>Charles Village Community Benefits District</b>												
2	<b>Proposed Budget FY 2017-2018 (@ 12.5 cents per \$100 assessed property value)</b>												
3	<b>Income/Expense</b>				<b>FY'18 Proposed Budget</b>	<b>Admin. Allocation</b>	<b>%</b>	<b>Sanitation Allocation</b>	<b>%</b>	<b>Safety Allocation</b>	<b>%</b>	<b>Outreach Allocation</b>	<b>%</b>
4	<b>ANTICIPATED INCOME</b>												
5	Property Tax Surcharge - current year				770,962	45,624		422,995		287,636		14,707	
6	Property Tax Surcharge - recover from prior years				25,000	2,325		12,875		9,250		550	
7	Exempt Property Contributions				139,340	12,959		71,760		51,556		3,065	
8	Johns Hopkins University				68,340								
9	All others				71,000								
10	Grants				25,000					25,000			
11	Goldseker Foundation Public Safety Project				25,000								
12	Program Revenue				51,000			6,000		45,000			
13	JHU - HCPI North Charles Street Safety Alliance				45,000								
14	CSX - sanitation services				2,700								
15	Barrus Group Inc. - Vineyard Reading Garden				1,200								
16	Miscellaneous Fee for Service (AIA, CVCA, OGCA etc)				2,100								
17	<b>Total Anticipated Income</b>				<b>1,011,302</b>	<b>60,908</b>	<b>6.0%</b>	<b>513,630</b>	<b>51%</b>	<b>418,442</b>	<b>41%</b>	<b>18,322</b>	<b>2%</b>
18	<b>ANTICIPATED EXPENSES</b>												
19	<b>Personnel Expenses: Compensation</b>												
20	Salaries/wages (all F/T and P/T regular staff)				402,666	38,432	10%	308,695	77%	43,397	11%	12,142	3%
22	Contract Labor (Police Officers & Director of Safety)				295,070					295,070	100%		
25	<b>Subtotal Compensation</b>				<b>697,736</b>	<b>38,432</b>	<b>5.5%</b>	<b>308,695</b>	<b>44.2%</b>	<b>338,467</b>	<b>48.5%</b>	<b>12,142</b>	<b>1.7%</b>
26	<b>Personnel Expenses: Benefits</b>												
27	Payroll Taxes				40,267	3,843	9.5%	30,870	76.7%	4,340	10.8%	1,214	3.0%
28	Workers' Comp. Insurance				34,700	1,911	5.5%	15,352	44.2%	16,833	48.5%	604	1.7%
29	Payroll Service Fees				5,500	525	9.5%	4,216	76.7%	593	10.8%	166	3.0%
30	Health Insurance				66,000	6,299	9.5%	50,597	76.7%	7,113	10.8%	1,990	3.0%
31	<b>Subtotal Benefit</b>				<b>146,467</b>	<b>12,579</b>		<b>101,036</b>		<b>28,878</b>		<b>3,974</b>	
