

FY21 Budget Process

City Council Information Request

Department: Office of Economic Development (OED)

GENERAL INFORMATION:

1. Summary Budget for FY21 - *See Separate Attachment (Appendix A)*
2. Detail on “Other” or “Misc” Line Items (53900, 54900, & 55900)

BUDGET NARRATIVE:

3. Three Largest Budget Reductions from FY20 in dollars and %
4. Three Largest Budget Increases from FY20 in dollars and %
5. Detail on Other Significant Budget Expansions or Reductions
6. Any New Responsibilities Assigned to Department in the Last Two Years
7. Any Responsibilities Transferred Out of Department in Last Two Years
8. Actual YTD FY20 Spending - *See Separate Attachment (Appendix B)*
9. Any Savings Realized by Department in FY20
10. Any Changes to External Funds
11. List of 5 Major Accomplishments in FY20 – *See Separate Attachment (Appendix C)*
12. Chief FY21 Goals, Ongoing and New Initiatives – *See Separate Attachment (Appendix D)*
13. Multi-year Projects or Investments, Discuss FY20 Ramp-up or Wind-down in Spending, and Future Year Plan
14. Any Expanded Budget Authority Not Granted, But Plan to Resubmit in Future
15. Departmental Financial and Personnel Resources Devoted to Language Access

PERSONNEL INFORMATION:

- 16. Five Year Analysis of Full Time Employees (FTEs)
- 17. Breakdown of Employees on Leave
- 18. Five Year Analysis of the Total Number of Positions
- 19. A. Breakdown of Employees by Race and Gender
 B. Breakdown of Top 10 Wage Earners by Race and Gender
- 20. Breakdown of Employees with Language Competency Other Than English
- 21. Five Year Analysis of Overtime
- 22. Amount and Justification of Any Stipends
- 23. Any Hiring Challenges Experienced This Year

CONTRACTS - See Separate Attachment (Appendix E)

- 24. Overview of Current Contracts
- 25. Breakdown of Contracts
- 26. Any Barriers to Contractor Diversity in Department Contracts
- 27. Narrative on Contracts Over \$100,000

PERFORMANCE MEASURES

REVOLVING FUNDS - N/A

2) Detail on "Other" and "Misc" Line Items

Account	Account Descr	Amount	Details
53900	Misc Supplies and Materials	1,430	Union mandated apparel costs
54900	Other Current Charges	28,155	Charges related to necessary memberships, subscriptions, and Bar fees
55900	Misc Equipment	4,200	Computer equipment

3) Three Largest Budget Reductions from FY20

	Account	Account Description	Amount Decrease	% Change	Explanation
1.	52800	Transportation	(37,432)	-87%	Removed discretionary travel
2.	51100	Emergency Employees	(7,064)	-30%	Reduction of intern costs
3.	52800	Food Supplies	(3,000)	-18%	Reduction to anticipated food needs

4) Three Largest Budget Increases from FY20

	Account	Account Description	Amount Increased	% Change	Explanation
1.	52100	Communications	7,650	95%	Increase due to new cell phones with city-issued phone numbers for employees
2.	54900	Current Charges	3,797	16%	Increase based on new subscriptions, memberships, and Bar fees
3.	52900	Contracted Services	64,287	9%	BRJP Tech enhancements

5) Other Significant Budget Expansions or Reductions - N/A

6) Any New Responsibilities Assigned to Department in the Last Two Years - Emerging Industries; Cannabis and Casino's

7) Any Responsibilities Transferred Out of Department in Last Two Years -
No responsibilities were transferred out during the past two years.

8) Actual YTD FY20 Spending_OED - See Separate Attachment (Appendix B)

9) FY20 Savings Realized by Department - OED has some salary savings due to regular employee attrition and vacancies

10) Changes to External Funds - \$20,000 EDIC Grant for Down Dudley Summer Series Neighborhood Activation Pilot

11) List of 5 Major Accomplishments - FY20 – See Separate Attachment (Appendix C)

12) Chief FY21 Goals, Ongoing and New Initiatives – See Separate Attachment (Appendix D)

13) Multi-year Projects or Investments, Discuss FY20 Ramp-up or Wind-down in Spending, and Future Year Plan - In anticipation of hosting the National Main Streets Convention in Boston in 2021, OED is planning to make significant investments in the Boston Main Streets (BMS) program--with a comprehensive program review and a placemaking and activation initiative--to demonstrate impact in our neighborhood business districts and showcase our program as a national model. We have issued an RFP for an engagement with a consultant to identify measures to enhance the BMS program through a deep and comprehensive analysis of the existing systems and resources, uses, and gaps that impact local economic growth.