32	<b>Subtotal Personnel</b>				<b>844,203</b>	<b>51,011</b>		<b>409,731</b>	<b>44%</b>	<b>367,345</b>	<b>49%</b>	<b>16,116</b>	
33	<b>Program Expenses</b>												
34	Printing/Publishing/Web				3,000	249	8.3%	1,302	43.4%	1,395	46.5%	54	1.8%
35	Supplies				25,000	2,075	8.3%	18,850	75.4%	3,625	14.5%	450	1.8%
36	Uniforms				9,600	797	8.3%	7,238	75.4%	1,392	14.5%	173	1.8%
37	Contracts				15,000			7,500	50%	7,500	50.0%		
38	Rat Abatement Project - pest control contractor				15,000								
40	Auto Insurance				11,153			11,153	100%				
41	Vehicle Op. (fuel, maint., etc)				14,000			14,000	100%				
42	<b>Subtotal Program</b>				<b>77,753</b>	<b>3,121</b>		<b>60,043</b>		<b>13,912</b>		<b>677</b>	
43	<b>Facility Expenses</b>												
44	Depreciation				9,000			9,000	100.0%				
45	Janitorial/Cleaning				750	62	8.3%	326	43.4%	349	46.5%	14	1.8%
46	Maintenance/Additions				750	62	8.3%	326	43.4%	349	46.5%	14	1.8%
47	Rent				34,000	2,822	8.3%	14,756	43.4%	15,810	46.5%	612	1.8%
48	Telephone				5,000	415	8.3%	2,170	43.4%	2,325	46.5%	90	1.8%
49	Utilities				6,000	498	8.3%	2,604	43.4%	2,790	46.5%	108	1.8%
50	<b>Subtotal Facilities</b>				<b>55,500</b>	<b>3,860</b>		<b>29,181</b>		<b>21,623</b>		<b>837</b>	
51	<b>Overhead Expenses</b>												
52	Accounting/Legal				14,000	1,162	8.3%	6,076	43.4%	6,510	46.5%	252	1.8%
53	Advertising				1,500	125	8.3%	651	43.4%	698	46.5%	27	1.8%
54	Bank Charges				1,000	83	8.3%	434	43.4%	465	46.5%	18	1.8%
55	Computer Support				7,000	581	8.3%	3,038	43.4%	3,255	46.5%	126	1.8%
56	D and O Insurance				2,900	241	8.3%	1,259	43.4%	1,349	46.5%	52	1.8%
57	Property and Liability Ins.				5,600	465	8.3%	2,430	43.4%	2,604	46.5%	101	1.8%
58	Postage				1,000	83	8.3%	434	43.4%	465	46.5%	18	1.8%
60	<b>Subtotal Overhead</b>				<b>33,000</b>	<b>2,739</b>		<b>14,322</b>		<b>15,345</b>		<b>594</b>	
61	<b>Total Anticipated Expenses</b>				<b>1,010,456</b>	<b>60,730</b>	<b>6.0%</b>	<b>513,277</b>	<b>50.8%</b>	<b>418,225</b>	<b>41.4%</b>	<b>18,224</b>	<b>1.8%</b>
62	<b>Excess Income Over Expense</b>				<b>846</b>	<b>178</b>		<b>353</b>		<b>217</b>		<b>98</b>	

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget & Management Research (BBMR) - FY 2018 Budget & Property Tax Surcharge Rate - Midtown Community Benefits District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Midtown Community Benefits District (MCBD) FY 2018 budget and property tax surcharge rate.

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2018 property tax surcharge rate is \$0.132 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2017.

**BACKGROUND/EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rate for the Midtown Community Benefits District. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2018 as in Fiscal 2017. The rate is set at \$0.132 per \$100.00 of assessable value.

The Fiscal 2018 estimated surcharge tax revenue has increased 2.4% or \$28,534.00, from \$1,183,710.00 in Fiscal 2017 to \$1,212,244.00 in the Fiscal 2018 proposed budget. The budget includes a \$30,306.00 allowance for over-estimated surcharge tax revenue, resulting in a net projection of \$1,181,938.00. The MCBD will augment this revenue with \$90,312.00 in additional grant contributions and service fees. As of April 30, 2017 the total cash reserves for the MCBD were \$459,928.00. This represents over 3 months of operating expenses.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

The management team for the District has been a positive force in the Midtown area since it began operations. The Department of Finance recommends that the Board approves the budget plan and surcharge tax rate.

**AGENDA**

**BOARD OF ESTIMATES**

06/07/2017

Approved by the MCB  
Board on April 5, 2017

**MIDTOWN COMMUNITY BENEFITS DISTRICT  
Proposed FY2018 Budget Summary**

	Projected Income	Clean	Green	Safe	Admin	FY2018 TOTAL	FY2017 Budget
1	Property Tax surcharge					\$ 1,212,244	\$ 1,183,710.16
	Allowance for over-estimated surtax 2.5%					(30,306)	(59,186)
2	Net income					\$ 1,181,938	\$ 1,124,525
3	Contributions					69,812	69,812
4	Interest Earned					500	500
5	Service fees					20,000	20,000
6	Total Income					\$ 1,272,250	\$ 1,214,837
		44%	18%	24%	14%		
	Projected Expenses	Clean	Green	Safe	Admin	TOTAL	TOTAL
7	Accounting	4,268	1,746	2,328	1,358	9,700	9,700
8	Advertising	352	144	192	112	800	800
9	Audit	4,268	1,746	2,328	1,358	9,700	9,000
10	Bank service charges	110	45	60	35	250	250
12	Computer expenses	660	270	360	210	1,500	1,500
13	Consultants	1,320	540	720	420	3,000	4,000
14	Depreciation	23,382	9,565	12,754	7,440	53,141	29,926
15	Dues & Subscriptions	178	72	96	56	400	300
16	Employee benefits	40,362	16,512	22,015	12,842	91,731	90,900
17	Equipment rental	154	63	84	49	360	350
18	Fuel Expense	10,560	4,320	5,760	3,360	24,000	29,040
19	Fundraising Expense	1,100	450	600	350	2,500	2,500
20	Insurance - Gen liability	29,480	12,060	16,080	9,380	67,000	51,694
21	Insurance - Workers Comp	18,920	7,740	10,320	6,020	43,000	37,796
22	Interest paid	1,848	756	1,008	588	4,200	4,369
23	Leased Equipment	1,464	599	799	466	3,328	18,012
24	Legal fees	220	90	120	70	500	500
25	Licenses & Permits	220	90	120	70	500	500
26	Miscellaneous	131	54	72	42	298	378
27	Newsletter	242	99	132	77	550	550
28	Meals	440	180	240	140	1,000	1,000
29	Meetings & Conferences	792	324	432	252	1,800	1,800
31	Occupancy (rent, etc.)	23,611	9,659	12,879	7,513	53,662	52,072
32	Office expenses	1,408	576	768	448	3,200	3,700
33	Payroll Service	4,180	1,710	2,280	1,330	9,500	6,204
34	Postage	1,584	648	864	504	3,600	3,600
35	Printing	1,760	720	960	560	4,000	4,000
36	Program Exp - Clean/Green	15,140	3,000	0	0	18,140	19,140
37	Program Exp- temporary labor	4,000	2,000	0	0	6,000	6,000
38	Program Exp - Safety	0	0	2,000	0	2,000	7,528
39	Program Exp - Outreach	1,000	1,000	1,000	0	3,000	4,000
41	Repair & maint. - equipment	8,800	3,600	4,800	2,800	20,000	8,939
42	Repair & maint. - vehicles	5,500	2,250	3,000	1,750	12,500	9,649
43	Salaries	298,040	150,906	142,480	104,170	695,596	684,859
44	Simple IRA	2,200	900	1,200	700	5,000	5,000
45	Small equipment	2,200	900	1,200	700	5,000	3,000
46	Telephone & DSL	1,980	810	1,080	630	4,500	4,500
47	Telecommunications system	7,040	2,880	3,840	2,240	16,000	15,500
48	Taxes - other	1,528	625	833	486	3,473	
49	Taxes - payroll	32,049	14,942	12,500	9,342	68,832	66,281
50	Training expenses	660	270	360	210	1,500	1,500
51	Travel	220	90	120	70	500	500
52	Uniforms	7,480	3,060	4,080	2,380	17,000	\$ 14,000
51	Total Expenses	\$ 560,849	\$ 258,011	\$ 272,864	\$ 180,527	\$ 1,272,251	\$ 1,214,837
52	NET					\$ (0)	\$ (0)
53	FY2017 % of total budget	44%	20%	22%	14%	100%	100%



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget and  
Management Research (BBMR)

- FY 2018 Budget and Property Tax  
Surcharge Rate - Waterfront  
Management District

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2108 budget and property tax surcharge rate for the Waterfront Management District (District).

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2018 property tax surcharge rate is \$0.17 per \$100.00 of assessable value. The surcharge rate is the same as it was for FY 2017.