14) Any Expanded Budget Authority Not Granted, But Plan to Resubmit in Future

While additional resources can always be put to good use, the department understands the necessity of doing more with less in difficult fiscal times.

15) Departmental Financial and Personnel Resources Devoted to Language Access

FY20 Language Communications Access (LCA) Allocation (in ONS Budget) - \$6,000

Other Financial and Personnel Resources - James Colimon is the OED liaison that works directly with ONS

16) Five Year Analysis of Full-Time Equivalents as of January 1

	FY17	FY18	FY19	FY20	FY21 Projected
FTEs	19.5	22.0	26.0	25.0	24.0

17) Breakdown of Instances of Employees on Leave

Leave Type	FY19	FY20 (Through March)
FMLA	4	5
Paid Administrative Leave	-	-
Unpaid leave	-	-

18) Five Year Analysis of the Total Number of Positions

	FY17 Adopted	FY18 Adopted	FY19 Adopted	FY20 Adopted	FY21 Recommended
Total Full-Time Positions (Permanent)	24	24	26	29	27

19A) Breakdown of Employees by Race and Gender

Active Employees as of April 1, 2020

	Female	Male	Total	% of Total
Black	9	9	18	41%
Hispanic	3	3	6	14%
Asian	2	0	2	5%
Non Specified	0	1	1	2%
White	11	6	17	39%
Total	25	19	44	100%
% of Total	57%	43%	100%	

19B) Breakdown of Top Ten Dept Salaries by Race and Gender

Active Employees as of April 1, 2020

	Female	Male	Total	% of Total
Asian	1	0	1	10%
Black	2	3	5	50%
White	2	2	4	40%
Total	5	5	10	100%
% of Total	50%	50%	100	

20) Employee Counts with Language Competency in the Volunteer Pool

Language	# of employees
Cape Verdean Creole	1
Spanish	3
Somali	1
Vietnamese	1

21) Five Year Overtime History- N/A

22) Amount and Justification of Any Stipends- N/A

23) Any Hiring Challenges Experienced This Year - OED has had challenges around hiring the Mobile Enterprise Manager position. We received 43 applications and held a robust interview process for 6 candidates. We offered the position to the top candidate, but the candidate elected not to accept the position. The remaining candidates were not the right fit for the position and we reposted the position.

24, 25, 26, 27) Breakdown of contracts, contracts over \$100k - See Separate Attachment (Appendix E)