**BACKGROUND/EXPLANATION:**

The Board has the authority to approve the annual financial plans and surcharge tax rate for the Waterfront Management District. The District has submitted its plan for Fiscal Year 2018. Property owners in the District will pay the same surcharge rate on their property taxes in Fiscal 2018 as in Fiscal 2017. The rate is set at \$0.17 per \$100.00 of assessable value. Surcharge fee revenues have increased 23.0% or \$452,127.00, from \$1,960,174.00 in Fiscal 2017 to \$2,412,301.00 in Fiscal 2018. The increased surcharge revenue reflects the Fiscal 2017 expansion of the District's boundaries, as well as the construction of the Exelon building in Harbor Point that sparked a re-assessment and resulted in increased income.

Revenue from surcharge tax collections represents 72.5% of the District's total \$3,326,811.00 budget. The District will also receive \$914,510.00 in additional grant revenue and services fees, including \$425,000.00 in direct grants from Baltimore City. As of April 30, 2017, the Waterfront Management District has \$656,143.00 in reserve funding, which represents a total value of 3 months of its annual budget.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

The District has continued to provide services of significant value to the City and citizens of Baltimore, including: performing 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. All services provided are intended to attract and retain local families to the area.

The District's fiscal management is a positive force in the Waterfront area. The Department of Finance recommends that the Board approve the proposed budget plan and surcharge tax rate.

**AGENDA**

**BOARD OF ESTIMATES**

06/07/2017

BBMR - cont'd

**FY18 Budget**

<b>Waterfront Management District Fiscal 2018 Budget</b>			
	07/01/16-06/30/17	07/01/17-06/30/18	
	FY 2017 Budget	FY 2018 Budget	% Change
<b>Revenue and support</b>			
Private taxable property owners	1,960,174	2,412,301	23%
Baltimore City contract	425,000	425,000	0%
Nonprofit property owners	66,000	97,064	47%
Corporate partners	150,000	150,000	0%
Transportation	155,000	34,350	-78%
Sponsorship - Events & Park Prog.	39,948	57,750	45%
Event coordination fee	34,606	24,675	-29%
Food and beverage sales	6,000	11,000	83%
Tickets	23,471	24,600	5%
Contract service fees	69,070	69,070	0%
Interest income	19,000	21,000	11%
<b>Total Revenue and support</b>	<b>2,948,270</b>	<b>3,326,811</b>	<b>13%</b>
<b>Expenses</b>			
Hospitality and Safety	809,354	968,617	20%
Exterior Janitorial	741,002	842,813	14%
Landscaping	386,540	432,976	12%
Marketing	146,117	169,749	16%
Park Programming & Events	219,503	307,026	40%
Federal Hill Park	42,548	42,548	0%
Healthy Harbor	141,434	161,111	14%
Transportation	155,000	73,653	-52%
Waterwheel	36,000	12,000	-67%
Administration	243,071	274,007	13%
Fundraising	27,700	37,700	36%
<b>Total Expenses</b>	<b>2,948,270</b>	<b>3,322,200</b>	<b>13%</b>
<b>Change in Net Assets before non-operating expenses</b>	<b>0</b>	<b>4,611</b>	
<b>Non-operating expenses</b>			
Waterwheel Depreciation	70,100	70,100	
Harris Creek Waterwheel Depreciation	27,620	51,240	
<b>Total Non-operating expenses</b>	<b>97,720</b>	<b>121,340</b>	
<b>Change in Net Assets</b>	<b>(97,720)</b>	<b>(116,729)</b>	

5/25/2017

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget & Management Research (BBMR) - FY 2018 Budget and Property Tax Surcharge Rate Public Utilities Surcharge Rate, and Certification Renewal of the Downtown Management Authority

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the FY 2018 budget and property tax rate, public utilities surcharge rate, and certification renewal for the Downtown Management Authority (DMA) for five years, from July 1, 2017 through June 30, 2022, upon expiration of a 30-day protest period.

**AMOUNT OF MONEY AND SOURCE:**

The proposed FY 2018 property tax surcharge rate of 22.39 cents per \$100.00 of assessable value maintains the FY 2017 surcharge rate of 22.39 cents.

**BACKGROUND AND EXPLANATION:**

The Board of Estimates has the authority to approve the annual financial plans and surcharge tax rates for the DMA. The DMA's proposed Fiscal 2018 budget maintains the Fiscal 2017 surcharge rate for taxable commercial properties located within the Authority's boundaries. In Fiscal 2017, the rate was increased through Board of Estimates approval, from 21.39 cents to 22.39 cents per \$100.00 of assessed value. In Fiscal 2017, the DMA's assessable tax base was set at \$3,002,845,433.00; in Fiscal 2018, the projected assessable tax base has increased by \$170,255,008.00 or 5.9% to \$3,088,289,417.00.

In addition to the property surcharge tax, the DMA is authorized to impose a surcharge on public utilities. The Fiscal 2018 proposal will maintain the rate at 55.97 cents per \$100.00 of assessed value, which is 2.5 times the real property tax rate set by Maryland Code 6-302. This rate was increased through Board of Estimates action in Fiscal 2017, from 53.47 cents to the current rate.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

Based on the Fiscal 2018 projected assessable values, the proposed rates will result in total combined surcharge tax revenue of \$7,111,042.00, an increase of \$204,623.00 or 3.0% above the Fiscal 2017 budgeted amount of \$6,906,419.00. Of this amount, \$6,890,680.00 is projected to come from property surcharge revenue and \$220,362.00 is projected from public utilities revenue.

The proposed Fiscal 2018 budget also includes \$1,100,299.00 in budgeted revenue from other sources, including: a \$357,000.00 grant from the City's Department of Public Works; \$119,320.00 in contributions from tax exempt property owners; \$40,000.00 in grants from individual State agencies; \$270,717.00 from the Center Plaza Foundation; and \$221,162.00 in service contracts for Wilkes Lane, One South Street, Fallsway, and UMB Biopark.

Per the June 2016 audit report, the DMA held \$1,016,528.00 in the Management Restricted Operating Reserve fund, which is equal to approximately two months of operating expenses. The current Reserve fund represents a total value of 12.4% of the DMA's annual budget. The Department of Finance encourages the Authority to work towards building a reserve fund at a minimum of at least 25% of its annual budget (or approximately three months of the annual operating budget).

Five Year Renewal

On August 12, 1992, the DMA was certified by the Board of Estimates for its first five years of operation. The DMA has been a positive force in the Downtown area for over 25 years, providing initiatives that seek to increase investment and work opportunities, retain businesses, solve transportation challenges, and improve parks and greenspace in the Downtown area. As provided in Article 14, Subtitle 1 of the Baltimore City Code, the DMA is required to

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

follow a renewal procedure every five years in order to continue operating. The Board of Estimates has previously certified five-year renewals on four different occasions: 1997, 2002, 2007, and 2012. The Department of Finance recommends renewing the Authority for another five-year term, from July 1, 2017 to June 30, 2022.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

**Downtown Management Authority for Baltimore City  
Fiscal Year 2018  
Proposed Budget**

Revenues	Budget	Proj. Results	Budget	FY'18 Budget to Proj Rsults		Notes
	Fiscal Yr. 2017	Fiscal Yr. 2017	Fiscal Yr. 2018	Dollar	Percent	
Property Surcharge	\$ 6,906,419	\$ 6,835,917	\$ 7,111,042	\$ 275,125	-4%	(1)
DPW Grant	350,000	350,000	357,000	7,000		
Tax-Exempt properties	110,500	119,320	119,320	-		
State Agency contributions	40,000	40,000	40,000	-		
Federal GSA Contract	50,733	12,314	-	(12,314)		(2)
Interest	2,400	1,500	1,500	-		
Center Plaza Contract Services	266,376	266,376	270,717	4,341		
Late Payment Fees	40,000	40,000	40,000	-		
Parks Activation	39,100	28,043	39,100	11,057		
Contract Services: Wilkes, One South, Fallsway, UMB	204,203	204,890	221,162	16,272		(3)
Supplemental Services-General	3,000	11,500	11,500	-		
<b>TOTAL REVENUE</b>	<b>\$ 8,012,731</b>	<b>\$ 7,909,860</b>	<b>\$ 8,211,341</b>	<b>\$ 301,481</b>	<b>-4%</b>	
<b>Summary of Expenses, % of FY '18 budget:</b>						
Hospitality	29.33%	\$ 2,269,379	\$ 2,244,457	\$ 2,408,268	\$ (163,812)	
Public Space Maintenance	28.15%	2,295,985	2,210,584	2,311,154	(100,570)	
Beautification	6.73%	555,324	501,606	552,598	(50,892)	
Communications	5.81%	472,200	474,776	477,104	(2,328)	
Events & Programming	9.70%	775,547	724,919	796,566	(71,637)	
Administration	12.89%	956,509	1,059,687	1,058,589	1,098	
Special Projects	7.39%	686,786	686,786	607,071	79,715	
<b>TOTAL EXPENSES</b>	<b>100.00%</b>	<b>\$ 8,012,731</b>	<b>\$ 7,902,815</b>	<b>\$ 8,211,341</b>	<b>\$ (308,526)</b>	<b>-4%</b>
<b>NET</b>		<b>\$ 0</b>	<b>\$ 7,045</b>	<b>\$ (0)</b>	<b>\$ (7,045)</b>	