Department History

Personnel Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
51000 Permanent Employees	1,810,904	2,566,251	2,572,690	2,465,628	-107,062
51100 Emergency Employees	13,590	0	23,581	16,516	-7,065
51200 Overtime	0	0	0	0	0
51600 Unemployment Compensation	6,845	0	0	0	0
51700 Workers' Compensation	0	0	0	36,015	36,015
Total Personnel Services	1,831,339	2,566,251	2,596,271	2,518,159	-78,112
Contractual Services	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
52100 Communications	7,206	10,323	8,064	15,714	7,650
52200 Utilities	0	0	0	0	0
52400 Snow Removal	0	0	0	0	0
52500 Garbage/Waste Removal	0	0	0	0	0
52600 Repairs Buildings & Structures	0	21,677	23,061	23,061	0
52700 Repairs & Service of Equipment	8,216	4,628	9,400	9,400	0
52800 Transportation of Persons	21,978	26,877	43,222	5,790	-37,432
52900 Contracted Services	406,729	760,839	706,593	770,880	64,287
Total Contractual Services	444,129	824,344	790,340	824,845	34,505
Supplies & Materials	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
53000 Auto Energy Supplies	0	0	0	0	0
53200 Food Supplies	3,649	14,878	16,685	13,685	-3,000
53400 Custodial Supplies	0	0	0	0	0
53500 Med, Dental, & Hosp Supply	0	0	0	0	0
53600 Office Supplies and Materials	21,142	11,798	10,000	10,000	0
53700 Clothing Allowance	5,250	2,800	3,125	3,125	0
53800 Educational Supplies & Mat	0	0	0	0	0
53900 Misc Supplies & Materials	1,213	0	1,430	1,430	0
Total Supplies & Materials	31,254	29,476	31,240	28,240	-3,000
Current Chgs & Oblig	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
54300 Workers' Comp Medical	0	4,431	0	0	0
54400 Legal Liabilities	0	0	0	0	0
54500 Aid To Veterans	0	0	0	0	0
54600 Current Charges H&I	0	0	0	0	0
54700 Indemnification	0	0	0	0	0
54800 Reserve Account	0	0	0	0	0
54900 Other Current Charges	21,214	36,070	24,359	28,155	3,796
Total Current Chgs & Oblig	21,214	40,501	24,359	28,155	3,796
Equipment	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
55000 Automotive Equipment	0	0	0	0	0
55400 Lease/Purchase	0	0	0	0	0
55600 Office Furniture & Equipment	0	12,426	0	0	0
55900 Misc Equipment	11,193	33,341	4,000	4,200	200
Total Equipment	11,193	45,767	4,000	4,200	200
Other	FY18 Expenditure	FY19 Expenditure	FY20 Appropriation	FY21 Recommended	Inc/Dec 20 vs 21
56200 Special Appropriation	0	0	0	0	0
57200 Structures & Improvements	0	0	0	0	0
58000 Land & Non-Structure	0	0	0	0	0
Total Other	0	0	0	0	0
Grand Total	2,339,129	3,506,339	3,446,210	3,403,599	-42,611

Appendix B

**City of Boston
Summarized Appropriations by Department
Budget Year 2020
as of March 31, 2020**

<u>Fund</u>	<u>Descr</u>	<u>Dept</u>	<u>Description</u>	<u>Acct</u>	<u>Descr</u>	<u>Bdgtd</u>	<u>Encumb</u>	<u>Expend</u>	<u>Avail</u>
100	General	Fund	182000 Office of Economic De	51000	Permanent Employees	2,572,690.00	-	1,626,658.37	946,031.63
100	General	Fund	182000 Office of Economic De	51100	Emergency Employees	23,581.00	-	2,925.00	20,656.00
100	General	Fund	182000 Office of Economic De	51600	Unemployment Compensa	0	-	705.81	(705.81)
100	General	Fund	182000 Office of Economic De	52100	Telecommunications	8,064.00	-	6,051.71	2,012.29
100	General	Fund	182000 Office of Economic De	52600	Repairs/Maintenance	23,061.00	-	11,136.66	11,924.34
100	General	Fund	182000 Office of Economic De	52700	Repair/Service Equip	9,400.00	-	197.96	9,202.04
100	General	Fund	182000 Office of Economic De	52800	Transportation/Travel	43,222.00	75.00	27,807.68	15,339.32
100	General	Fund	182000 Office of Economic De	52900	Contracted Services	693,693.00	187,546.73	279,969.88	226,176.39
100	General	Fund	182000 Office of Economic De	53200	Food	24,685.00	829.50	6,635.03	17,220.47
100	General	Fund	182000 Office of Economic De	53600	Office Supplies	10,000.00	663.61	7,243.52	2,092.87
100	General	Fund	182000 Office of Economic De	53700	Clothing Allowance	3,125.00	-	2,575.00	550.00
100	General	Fund	182000 Office of Economic De	53900	Misc Supplies/Materia	1,430.00	-	-	1,430.00
100	General	Fund	182000 Office of Economic De	54300	Workers Comp Medical	0	-	4,684.04	(4,684.04)
100	General	Fund	182000 Office of Economic De	54900	Current Charges	26,859.00	1,355.59	21,320.73	4,182.68
100	General	Fund	182000 Office of Economic De	55900	Equipment	6,400.00	-	1,463.18	4,936.82
			Office of Economic De Total			3,446,210.00	190,470.43	1,999,374.57	1,256,365.00