**NOTES:**

- (1) Property Surcharge - FY 18 Budget reflects an increase in the assessable base by 5.9% over FY 17 base. Projected results for FY 17 include actual and estimated outstanding appeals of \$373,000.
- (2) Federal GSA contract - Last contract effective 9/1/16.
- (3) Contract Services - Increased services for UMB.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget and Management Research (BBMR) - Fifth Amendment to Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Fifth Amendment to Agreement (Fifth Amendment) with Public Financial Management, Inc. and authorize a no-cost extension under the Fifth Amendment. The Fifth Amendment extends the period of the agreement through September 15, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On September 15, 2011, the Board approved bid B50001921 – Mayor’s Ten Year Plan. On September 9, 2015, the Board approved the option to extend the term of the agreement through September 16, 2016. The purpose of the Ten-Year Plan is to chart a course for the City to maintain core public services, make its tax structure more competitive, and ensure fiscal sustainability over the coming decade. The Plan considers multiple economic scenarios, projects expenditures and revenues, and comprehensively recommends options for achieving balanced budgets, reducing the effective property tax rate for residents, making necessary capital investments, and delivering equitable results to citizens. Implementation of these initiatives is critical to meeting the financial objectives in the Plan and putting the City on a course to fiscal stability.

Utilizing the professional services of Public Financial Management, Inc. the City has already successfully implemented various initiatives that have collectively saved approximately \$515 million through Fiscal 2022. This no-cost extension will help



**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

the City complete two initiatives previously identified under the Ten Year Plan: alternative uses for non-core facilities and the completion of a Tax Policy Report.

The previous period expired in September 2016; the Department is asking to retroactively exercise the options to extend the contract through September 2018 using existing funding. Because of the impending Mayoral transition, the original contract was not renewed in September 2016, subject to review and approval of Mayor Pugh.

**MBE/WBE PARTICIPATION:**

**MBE: 3.34%**

**WBE: 5.0%**

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget and - Grant Award Appropriation  
Management Research (BBMR) Adjustment Order No. 69

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of a grant award from the Centers for Disease Control and Prevention. The period of the grant award is May 1, 2017 through April 30, 2020.

The Board is further requested to approve the Appropriation Adjustment Order (AAO) No. 69 to transfer unallocated federal funds within the Health Department from Service 715 (Administration - Health) to Service 720 (HIV Treatment Services for the Uninsured).

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - Grant Award

AAO No. 69

\$500,000.00 - From: 4000-400017  
Unallocated Federal Funds

To: 4000-404017  
HIV Treatment Services for the Uninsured

**BACKGROUND/EXPLANATION:**

The purpose of the grant award is to support a project entitled "Understanding the Epidemiology of Syphilis in the United States."

Initially, funding was appropriated within an unallocated account in the Fiscal 2017 Ordinance of Estimates. With this AAO, funding will be moved from the unallocated grant source, in accordance with the actual grant award.

**MBE/WBE PARTICIPATION:**

N/A

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

**APPROVED FOR FUNDS BY FINANCE**

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

(The terms and conditions of the grant award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Bureau of the Budget and Management Research (BBMR) - Acceptance of Grant Award and an Appropriation Adjustment Order Grant Transfer No. 70

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from The Department of Health and Human Services, Centers for Medicare and Medicaid Services. The period of the Grant is May 1, 2017 through April 30, 2022.

The Board is also requested to approve an Appropriation Adjustment Order Grant Transfer Fund No. 70 within the Health Department in the amount of \$499,459.00 in unallocated State funds from Service 715: Administration Health (Fund 5000-500017), to Service 303: Clinical Services (Fund 4000-401217).

**AMOUNT AND SOURCE OF FUNDS:**

\$499,459.00 - Grant Award

AAO No. 70

\$499,459.00 - From Account: unallocated State funds in Service 715: Administration - Health (Fund 5000-500017)

To Account: Service 303: Clinical Services (Fund 4000-401217)

**BACKGROUND/EXPLANATION:**

The purpose of this grant award is to allow the Health Department to identify and address the health-related social needs of Baltimore City Medicaid and Medicare beneficiaries. Over five years, the Health Department, with other partners, will design, implement, and evaluate an Accountable Health Communities model

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

BBMR - cont'd

that creates clinical-community linkages to impact total healthcare costs, reduce utilization, and improve health outcomes for this vulnerable population.

**APPROVED FOR FUNDS BY FINANCE**

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

(The terms and conditions of the grant award have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

Department of Housing and - TRANSFER OF LIFE-TO-DATE  
Community Development SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Ms. Kelly Baccala.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

<u>Donors</u>	<u>Days</u>
Anika Middleton	1
Wendi Redfern	3
Jacinta Difourt	1
Oscar Blackie	1
David Kengere	1
Autkia Felder	2
Dorene Mont	1
Julie Day	3
Rachelle Celestin	4
Mandy Breedlove	1
William Burgee	1
Angie Ennis	1
Joseph Kershner	<u>5</u>
<b>Total:</b>	<b>25</b>

Ms. Baccala is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. This transfer will allow Ms. Baccala to remain in pay status.

**THE LABOR COMMISSIONER RECOMMENDED APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office of Information Technology</u>			
1. Gayle Guilford	Gartner Security 7 Risk Management Summit Gaylord National Harbor and Convention Center June 11 - 15, 2017 (Reg. Fee \$0.00)	General Funds	\$1,620.53
<u>Department of Public Works/Office of Strategy and Performance</u>			
2. Aaron Little	PMI Global Conference Chicago, IL Oct. 25 - 30, 2017 (Reg. Fee \$1,395.00)	General Funds	\$3,482.68
<p>The subsistence rate for this location is \$286.00 per night. The cost of the hotel is \$279.00 per night, plus hotel taxes of \$48.55 per night. The Department is requesting additional subsistence of \$165.00 for meals and incidentals. The airfare and registration were prepaid on a City issued procurement card assigned to Lyque O'Connor. Therefore, Mr. Little will be disbursed \$1,897.73.</p>			
<u>Health Department</u>			
3. Camille Burke	NACCHO Annual Conference Pittsburg, PA July 10 - 14, 2017 (Reg. Fee \$530.00)	Special Funds	\$1,616.56

AGENDA

BOARD OF ESTIMATES

06/07/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department - cont'd</u>			
<p>The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$145.00 per night plus taxes of \$20.30 per night. The Department is requesting additional subsistence of \$2.00 per day for meals and incidentals.</p> <p>The registration costs of \$530.00 was prepaid using a procurement card assigned to Ryan Hemminger. Therefore, the disbursement to Ms. Burke is \$1,086.56.</p>			
4. Margaret Schnitzer	NACCHO Annual Conference Pittsburg, PA July 10 - 14, 2017 (Reg. Fee \$530.00)	Special Funds	\$1,616.56

The subsistence rate for this location is \$183.00 per night. The cost of the hotel is \$145.00 per night plus taxes of \$20.30 per night. The Department is requesting additional subsistence of \$2.00 per day for meals and incidentals.

The registration costs of \$530.00 was prepaid using a procurement card assigned to Ryan Hemminger. Therefore, the disbursement to Ms. Schnitzer is \$1,086.56.