Appendix C & D

Office of Economic Development

- Five major accomplishments for FY20 (Please provide in a succinct, bulleted format)
 - Launch of the **Small Business Relief Fund** to assist small businesses impacted by COVID-19 with grants.
 - On November 8, 2019, Mayor Walsh signed “**An Executive Order in Support of Equitable Procurement Policies**” to ensure that we are adhering to best practices in outreach to City-certified small, local, minority-owned, woman-owned, and veteran-owned businesses for city contracting opportunities.
 - In 2019, OED launched the **Economic Development Center (EDC)** to engage residents and businesses in Boston. Since January, we’ve done events and workshops on the community economic impact of Boston’s various ethnic communities, opportunities for city contracts, construction supervisor training, new restaurant businesses, and several more. The EDC is going strong and continuing for another year.
 - In July 2019, OED released a **Request for Information (RFI) for Upham’s Corner**. Robust community engagement over the course of several years and the recent RFI to solicit partners and ideas for parcels, will lead us to releasing a suite of RFPs to pursue a mixed-use library, affordable housing, and affordable commercial space in the Upham’s Corner Arts and Innovation District.
 - To celebrate shopping small and local for the holiday season, the Small Business Unit conducted business walks and visits to all 20 Main Streets Districts over the course of 20 days for our initiative of “**20 Districts in 20 Days.**”

- Chief FY21 goals and new initiatives (Please provide in a succinct, bulleted format)
 - **Engaging and supporting Boston’s businesses** to rebuild small businesses and jobs in Boston throughout the COVID-19 response.
 - Complete the **City of Boston Disparity Study** and implement any forthcoming recommendations for equity policies through our Supplier Diversity Executive Order.
 - Execute a consulting engagement on “**Re-Imagining Boston’s Main Streets,**” which is currently out for RFP.
 - Release the RFP for the **Upham’s Corner Arts and Innovation District** in accordance with our robust community engagement and partnership in the Upham’s Corner Implementation Process.



- A list of new responsibilities assigned to OED in the last two years (i.e. Cannabis)
 - **Emerging Industries: Cannabis and Casinos**

- A list of any responsibilities transferred out of OED in the last two years
 - None
- Any list of any change in external funds.
 - \$20,000 EDIC Grant for Down Dudley Summer Series Neighborhood Activation Pilot

Appendix E

Appendix E 24) OED contracts

Vendor Name	Contract Description	Begin Dt	Expire Dt	Max Amt	Vendor City
Shanks, Julia	Technical Assistance-Small Bus	3/25/2019	9/25/2020	\$ 520,000	Cambridge
Cordeiro, Stacey	Technical Assistance-Small Bus	3/25/2019	9/25/2020	\$ 520,000	Dorchester
Greenfield, Myrna	Technical Assistance-Small Bus	3/25/2019	9/25/2020	\$ 520,000	Jamaica Plain
Strategic Marketing Consulting LLC	Technical Assistance-Small Bus	3/25/2019	9/25/2020	\$ 520,000	Sudbury
Lusterity LLC	Technical-Assistance Bus	3/25/2019	9/25/2020	\$ 520,000	Dorchester
Daily General Counsel, PLLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Brookline
TBM Consulting LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Jamaica Plain
Jackman Professional Accounting Inc	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Hyde Park
Codman Square Neighborhood Develop. Corp	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Dorchester
Venture Cafe Foundation Inc	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Cambridge
James A. Lopata, Inc.	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Revby LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Tessi Media LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Milton
Local Enterprise Assistance Fund	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Yadav Anuradha	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Msaada Partners LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
The Capital Network of New England	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Archipelago Strategies Group Inc	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Roads Consulting Group LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Revere
TLE Consulting Group LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Hicks Vincent T	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Somerville
Parlon Deirdre d/b/a	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	West Roxbury
Tristan Nguyen CPA LLC	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Dorchester
Arts & Business Council of Gr Boston Inc	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Thompson Roy	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Dorchester
Include	Technical Assistance-Bus	3/25/2019	9/25/2020	\$ 520,000	Boston
Washington Gateway Main Street, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Boston
Centre/South Main Street	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Jamaica Plain
West Roxbury Main Streets Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	West Roxbury
Roslindale Village Main Street Inc	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Roslindale
East Boston Gateway, Inc	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	East Boston

Appendix E 24) OED contracts

Vendor Name	Contract Description	Begin Dt	Expire Dt	Max Amt	Vendor City
Chinatown Main Street, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Boston
Greater Grove Hall Main Streets	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Boston
Mattapan Square Main Streets, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Mattapan
Egleston Square Main Street, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Roxbury
Hyde Park Main Streets	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Hyde Park
Mission Hill Main Streets, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Boston
Main Streets, Allston Village	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Allston
Four Corners Main Street, Inc.	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Dorchester
Greater Ashmont Main Street, Inc	Boston Main Streets	7/1/2019	6/30/2020	\$ 75,000	Dorchester
Hyde/Jackson Square Main Street Program	Boston Main Streets	7/1/2019	6/30/2020	\$ 75,000	Jamaica Plain
Field Corner Main Street	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Dorchester
Brighton Main Streets	Boston Main Streets Program	7/1/2019	6/30/2020	\$ 75,000	Brighton
Bowdoin/Geneva Main Street Inc.	Boston Main Streets	7/1/2019	6/30/2020	\$ 75,000	Boston
Dudley Square Main Street Revitalization	Boston Main Streets	7/1/2019	6/30/2020	\$ 75,000	Roxbury
Rubinoff Derek Architecct	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2021	\$ 410,000	West Roxbury
Fyfe Design, Inc.	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Cambridge
Yellow Inc.	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Boston
Lindsay Hill Design, LLC	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Charlestown
Richwood Associates LLC d/b/a AnaDesign	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	West Roxbury
Sherwood, Catherine	Arch Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Dedham
Goodgood, LLC	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Melrose
Studio Luz Architects, Ltd.	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2020	\$ 410,000	Boston
UX Architecture Studio LLC	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2021	\$ 410,000	Watertown
Over, Under	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2021	\$ 410,000	Boston
Forte Architecture & Design, Inc.	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2020	\$ 410,000	Boston
marlo marketing communications inc.	Arch & Design Svcs - FY20-21	12/1/2019	6/30/2021	\$ 410,000	Boston
Eileen Riestra	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2021	\$ 410,000	Boston
ASAP Environmental inc.	Lead Inspections	1/2/2020	6/30/2020	\$ 49,985	Dorchester
Main Streets, Allston Village	Boston Main Streets - FY 21	7/1/2020	6/30/2021	\$ 75,000	Allston
National Main Street Center, Inc	FY20 B1503	2/12/2020	6/30/2020	\$ 19,065	Chicago
Greater Grove Hall Main Streets	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Boston

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Vendor Name	Contract Description	Begin Dt	Expire Dt	Max Amt	Vendor City
Bowdoin/Geneva Main Street Inc.	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Boston
Greater Ashmont Main Street, Inc	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Dorchester
Field Corner Main Street	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Dorchester
Chinatown Main Street, Inc.	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Boston
Dudley Square Main Street Revitalization	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Roxbury
Hyde/Jackson Square Main Street Program	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Jamaica Plain
Centre/South Main Street	Boston Main Streets program	7/1/2020	6/30/2021	\$ 75,000	Jamaica Plain
East Boston Gateway, Inc	Boston Main Streets program	7/1/2020	6/30/2021	\$ 75,000	East Boston
Main Streets, Allston Village	Boston Main Streets program	7/1/2020	6/30/2021	\$ 75,000	Allston
Roslindale Village Main Street Inc	Boston Main Streets program	7/1/2020	6/30/2021	\$ 75,000	Roslindale
Egleston Square Main Street, Inc.	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Roxbury
Mission Hill Main Streets, Inc.	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Boston
Upham's Corner Main Street Inc.	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Dorchester
Brighton Main Streets	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Brighton
Washington Gateway Main Street, Inc.	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Boston
West Roxbury Main Streets Inc.	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	West Roxbury
Mattapan Square Main Streets, Inc.	Bostron Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Mattapan
Hyde Park Main Streets	Boston Main Streets Prog.	7/1/2020	6/30/2021	\$ 75,000	Hyde Park
Four Corners Main Street, Inc.	Boston Main Streets Program	7/1/2020	6/30/2021	\$ 75,000	Dorchester

Appendix E 25) OED Certified Contracts

Vendor Name	Contract Description	Begin Dt	Expire Dt	Max Amt	MBE	WBE	MWBE	SBE	SLBE	VOSBE	SDVOSBE
Codman Square Neighborhood Develop. Corp	Technical Assistance-Bus	3/25/2019	9/25/2020	520000.000	MBE				SLBE		
Studio Luz Architects, Ltd.	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2020	410000.000			MWBE		SLBE		
Over, Under	Arch & Design Svcs - FY 20-21	12/1/2019	6/30/2021	410000.000					SLBE		

Appendix E 26) Any Barriers to Contract Diversity

The department remains committed to following all applicable procurement laws, while working internally to identify diverse vendors.

Appendix E 27) OED Contracts >\$100k

Vendor Name	Begin Dt	Expire Dt	Max Amt	Contract Description
Shanks, Julia	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Small Bus
Cordeiro, Stacey	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Small Bus
Greenfield, Myrna	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Small Bus
Strategic Marketing Consulting LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Small Bus
Lusterity LLC	3/25/2019	9/25/2020	\$520,000	Technical-Assistance Bus
Daily General Counsel, PLLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
TBM Consulting LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Jackman Professional Accounting Inc	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Codman Square Neighborhood Develop. Corp	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Venture Cafe Foundation Inc	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
James A. Lopata, Inc.	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Revby LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Tessi Media LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Local Enterprise Assistance Fund	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Yadav Anuradha	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Msaada Partners LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
The Capital Network of New England	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Archipelago Strategies Group Inc	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Roads Consulting Group LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
TLE Consulting Group LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Hicks Vincent T	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Parlon Deirdre d/b/a	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Tristan Nguyen CPA LLC	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Arts & Business Council of Gr Boston Inc	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Thompson Roy	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Include	3/25/2019	9/25/2020	\$520,000	Technical Assistance-Bus
Rubinoff Derek Architecct	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY 20-21
Fyfe Design, Inc.	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Yellow Inc.	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Lindsay Hill Design, LLC	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Richwood Associates LLC d/b/a AnaDesign	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Sherwood, Catherine	12/1/2019	6/30/2021	\$410,000	Arch Design Svcs - FY20-21
Goodgood, LLC	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Studio Luz Architects, Ltd.	12/1/2019	6/30/2020	\$410,000	Arch & Design Svcs - FY 20-21
UX Architecture Studio LLC	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY 20-21
Over, Under	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY 20-21
Forte Architecture & Design, Inc.	12/1/2019	6/30/2020	\$410,000	Arch & Design Svcs - FY 20-21
marlo marketing communications inc.	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY20-21
Eileen Riestra	12/1/2019	6/30/2021	\$410,000	Arch & Design Svcs - FY 20-21

Narrative Section and notes:

The Mayor's Office of Economic Development Technical Assistance for Small Businesses in Boston expands economic and entrepreneurial opportunity and capacity .

The Mayor's Office of Economic Development Architecture and Design Services provides assistance for storefront improvements (ReStore) and design services. Through ReStore we offer: help designing your storefront, grants for signs, and matching grants for the exterior design and renovation of the outside of commercial buildings in Boston's neighborhoods. The Design Services unit supports businesses with concept development, review and approval at the City's various landmark and historic commissions, and the development of graphic representations that will help them grow and thrive throughout the City of Boston. This program is designed to complement and enhance public, private and non-profit small business assistance programs by providing technical assistance and assistance through workshops and coaching sessions to small businesses and prospective business owners in Boston. These services include, but are not limited to in-depth business operations consulting, strategic business growth coaching,

The Technical Assistance contract is \$520,000 for 18 months ending June 30 2020, with an option of renewing for another year at a maximum amount of \$260,000.

The Architecture and Design contract, which is programmed as "ReStore," is \$410,000 for 19 months ending June 30 2021.