Department of Planning

5. Amy Gilder-Busatti	Dialogue for Change (D4C) 3.0 Workshop Karlsruhe, Germany June 13 - 19, 2017 (Reg. Fee \$0.00)	N/A	\$ 0.00
-----------------------	---	-----	---------



AGENDA

BOARD OF ESTIMATES

06/07/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
-------------	------------------	--------------------	---------------

Department of Planning - cont'd

Ms. Gilder-Busatti will travel to Karlsruhe, Germany on June 13 - 19, 2017. She has been invited to participate in the D4C 3.0 Workshop by the sponsor, The German Marshall Fund of the United States (GMF). The GMF will cover all travel costs associated with Ms. Gilder-Busatti's participation.

Pursuant to AM 240-3 Policy, Board of Estimates approval is required if the travel is outside the continental United States regardless of source of funds, cost of trip, or length of absence.

Department of General Services - Fleet Management Division

6.	Chichi Nyagah-nash Berke Attila	2017 Government Fleet Expo & Conference San Antonio, TX June 11 - 14, 2017 (Reg. Fee \$0.00)	Inter- nal Service Fund	\$2,310.62
----	------------------------------------	---	----------------------------------	------------

The subsistence rate for this location is \$185.00 per night for each attendee. The cost of the hotel is \$150.00 per night and the hotel taxes are \$25.13 per night for each attendee. Ms. Nyagah-nash will arrive June 9 - 10, 2017 at her own expense.

The Department is requesting additional subsistence of \$5.00 per day for meals and incidentals for each attendee. Therefore, Ms. Nyagah-nash will be disbursed \$1,079.28 and Mr. Attila will be disbursed \$1,231.34.

**AGENDA**

**BOARD OF ESTIMATES**

**06/07/2017**

**TRAVEL REIMBURSEMENT**

Department of Transportation

7.	Patrick Fleming	MACo Summer Conference Ocean City, MD Aug. 17 - 20, 2016 (Reg. Fee \$400.00)	General Fund	\$1,651.00
----	-----------------	--	-----------------	------------

On August 17, 2016, Mr. Fleming traveled to Ocean City, Maryland to attend the 2016 Maryland Association of Counties (MACo) Summer Conference for Cyber Solutions.

The subsistence rate for this location was \$276.00 per night. The hotel cost was \$279.00 per day plus hotel taxes of \$29.30 per night. The registration fee in the amount of \$400.00 was prepaid on the City procurement card assigned to Mr. Dharendra Sinha.

The total costs of the travel in the amount of \$1,651.44 was approved by the Board on August 10, 2016. Mr. Fleming was out of the office at the time of this Board approval and did not receive the travel disbursement in the amount of \$1,651.44.

He personally incurred the costs of the hotel in the amount of \$837.00, sales tax in the amount of \$50.22, occupancy taxes in the amount of \$37.68, and mileage in the amount of \$146.88. Therefore, Mr. Fleming is requesting reimbursement in the amount of \$1,071.78.

AGENDA

BOARD OF ESTIMATES

06/07/2017

TRAVEL REIMBURSEMENT

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

TRAVEL REIMBURSEMENT

\$ 837.00 - Hotel (\$279.00 x 3)  
50.22 - State sales taxes (\$16.74 x 3)  
37.68 - Occupancy taxes (\$12.56 x 3)  
146.88 - Mileage  
**\$1,071.78 - Total Reimbursement**

The travel reimbursement is late because Mr. Fleming had misplaced the original hotel receipts. The Department apologizes for the lateness.

AGENDA

BOARD OF ESTIMATES

06/07/2017

RETROACTIVE TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
1. Anthony Smith	Field Force Command & Planning Bomb Threat Manage- ment Planning Anniston, AL May 15 - 20, 2017	FEMA Funded No Cost to City	\$0.00
2. Randy Pope	Raven Challenge Explosive Ordinance Disposal Exercise Camp Dawson, WV May 22 - 27, 2017	Bur. of Alcohol, Tobacco, Firearms & Explosives	\$0.00
3. Daniel Quaranto	Drug Recognition Expert School Baltimore, MD May 1-5, 2017, May 8 - 11, 2017, May 15 -19, and June 8, 2017	Baltimore County Police Department No Cost to City	\$0.00

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED