

NOTICES:

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) 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

NOTICES - cont'd:

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: **BOARD OF ESTIMATES' RECESS** :
: **DECEMBER 27, 2017 AND JANUARY 3, 2018** :
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The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on December 27, 2017 and January 3, 2018.

The Board of Estimates will not receive or open bids on December 27, 2017 and January 3, 2018. The Board of Estimates will reconvene on January 10, 2018.

BOARD OF ESTIMATES' AGENDA - DECEMBER 13, 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:

Adams-Robinson Enterprises, Inc.	\$114,380,000.00
Anchor Construction Corporation	\$178,830,000.00
Blue Sky Contractors, Inc.	\$ 1,500,000.00
Durex Coverings, Inc.	\$ 8,000,000.00
J & R Roofing, Co., Inc.	\$ 8,000,000.00
Manolis Painting, Inc.	\$ 12,780,000.00
Reviera Enterprises, Inc.	\$ 7,550,000.00
T/A REI/Drayco	
Utilities Unlimited, Inc.	\$ 8,000,000.00

2. Prequalification of Architects and Engineers

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

ECS Mid-Atlantic, LLC	Engineer
STV, Incorporated	Land Survey Landscape Architect Architect Engineer
Tech International Corporation	Engineer

AGENDA

BOARD OF ESTIMATES

12/13/2017

CLERK TO THE BOARD - Correction to Prequalification of Contractors

On December 6, 2017, the Board approved Technopref Industries, Inc. in the Prequalification of Contractors in the amount of \$70,000,000.00. Inadvertently, the Work Capacity Rating Underwritten by Blanket Guarantee of \$70,000,000.00 from the Parent Company, Construction Demathieu & Bard (CDB) Inc. was not in the printed agenda. The Clerk apologizes for this oversight.

The Board is requested to approve Technopref Industries, Inc.'s Work Capacity Rating Underwritten by Blanket Guarantee of \$70,000,000.00 from the Parent Company, Construction Demathieu & Bard (CDB) Inc.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Office of Civil Rights and - Living Wage Recommendation for
Wage Enforcement FY 2019

The Wage Commission in accordance with Article 5, Subtitle 26, Baltimore City Code (Living Wage Law), is required each year to recommend to the Board of Estimates by December 15th, a revised Living Wage Rate for the City of Baltimore service contracts.

The Wage Commission reviewed the yearly revision of the U.S. Bureau of Census Poverty threshold. After careful consideration of the Bureau's poverty level for a family of four currently set at \$24,563.00, and other wage data, the Commission is recommending to the Board of Estimates that the Living Wage be increased from the current hourly rate of \$11.66 to \$11.81. This pay rate will apply to City of Baltimore service contracts as recommended by the City Purchasing Agent and designated by the Board of Estimates.

Methodology for calculation:

\$24,563.00 divided by 2,080 (a 40-hour week x 52 weeks) = \$11.81

AGENDA

BOARD OF ESTIMATES

12/13/2017

Wage Commission - Prevailing Wage Rate Recommendation 2018

ACTION REQUESTED OF B/E:

The Board is requested to approve the recommended Prevailing Wage Rates in accordance with Article 5, Subtitle 25, Baltimore City Code, to be paid to laborers, mechanics, and apprentices on all Prevailing Wage projects awarded by the Board of Estimates. It is recommended that the rates become effective for contracts that are advertised on or after December 31, 2017.

BACKGROUND/EXPLANATION:

The Wage Commission requested evidence from contracting associations, unions, related trade groups on work both public and private, in order to establish rates to be recommended to the Board of Estimates.

The submitted recommended Prevailing Wage rates represent a total increase of 0.08% for Classes 1, 2, 3 and 5 (\$73.56 is the dollar amount increase).

Class 1	Building Construction	0.02%
Class 2	Highways	0.02%
Class 3	Utility	0.00%
Class 5	Purchases, etc.	0.04%
		0.08% Increase

Classification 4 applies to federally funded Housing and Urban Development projects and has no impact on the City's general funds. For this reason, the Wage Commission adopted the United States Department of Labor's wage rates for this category.

AGENDA

BOARD OF ESTIMATES

12/13/2017

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. Arkley Johnson, Personal Re- presentative of the Estate of Josephine R. Johnson	1336 Argyle Ave.	G/R \$75.00	\$ 500.00
Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.			
2. Paul W. Nochumowitz and Amy Sue Nochumowitz	2033 E. Biddle St.	Sub-G/R \$90.00	\$ 440.00
Funds are available in account no. 9910-908636-9588-900000-704040, Hoen Parking Project.			
3. Sheila Hilton	644 N. Carey St.	L/H	\$ 18,232.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.			
4. William Braverman, Dolores Fishbein and Roslyn Stavisky, Trustees under the Residuary Trust under the Will of Samuel Braverman	919 N. Duncan St.	G/R \$40.00	\$ 330.00
Funds are available in account no. 9910-909431-9588-900000-704040, EBDI Phase II Project.			

AGENDA

BOARD OF ESTIMATES

12/13/2017

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Options - cont'd</u>			
5. Lucian A. Jacques	1622 W. Fayette St.	F/S	\$100,000.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.			
6. BOHCTAB Ventures, Inc.	1336 Mosher St.	G/R \$240.00	\$ 2,000.00
Funds are available in account no. 9910-906126-9588-900000-704040, FY 17 CORE Demo Project.			

DHCD - Rescission of Condemnation and Approval of Option

7. William A. Scott, II	2730 Fenwick Ave.	L/H	\$18,370.00
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On July 12, 2017, the Board approved the acquisition of the leasehold interest, by condemnation, in the property located at 2730 Fenwick Avenue for \$16,700.00. Mr. Scott is willing to settle voluntarily for an additional ten percent. The property appraised for \$16,700.00, and the owner negotiated a higher price. Therefore, the Board is requested to rescind the prior approval in the amount of \$16,700.00 and approve the option to purchase the leasehold interest in 2730 Fenwick Ave. for \$18,370.00.

Funds are available in account no. 9910-904326-9588-900000-704040, Fenwick CHM Project.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

OPTIONS/CONDEMNATIONS/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>			
8. Theodore A. Cavacos	Front 24' x 70' portion of 3530 Buena Vista Ave.	F/S	\$ 5,500.00

Funds are available in account no. 9910-908044-9588-900000-704040, Miscellaneous Project.

9. James M. Stein	1602 Holbrook St.	G/R	\$ 640.00
		\$96.00	

Funds are available in account no. 9910-907079-9588-900000-704040, Episcopal Housing Tiny House Village Project.

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

DHCD - Condemnation or Redemption

10. Provident Realty	325 N. Carrollton Ave.	G/R	\$ 480.00
		\$72.00	

Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application

AGENDA

BOARD OF ESTIMATES

12/13/2017

OPTIONS/CONDEMNATION/QUICK-TAKES:

to the Maryland Department of Assessments and Taxation to redeem or extinguish the \$72.00 ground rent interest for the property located at 325 N. Carrollton Avenue.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Police Department - 2017 Sub-recipient Grant Award Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Sub-recipient Grant Award Agreement - Urban Area Security Initiative (UASI) from the Maryland Emergency Management Agency. The period of the Grant Award is September 1, 2017 through July 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$712,242.00 - 4000-482018-2023-212600-600000

BACKGROUND/EXPLANATION:

The Grant Award is for the FY 2017 UASI to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks while concentrating on developing integrated systems for prevention, protection, response, and recovery.

This Sub-recipient Grant Award Agreement is late because of the Department recently received the award documentation.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Police Department - Acceptance of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of Grant Award No. EMW-2017-PU-00610-S01 from the U. S. Department of Homeland Security. The period of the Grant is September 1, 2017 through August 31, 2020.

AMOUNT OF MONEY AND SOURCE:

\$100,000.00 - 4000-453918-2023-212700-600005

\$ 33,333.00 - 1001-000000-2041-196000-607000
(Cash Match)

BACKGROUND/EXPLANATION:

The Grant Award is for the 2017 Port Security Program. The City is required to contribute a cash match of \$33,333.00 or 25 percent of the total approved project costs of \$133,333.00.

This investment provides for the maintenance for response/patrol craft for the four Baltimore Police vessels and its engines. This agency patrols all of the key critical sites that are strategically located throughout the National Capital Region.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Employment - Acceptance of Grant Award
Development (MOED)

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of a Grant Award from the Maryland State Department of Labor, Licensing and Regulation. The period of the Grant Award is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$185,664.00 - 5000-507818-6397-483200-405001

BACKGROUND/EXPLANATION:

The Grant Award is entitled "Program Year 17 Summer Youth Connection". The purpose of this Grant is for the MOED to fund approximately 149 youth, ages 14 and 15, with summer work experiences throughout Baltimore City. Youth are engaged in community service through positions with nonprofits, community groups, and government agencies wherein they are responsible for important services such as, keeping Baltimore parks and open spaces clean, beautifying city neighborhoods and supporting the operation of community libraries and summer camps.

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

MBE/WBE PARTICIPATION:

MOED is the grant recipient, therefore MBE does not apply.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Employment – Youth Opportunity
Development (MOED) Academy Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Youth Opportunity Academy Agreement with the Baltimore City Board of School Commissioners, Baltimore City Public School System (BCPSS). The period of the Youth Opportunity Academy Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$205,076.00 – 5000-501218-6391-483200-405001

BACKGROUND/EXPLANATION:

The BCPSS operates an alternative school for high school students in a portion of MOED's Youth Opportunity Westside Center, located at 1510 West Lafayette Avenue in Baltimore City. MOED, as the Consultant, will complement the academic services of the BCPSS, acting as the Contractor, by providing wrap-around services such as youth development initiatives, cultural enrichment activities, and job readiness training. These efforts are designed to help increase school attendance and decrease the drop-out rate of students who attend alternative high schools.

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Space Utilization Committee/Mayor's - Lease Agreement
Office of Employment Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with the Baltimore City Board of School Commissioners, Tenant, for the rental of a portion of the property known as 1510 W. Lafayette Avenue, being on the 1st and 2nd floors, consisting of approximately 7,200 sq. ft. The period of the Lease Agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00 - if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used as an Alternative School, known as the Youth Opportunity Academy, for selected Baltimore City Public School System students. The Landlord is responsible for maintenance and repair of the property, burglar and fire alarm systems, and all utilities. The Tenant is responsible for providing custodial services, liability insurance, telephone service, and security of the leased premises.

This Lease Agreement is late because of delays in the administrative process of the Baltimore City Board of School Commissioners.

The Space Utilization Committee approved this Lease Agreement on November 14, 2017.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Space Utilization Committee/Department - Lease Agreement
of Recreation and Parks

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement between the City (Landlord) and The Women's Civic League, Inc. (Tenant), for the rental of the property known as 9 N. Front Street legally known as 701 E. Fayette Street (Block 1335, Lot 1/7) being the entire 2 ½-story building, including the basement. The period of the Lease Agreement is effective upon the first day of month following the Board approval for 25 years, with the right to renew for an automatic one 25-year term.

AMOUNT OF MONEY AND SOURCE:

Annual Rent

\$1.00 - if demanded

BACKGROUND/EXPLANATION:

The leased premises will be used as and for the Tenant's corporate purposes and to invite and encourage the further use of the same by other civic organizations for such other civic purposes as (i) a tourist center, (ii) an international visitors' center, and (iii) a convention information center and/or an historical guide center under the control and supervision of the Tenant.

The Tenant will have the exclusive use, custody possession, and management of the leased premises. The Tenant will correct and bear the expense of any building structural defects comprising the leased premises and will maintain the interior and the exterior of the building, including the foundations, roof, walls, gutters, downspouts, HVAC system, all water, electrical and plumbing systems, and floors, except damages caused by the sole negligence of the Landlord. The Tenant will be responsible for the cost of all utilities bills including gas, electric, and water.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Space Utilization Committee/Department - cont'd
of Recreation and Parks

It is understood and agreed that the Tenant's responsibility is limited solely to the building known as 9 N. Front Street and not to any surrounding grounds which will be the responsibility of the Landlord. The Tenant will furnish janitorial services and security, and will keep the leased premises in good order and condition and will, upon the expiration of the term, or at the sooner termination thereof, by forfeiture or otherwise deliver up the leased premises in the condition it was received, usual wear and tear excepted.

Any fixtures or improvements that the Tenant has installed, will become the property of the Landlord. The Tenant covenants and agrees to accept the leased premises in its current existing condition. The Tenant will have the responsibility to inspect the leased premises for termites, structural soundness, and environmental hazards. In the event that any defects as to the aforementioned are found to exist in the leased premises, the Tenant and not the Landlord will be responsible for the correction and/or repair of same. The Tenant must provide liability insurance.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Human Services - Provider Agreements

The Board is requested to approve and authorize execution of the Provider Agreements. The period of the agreement is October 15, 2017 through March 15, 2018, unless otherwise indicated.

1. **NEW VISION HOUSE OF HOPE, INC.** **\$100,885.75**

Account: 1001-000000-3572-772800-603051

New Vision House of Hope, Inc. will utilize the funds to provide emergency overnight sheltering for homeless men and women on nights declared Winter Emergency nights by the Mayor's Office of Human Services when the outdoor temperature falls below 32 degrees Fahrenheit. New Vision House of Hope, Inc. will manage the emergency overflow shelter at the City-owned Pinderhughes Elementary School located at 1200 N. Fremont Avenue facility. The period of the agreement is December 11, 2017 through March 31, 2018.

The agreement is late because of a delay in budget negotiations with New Vision House of Hope, Inc.

MWBOO GRANTED A WAIVER.

2. **MARYLAND CENTER FOR VETERANS EDUCATION AND TRAINING, INC.** **\$156,346.43**

Account: 1001-000000-3572-772800-603051

The Maryland Center for Veterans Education and Training, Inc. will utilize the funds to provide up to 60 emergency overnight shelter beds to homeless men and women on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be disbursed on a per diem basis and will be used to cover personnel costs, shelter operating costs, and food for clients.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/13/2017

MOHS - cont'd

3. **THE BALTIMORE STATION, INC. \$113,929.88**

Account: 1001-000000-3572-772800-603051

The Baltimore Station, Inc. will utilize the funds to provide up to 11 emergency shelter beds to homeless men on nights that the temperature falls below 32 degrees Fahrenheit. The funds will be disbursed on a per diem basis and will be used to cover personnel costs, utilities, shelter operating costs and food for clients.

MWBOO GRANTED A WAIVER.

4. **ST. VINCENT DE PAUL OF BALTIMORE, INC. \$ 92,038.25**

Account: 1001-000000-3572-772800-603051

St. Vincent De Paul of Baltimore, Inc. will utilize the funds to provide 19 emergency shelter beds to homeless families on nights that the outdoor temperature falls below 32 degrees Fahrenheit. The funds will be disbursed on a per diem basis and will be used to cover personnel costs, utilities, shelter operating costs and food for clients.

MWBOO GRANTED A WAIVER.

The agreements are late because of delays at the administrative level.

APPROVED FOR FUNDS BY FINANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Human Services - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with St. Vincent De Paul of Baltimore, Inc.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 19, 2017, the Board of Estimates approved an Agreement with St. Vincent De Paul of Baltimore, Inc. to provide short and medium-term rental assistance to a minimum of 110 formerly homeless, low-income individuals and families as part of St. Vincent De Paul of Baltimore, Inc.'s rapid rehousing project. The period of the agreement was July 1, 2017 through June 30, 2018. As a result of an unexpected delay in processing the grant agreement at the U.S. Department of Housing and Urban Development there was a two month delay in project operations.

This Amendment No. 1 will amend the period of performance to span September 1, 2017 through August 1, 2018 to reflect the Federal Grant Agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO COST TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of General Services - Memorandum of Understanding
Modification No. 1

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) Modification No. 1 with the Administrative Office of the Courts (AOC).

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 16, 2014, the Board approved the original agreement with the AOC to provide architectural and engineering services, construction and design management, and contract administration for Appellate Judges' Chambers in the amount of \$452,215.00.

On October 14, 2015, the First Amendment was approved by the Board in which the AOC increased the funding by \$326,000.00 for a total of \$778,215.00.

This MOU will allow the parties to agree as follows: 1) Any work done under the MOU will end on August 21, 2017 and be considered finalized and complete. 2) Except as expressly modified herein, all of the provisions of the original MOU remain in full force and effect until such time that the City is fully reimbursed for the costs incurred up to and including August 21, 2017.

(The Memorandum of Understanding Modification No. 1 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/13/2017

Office of the Comptroller - Independent Auditor's Reports

The Board is requested to **NOTE** receipt of the following Audit Reports prepared by KPMG:

1. Office of the Comptroller Combined Schedule of Revenues and Expenses - Internal Service Funds and Other Financial Information for the Year Ended June 30, 2013.
2. Office of the Comptroller Combined Schedule of Revenues and Expenditures and Encumbrances - General Fund (Budgetary Basis) and Other Financial Information and related Management Letter Comment for the Year Ended June 30, 2013.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Circuit Court for Baltimore City - Contract Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Contract No. 20A, the Forensic Alternative Services Team (F.A.S.T) contract agreement with Behavioral Health System Baltimore, Inc. The period of the agreement is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$633,027.00 - 4000-400518-1100-576600-404001

BACKGROUND EXPLANATION:

This program is funded at 100% by the Maryland Department of Health and Mental Hygiene. No City General Funds are required.

This F.A.S.T. program provides mental health evaluation of seriously mentally ill citizens in Baltimore, who have been arrested for minor crimes and either placed in the Baltimore City Detention Center or the Central Booking Facility. When indicated, the program arranges with the Court to have the defendant transferred to either a mental health facility as an in-patient or directed to an appropriate outpatient facility. Follow-up over a six-month period by the program is mandatory.

As in prior years, the program will continue to divert this population from incarceration and the criminal justice system to appropriate mental health treatment resources. By providing such services, the population of mentally ill that are incarcerated has decreased. In addition, approximately 72% of the individuals evaluated and placed through the Program do not return to the criminal justice system within two years. This Program clearly is a positive contribution to the reduction of trial dockets within the Courts and is a humane placement solution for the mentally ill.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Circuit Court for Baltimore City - cont'd

This request is late because of the delays in the signature process at the Circuit Court of Baltimore City and delays the contract approval from the grantor.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Fire and Police Employees' - Independent Auditor's Report
Retirement System (F&P)

The Board is requested to **NOTE** receipt of the following Audit Reports from CliftonLarsonAllen LLP.

1. The Independent Auditor's Report of the Baltimore City Fire and Police Employees' Retirement System for FY ended June 30, 2017.
2. The Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters.
3. The 2017 Baltimore City Fire and Police Employees' Retirement System's Comprehensive Annual Financial Report (CAFR).

AGENDA

BOARD OF ESTIMATES

12/13/2017

Fire and Police Employees' - Subscription Agreement
Retirement System

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve its Subscription Agreement for its investment in Greenspring Secondaries Fund III, L.P., managed by Greenspring Associates, Inc.

AMOUNT OF MONEY AND SOURCE:

\$16,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the Fire and Police Employees' Retirement System. Greenspring Associates, Inc. will initially be managing approximately \$16,000,000.00 of Fire and Police Employees' Retirement System funds in Greenspring Secondaries Fund III, L.P., a venture capital fund-of-funds.

The F&P Board of Trustees conducted a search for a private equity investment manager and, as a result of that search, selected Greenspring Associates, Inc. to initially receive \$16,000,000.00 to be invested in Greenspring Secondaries Fund III, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Fire and Police Employees' - Subscription Agreement
Retirement System

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Fire and Police Employees' Retirement System (F&P) to approve its Subscription Agreement for its investment in RLJ Equity Partners Fund II, L.P., managed by RLJ Equity Partners, LLC

AMOUNT OF MONEY AND SOURCE:

\$16,000,000.00 - approximately of F&P funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the Fire and Police Employees' Retirement System. RLJ Equity Partners, LLC will initially be managing approximately \$16,000,000.00 of Fire and Police Employees' Retirement System funds in RLJ Equity Partners Fund II, L.P., a venture capital fund-of-funds.

The F&P Board of Trustees conducted a search for a private equity investment manager and, as a result of that search, selected RLJ Equity Partners, LLC, to initially receive \$16,000,000.00 to be invested in RLJ Equity Partners Fund II, L.P. The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

MWBOO GRANTED A WAIVER.

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

EXTRA WORK ORDER

* * * * *

The Board is requested to approve the
Extra Work Order
as listed on the following page:

27

The EWO has been reviewed and approved
by the Department of
Audits, CORC, and MWBOO
unless otherwise indicated.

AGENDA

BOARD OF ESTIMATES

12/13/2017

EXTRA WORK ORDER

<u>Contract</u>	<u>Prev. Apprvd.</u>	<u>Contractor</u>	<u>Time %</u>
<u>Awd. Amt.</u>	<u>Extra Work</u>		<u>Ext. Compl.</u>

Department of Transportation

1. EWO # 003, (\$46,876.90) - TR 11311, Harbor Connector Water Taxi Dock Improvements

\$904,970.00	\$69,380.00	McLean Contracting, -	100
		Company.	

This authorization provides for payment of overrun items, deduction of amounts not needed due to underrun or not used items, and to balance out the contract.

TRANSFERS OF FUNDS

* * * * *

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

29 - 31

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	\$ 15,000.00	9950-903300-9504	9950-902471-9504
	State Construction Revenue	Construction Reserve - Tree Roots/Footways	Reconstruction of Footways Citywide

This transfer will fund the costs for printing and other related costs necessary to advertise project TR 18003, Reconstruction of Footways Citywide.

2.	\$ 15,000.00	9950-903300-9504	9950-902472-9504
	State Construction Rev.	Construction Reserve - Tree Roots/Footways	Reconstruction of Footways Citywide

This transfer will fund the costs for printing and other related costs necessary to advertise project TR 18005, Reconstruction of Footways Citywide.

3.	\$ 31,000.00	9950-916059-9509	9950-918050-9527
	Pimlico Local Impact Aid - VLT	Construction Reserve - NW Trans Improvements	Northwest DOT Improvement

This transfer will cover the deficit and fund the costs related to project Northwest DOT Improvement.

Department of Housing and Community Development

4.	\$200,000.00	9910-904979-9587	9914-914412-9588
	2 nd Community & Economic Development Bonds	East Baltimore Redevelopment	EBDI Infrastructure FY 2015

The funds will be used by the Department of Transportation and/or the Department of Public Works for infrastructure work associated with new residential development on Rutland Avenue.

AGENDA

BOARD OF ESTIMATES

12/13/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
5. \$400,000.00	9938-922030-9475	9938-923030-9474
State (Program Open Space)	Ripken Athletic Fields (Reserve)	Ripken Athletic Fields (Active)

This transfer will provide funds to cover the costs associated with the construction of St. Agnes Field.

Department of Planning

6. \$500,000.00	9904-921021-9129	9904-910023-9127
1 st Community and Economic Development Loan	INSPIRE Plan Implementation (Reserve)	INSPIRE Side- walks/Tree Pit

This transfer will fund sidewalk improvements around 21st Century schools opening up in the 2018-2019 school year, including Arundel Elementary, Cherry Hill Elementary/Middle, Robert Poole Building, Pimlico Elementary/Middle, Forest Park High, and Frederick Elementary schools.

7. \$125,000.00	9904-901119-9129	9904-902119-9127
General Obligation Bonds - 2 nd Community and Economic Development	AVAM Roof Replace- ment (Reserve)	AVAM Roof Repair (Active)

In fiscal year 2018, the American Visionary Art Museum was awarded funding to perform work on its Main Building Plaza pavers, fire system, and Jim Rouse Visionary Center 3rd floor flooring. This transfer will allow the Museum to access the funds.

AGENDA

BOARD OF ESTIMATES

12/13/2017

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
8. \$100,000.00	9938-927012-9485	9938-913052-9483
General	MD Zoo Renovate	MD Zoo Improvements
Obligation	Mansion House	and Upgrades
Bonds - 1 st		
Community and		
Economic		
Development		

The Zoo's Mansion House, built in 1801 by Revolutionary War Colonel Nicholas Rogers, is used for administrative offices and has a wrap-around enclosed porch used as a popular rental venue for corporate parties, weddings, and other special events. The Zoo is renovating the main floor, the cupola, the porch, and the foundation of the historic Mansion House for administrative and event rental space and making exterior changes to maintain current code and standards for historic structures. Proper space for employees will increase the productivity and efficiency of those who perform the Zoo's administrative and rental duties. The City has a State-approved contract for the renovation project with Azola Building Rehab, Inc. The majority of the funding for the changes to the Mansion House is being provided by the State of Maryland's capital budget and the City of Baltimore's General Obligation Bond Program. The Department is working with the Maryland Historical Trust regarding modifications that may be made to an historic building on which the Trust has a perpetual historic preservation easement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - Community Block Grant
Community Development (DHCD) Agreements

The Board is requested to approve and authorize execution of the Community Block Grant (CDBG) Agreements with the Service Providers. The period of the CDBG Agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. THE INNOVATIVE HOUSING INSTITUTE, INC. \$ 45,000.00

Account: 2089-208918-427543-5930-603051

The organization will use funds to assist 90 non-elderly, disabled low- and moderate-income families with one-time subsistence assistance grants the Enhanced Leasing Assistance Program (ELAP), established in accordance with a U.S. Consent Decree entered in Bailey v. The Housing Authority of Baltimore City (HABC) and the U.S. Department of Justice v. HABC.

The organization is responsible for obtaining funds to cover a portion of the expenses and has requested the DHCD provide CDBG funds to provide the one-time subsistence assistance grants to ELAP participants. The expenses include leasing, application fees, security deposits and utility (electricity and telephone) installation fees.

2. ROBERTA'S HOUSE, INC. \$100,000.00

Account: 2089-208918-5930-736126-603051

The organization will provide grief counseling and bereavement support services, free of charge, to low- and moderate-income youth and their families who have experience acute emotional distress related to a death and/or traumatic loss. The CDBG funds will be used to subsidize the organization's operating costs.

FOR 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$65,000.00, AS FOLLOWS:

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

MBE: \$17,550.00

WBE: \$ 6,500.00

On June 28, 2017 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 2017 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 and submission of the Annual Action Plan to HUD on July 14, 2017, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 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 Community Development Block Grant - 42 Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition and Acquisition Agreement, which outlines the exchange of the property, located at 1402 McHenry Street (Block 0264, Lot 040), owned by Feruz Boboev, Developer, for a comparable property, located at 3905 Ridgewood Avenue (Block 2960, Lot 014), owned by the Mayor and City Council.

AMOUNT OF MONEY AND SOURCE:

The City agrees to pay for all settlement costs associated with the property acquired by the City, not to exceed \$600.00 total.

Account: 9910-906126-9588-900000-704044

BACKGROUND/EXPLANATION:

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

The Developer received notice of the City's intent to demolish the property located at 1402 McHenry Street. Because the Developer intended to rehabilitate the property, a swap was proposed for the property located at 1402 McHenry Street with a comparable Mayor and City Council-owned property located at 3905 Ridgewood Avenue, an area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange, has agreed to rehabilitate the property he is receiving within 12 months from the date of settlement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

The City will receive clear and marketable title to 1402 McHenry Street, subject to any municipal liens, in exchange for a comparable property.

The determination of comparability is based on an independent appraisal from an approved appraiser for 1402 McHenry Street and a valuation for 3905 Ridgewood Avenue, which determined that the property located at 1402 McHenry Street is valued at \$14,000.00, while the property located at 3905 Ridgewood Avenue is valued at \$11,183.00.

The liens for 1402 McHenry Street total approximately \$1,068.68 and are itemized as follows:

Miscellaneous Bill	\$ 268.75
Miscellaneous Bill	316.33
Property Registration	<u>483.60</u>
Total Municipal Liens	\$1,068.68

This exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the property through tax sale foreclosure or eminent domain. This exchange will further the City's effort to eliminate blight and protect the health and safety of its citizens. As such, the City has agreed to pay for all title work and associated settlement costs, on the property the City is receiving, not to exceed \$600.00.

STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:

The rationale for the exchange of properties was to ensure that the severity of blight at 1402 McHenry Street could be successfully eliminated, while simultaneously ensuring that a willing and able

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

MBE/WBE PARTICIPATION:

N/A

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Ernst Valery Investments, Corp., Developer, for the sale of City-owned property located at 4846 Pimlico Road.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 4846 Pimlico Road to Ernst Valery Investments, Corp., for the price of \$3,000.00, which will be paid to the City of Baltimore at the time of settlement. The developer will be using private funds.

The project will involve the complete rehabilitation of the vacant building into a single-family home, which will be sold to a homeowner at market-rate. The property is located in the Central Park Heights neighborhood.

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

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

N/A - In accordance with the Appraisal policy, a waiver valuation policy determined the property located at 4846 Pimlico Road to be valued at \$3,000.00, which is also the sales price.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - Lien Release
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the release of liens, plus all accrued interest and/or penalties on the vacant property located at 2319 Callow Avenue (Block 3454, Lot 004) for the transferee, Maryland Redstone, LLC/Fozan Ghannan, Authorized member.

AMOUNT OF MONEY AND SOURCE:

\$43,180.99, plus all accrued interest and/or penalties

BACKGROUND/EXPLANATION:

Pursuant to the Annotated Code of Maryland, Tax Property 14-806, the Board has the authority to release liens against real property under certain circumstances. In this case, the property in question complies with all requirements under the lien release law:

- the property is a vacant building,
- the liens in the amount of \$54,852.16 exceed the appraised value of the property in the amount of \$4,000.00, and
- the transferee will rehabilitate the property and return it to productive use within a reasonable time, eliminate blighting conditions, and return it to the tax rolls of Baltimore City.

The transferee will rehabilitate the building for use as a residential single family home, which will be sold to a home owner at market rate. The release of liens on the property will make it financially feasible for redevelopment and prevent tax abandonment. The transferee will be using private funds.

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

Prior to settlement, transferee will pay the City \$11,671.17, which is a combination of the flat tax and water charges. The appraised value of the property is \$4,000.00. The amount paid will be applied to satisfy the water bill, real estate taxes, and flat tax first, then any other liens that have accrued prior to the date of this lien release.

Any additional property tax assessments, water charges, and liens that accrue from the date of this lien release will be the responsibility of the transferee to pay prior to settlement. Failure to record the deed and pay the purchase price listed in the Agreement of Sale in the amount of \$11,671.17, within 120 days from the date of approval by the Board, will void this release.

MBE/WBE PARTICIPATION:

The transferee will purchase this property for an amount that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or construction; therefore MBE/WBE is not applicable.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 2353 Druid Hill Avenue, Block 3416, Lot 034 by gift from Kasc Associates, LLC, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Kasc Associates, LLC, has offered to donate to the City, title to the property at 2353 Druid Hill Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through November 2, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

Real Property Tax	2017/2018	\$1,966.54
Registration	412587	<u>31.20</u>
	Total Taxes Owed:	\$1,997.84

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1718 Ramsay Street, Block 2076, Lot 042 by gift from Family Real Estate Investments, Inc., Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Family Real Estate Investments, Inc. has offered to donate to the City, title to the property at 1718 Ramsay Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 12, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

Real Property Tax	2017/2018	\$ 120.31
Miscellaneous Bill	8528402	215.00
Registration	413032	<u>132.60</u>
Total Taxes Owed:		\$467.91

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition of the leasehold interest in the property located at 1617 W. Fayette Street, Block 0195, Lot 009 by gift from William C. Contarino, Owner, **SUBJECT** to municipal liens, interest, and penalties, other than water bills.

AMOUNT OF MONEY AND SOURCE:

The Owner agrees to pay for any title work and all associated settlement costs, not to exceed \$600.00 total. Therefore, no City funds will be expended.

BACKGROUND/EXPLANATION:

The DHCD, Land Resources Division strategically acquires and manages vacant or abandoned properties, which enables these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Mr. Contarino, has offered to donate to the City, title to the property at 1617 W. Fayette Street. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The Department will acquire the property subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through October 12, 2017, other than water bills which must be paid as part of the transaction is as follows:

AGENDA

BOARD OF ESTIMATES

12/13/2017

DHCD - cont'd

Tax Sale Cert. #308547	05/16/2016	\$ 7,668.56
Tax Sale Cert. #227337	05/18/2009	139.04
Tax Sale Cert. #118208	05/15/2000	154.08
Real Property Tax	2017/2018	161.21
Real Property Tax	2016/2017	198.29
Real Property Tax	2015/2016	286.74
Real Property Tax	2014/2015	272.45
Real Property Tax	2013/2014	309.53
Real Property Tax	2012/2013	361.06
Real Property Tax	2011/2012	392.04
Real Property Tax	2010/2011	481.67
Real Property Tax	2009/2010	467.88
Miscellaneous	5796305	263.72
Miscellaneous	8370587	252.14
Environmental Fine	50744101	180.00
Registration	204384	608.50
	Total Taxes Owed:	\$12,196.91

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and Community Development - Deed of Trust, Assignment of Rents Regulatory Agreement and Security Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the Community Development Block Grant (CDBG) Deferred Loan in an amount not to exceed \$300,000.00 to Habitat for Humanity of the Chesapeake, Inc. (the "Borrower"). Loan funds will be used to support a portion of the hard construction costs of 10 vacant units located at 722, 747 McCabe Avenue, 5223 Ready Avenue, 709 Baker Street, 1324, 1333, 1524, 1551, 1553 Fulton Street, and 1322 North Mount Street.

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law.

AMOUNT OF MONEY AND SOURCE:

SOURCES		USES	
CDBG Funds	\$ 300,000.00	Construction Costs	\$1,702,691.00
Project			
C.O.R.E.	217,000.00	Demo/Stabilization	49,500.00
General			
Contributions	485,500.00	Soft Costs	47,620.00
Bank Financing	800,500.00	Rehabilitation	<u>53,189.00</u>
Community			
Legacy			
(2017)	<u>50,000.00</u>		
TOTAL:	\$1,853,000.00	TOTAL:	\$1,853,000.00

Account: 9997-906680-9593

BACKGROUND/EXPLANATION:

With the founding of Habitat for Humanity of the Chesapeake, Inc. (the "Borrower") in 1982, the Habitat's mission was introduced to

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - cont'd
Community Development

Baltimore with staff and volunteers working to rehabilitate row homes in Baltimore City and neighborhoods in various Maryland counties. The Borrower is part of a global, nonprofit housing organization ("Habitat") dedicated to building homes to eliminate substandard housing locally and worldwide through constructing, rehabilitating and preserving homes. Habitat partners with homebuyers, volunteers, donors, businesses and community organizations to transform lives and rebuild communities. Through their homebuyer classes and their investment in sweat equity hours, homebuyers learn skills necessary to successfully own and maintain a home for the rest of their lives.

For over 35 years, the Borrower has been a catalyst for moving low-income families out of poverty towards more prosperous, stable futures through affordable homeownership. By bringing people together to build homes, communities and inspire hope, Habitat has settled nearly 750 families into energy-efficient, affordable homes with zero-interest mortgages. This has positively impacted the lives of more than 2,500 partner family members, involved more than 100,000 volunteers from around the world over those years, and impacted thousands of other community residents that were able to benefit from safer, more vital communities as homeownership rates increased across fifteen neighborhoods in Central Maryland.

The Borrower is a nonprofit provider of affordable housing opportunities for low- to moderate-income homebuyers. Houses are sold at an affordable rate with no-interest mortgages to qualified buyers who earn 20% to 80% of the area median income adjusted for family size ("AMI"). As a nonprofit developer, the Borrower divides its efforts into renovating and reselling deteriorating single family homes to first-time homebuyers at affordable prices.

The Department has received a proposal from Habitat for the redevelopment and sale of 10 vacant structures (the "Project") located at: 722 and 747 McCabe Avenue, 5223 Ready Avenue, 709 Baker

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - cont'd
Community Development

Street, 1324, 1333, 1524, 1551, and 1553 Fulton Avenue, and 1322 North Mount Street (collectively, the "Properties"). Upon completion, the project will provide 10 homeownership units to first time homebuyers. CDBG funds will be used to assist with a portion of the rehabilitation costs associated with the Project.

The typical home will be two- or three-stories and approximately 1,200 to 1,700 square feet, with two to three bedrooms and one to one-and-a-half baths. Finishes will be typical builder grade, new construction and include hardwood and ceramic floors on the first floor, central air conditioning and gas forced hot air. First mortgages for these townhomes are anticipated to be in the range of approximately \$85,000.00 to \$120,000.00, based on the current market.

Participating Parties:

A. Developer

Habitat for Humanity of the Chesapeake, a 501(c)(3) nonprofit housing developer, will provide a guarantee of construction completion and repayment of the superior debt.

B. General Contractor/Architect

Habitat for Humanity of the Chesapeake will be the general contractor of record. Architectural services will be provided by Jeff Gallaher, Hal Arnold, and members of the Borrower's staff.

C. Participating Lenders

Rosedale Federal Savings and Loan Association will provide a Revolving Builder Line of Credit in the approximate principal amount of \$1,000,000.00 (the "Rosedale Line of Credit"),

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - cont'd
Community Development

which amount is not to exceed 90% of the appraised value. The Rosedale Line of Credit will fund construction to various properties, including the Properties. The Rosedale Line of Credit is currently expected to be secured by a first lien in the land and improvements of each of the properties that is being financed, such properties including one or more of the Properties. The loan term will mature in 24 months from the date of loan settlement with the option of a six month extension. The interest rate will be the Wall Street Journal Prime Rate plus 1.00%. During the construction phase of the project, interest only payments on the principal amounts advanced will be required.

CDBG FUNDS - 2nd construction/permanent

The Department is requesting approval of a Community Development Block Grant Homeownership loan (the "CDBG HO Loan") in an amount not to exceed \$300,000.00. Proceeds of the CDBG HO Loan will be used to support a portion of the hard construction costs of the Project. The CDBG HO Loan will be structured as a secured deferred loan which will provide for zero percent (0%) interest for a term not to exceed 18 months from loan closing. The CDBG HO Loan will be evidenced by a note, which will be secured by a lien subordinate to the Rosedale Line of Credit, or equivalent documents ensuring that the Owner complies with the requirements set forth herein.

The Department's total subsidy amount for each of the 10 units will be \$30,000.00 per unit, which will be used for hard costs of the Project. Of the total subsidy amount, \$20,000.00 will be a development subsidy (the "Development Subsidy") and \$10,000.00 will be a homebuyer subsidy (the "Buyer Subsidy"). The Development Subsidy for each of the units will be a permanent write down to the Project and will be forgiven upon the sale of each individual unit.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - cont'd
Community Development

At the time each unit is sold to qualified buyers (individually the "Buyer" and collectively the "Buyers"), an amount equal to the Buyer Subsidy (or \$10,000.00) will be assumed by each Buyer (each, a "Buyer Loan"), which amount assists in the financing of the construction of the unit; simultaneously, the Borrower's obligation under the CDBG HO Loan will be released by an amount equal to the Development Subsidy plus the Buyer Subsidy (or \$30,000.00).

Each Buyer Loan will be structured as a forgivable loan that will be reduced over time if the Buyer meets all of the loan conditions. Upon the sale of the unit to each Buyer, the restrictions applicable to such Buyer Loan will be evidenced by a Regulatory Agreement to the Buyer or covenants or deed restriction that will run with the land and be binding on successors and assigns of the of Buyer, which covenants or restrictions will restrict their sale of the unit. The Permanent Loan Period for each Buyer Loan will not exceed seven years commencing on the date of purchase of each unit.

MARYLAND PROJECT C.O.R.E.

Project C.O.R.E. ("Creating Opportunities for Renewal and Enterprise") is a multi-year partnership between the City and the State of Maryland (the "State") designed to demolish and rehab vacant and derelict buildings and replace them with green space or create the foundation for redevelopment in Baltimore City.

The Maryland Department of Housing and Community Development, a principal department of the State, will provide grant proceeds in the approximate amount of \$217,000.00 (the "C.O.R.E. Grant") to fund development costs permitted by the program. Additional terms and conditions of the disbursement of funds will be further defined in the CDBG loan security instruments and project draw schedule.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Housing and - cont'd
Community Development

OTHER GRANTS

The project is expected to include gap financing in the approximate amount of \$50,000.00 from the State's Community Legacy Program.

MBE/WBE PARTICIPATION:

Article 5, Subtitle 28 of the Baltimore City Code for Minority and Women's Business Opportunity is fully applicable and no request for waiver or exception has been made.

THE DEPARTMENT OF FINANCE RECOMMENDS APPROVAL.

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$300,000.00	9997-909985-9587	9997-906680-9593
Comm. Dev.	Housing Development	Habitat for
Block Grant	Reserve	Humanity
42		Chesapeake

This transfer will provide Community Development Block Grant funds to Habitat for Humanity of the Chesapeake to support a portion of the construction costs of ten vacant housing units.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Transportation - Developer's Agreement No. 1509

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement no. 1509 with O'Donnell RAS/TRF LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

\$30,385.00

BACKGROUND/EXPLANATION:

O'Donnell RAS/TRF, LLC would like to upgrade the existing water service to their renovation to the 5400 O'Donnell Street Cut Off. This developer's agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$30,385.00 has been issued to O'Donnell RAS/TRF LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Rummel, Klepper & Kahl, LLP under project 1191, On Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Amendment No. 1 extends the Agreement through November 18, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 19, 2014, the Board approved the original three-year Agreement in the amount of \$3,000,000.00 with Rummel, Klepper & Kahl, LLP, which provided for engineering design services that would include reconstruction, resurfacing, streetscapes, developing roadway alignment, Americans with Disabilities Act (ADA) pedestrian facilities, drainage improvements, street lighting, electric duct banks, traffic signal design, water and wastewater, signing and pavement markings, traffic control, erosion and sediment control, surveys, landscaping, planning, project scope development, environmental site assessments, National Environmental Policy Act (NEPA) clearance, and other engineering related tasks with the project.

The Department is now requesting a one-year time extension to continue design services for various projects. This approval will result with a revised expiration date of November 18, 2018.

DBE PARTICIPATION:

Rummel, Klepper & Kahl, LLP, will comply with Title 49 Code of Federal Regulations part 26 and the DBE goals established in the original agreement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

DOT - cont'd

DBE: 25.00%

AUDITS NOTED THE NO-COST TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Whitman Requardt & Associates, LLP under project 1191, On Call Consultant Services for Federal Aid Resurfacing and Reconstruction Projects. The Amendment No. 1 extends the Agreement through November 18, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On November 19, 2014, the approved the original three-year Agreement in the amount of \$3,000,000.00 with Whitman Requardt & Associates, LLP. The agreement provided for engineering design services that would include reconstruction, resurfacing, streetscapes, developing roadway alignment, Americans with Disabilities Act (ADA) pedestrian facilities, drainage improvements, street lighting, electric duct banks, traffic signal design, water and wastewater, signing and pavement markings, traffic control, erosion and sediment control, surveys, landscaping, planning, project scope development, environmental site assessments, National Environmental Policy Act (NEPA) clearance, and other engineering related tasks with the project.

The Department is now requesting a one year time extension to continue design services for various projects. This approval will result with a revised expiration date of November 18, 2018.

DBE PARTICIPATION:

Whitman Requardt & Associates, LLP, will comply with Title 49 Code of Federal Regulations part 26 and the DBE goals established in the original agreement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

DOT - cont'd

DBE: 25.00%

AUDITS NOTED THE NO-COST TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Transportation - Amendment No. 1 to Agreement

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with A. Morton Thomas & Associates, Inc. under Project 1217, On Call Construction Project Management Services. The Amendment will increase the upset limit and extend the Amendment through March 31, 2019.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 - To be determined with each individual project

BACKGROUND/EXPLANATION:

On April 1, 2015, the Board approved the original three-year Agreement in the amount of \$2,000,000.00 with A. Morton Thomas & Associates, Inc., which provided for engineering design services in connection with projects included in the Capital Improvement Plan and other transportation infrastructure related projects. The Department is now requesting a one year time extension and an increase to the upset limit by \$1,000,000.00 to fully complete extra work and efficiently staff these projects to meet Federal Highway Administration, State Highway Administration and Baltimore City standards and guidelines. This approval will increase the upset limit to \$3,000,000.00 and a revised expiration of March 31, 2019.

MBE/WBE PARTICIPATION:

A. Morton Thomas & Associates, Inc., will comply with Article 5, Subtitle 28 of the Baltimore City Code and MBE and WBE goals established in the original agreement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

DOT - cont'd

MBE: 29.00%

WBE: 10.00%

AUDITS NOTED THE NO-COST TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Transportation - Time Extension to Agreement

ACTION REQUESTED OF THE B/E:

The Board is requested to approve and authorize a time extension with Veolia Transportation Services, Inc. (d.b.a. Transdev). The time extension will extend the period of the agreement through October 11, 2018.

AMOUNT OF MONEY AND SOURCE:

\$6,121,087.50 - 6000-617418-2303-248700-603026

BACKGROUND/EXPLANATION:

On February 11, 2009, the Board approved the original agreement with Veolia Transportation Services, Inc. for the period of January 11, 2010 through January 11, 2015.

On February 25, 2015, the Board approved a ratification of the agreement, extending the agreement through January 11, 2016 and increasing the hourly payment by 1.6%.

On April 27, 2016, the Board approved an extension to the original agreement through January 11, 2018 to complete the review of the RFP (Request for Proposal), advertise for bids, and to transition from one vendor to another.

On March 22, 2017, the Board rejected the four bids received in connection with the services of Contract No. B5000482 Shuttle/Transit Services. The bids were rejected due to the need to significantly modify the specifications, in order to comply with the Federal Transit Administration requirements.

This time extension will extend the period of the original agreement through October 11, 2018 and will allow the Department to come into compliance with the Federal Transit Administration requirements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Employee Expense Statements

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Mr. Eduardo Mueva for expenses incurred during the month of August 2017.

AMOUNT OF MONEY AND SOURCE:

\$50.00 - 2071-000000-5521-632401-603020

BACKGROUND/EXPLANATION:

Mr. Mueva expense statement is late due to him being unaware of license fee reimbursement coverage and procedure.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Employee Expense Statement

ACTION REQUESTED OF B/E:

The Board is requested to approve an Employee Expense Statement to reimburse Messrs. James Tubman, Joe Pryor, Anthony Marrow, and Mark Newman for expenses incurred during the months of March through June 2017.

AMOUNT OF MONEY AND SOURCE:

\$ 50.00 - 2070-000000-5501-396801-603020 - James Tubman
Operator Exam

\$100.00 - 2070-000000-5501-396801-603020 - Joe Pryor
Operator Exam and Certification

\$ 50.00 - 2070-000000-5501-396801-603020 - Anthony Marrow
Operator Exam

\$ 50.00 - 2070-000000-5501-396801-603020 - Mark Newman
Operator Exam

BACKGROUND/EXPLANATION:

The above-listed employees submitted the paperwork within the allotted timeframe, but the Department's Fiscal Officer have no record of receiving it. Therefore the employees need to be reimbursed.

The Administrative Manual, Section 240-11, states the Employee Expense Reports that are submitted more than 40 work days after the calendar day of the month in which the expenses were incurred require the Board's approval.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Temporary Construction Easement Agreements

The Board is requested to approve and authorize execution of the Temporary Construction Easement Agreements with the property owners.

	<u>Owner</u>	<u>Project No.</u>	<u>Amount</u>
1.	DAVID NOBLE AND NINA KOSTROFF NOBLE	ER 4028	\$ 5,787.00

This easement is for a portion of property located at 2114 Webb Lane.

2.	W. MICHEL PIERSON AND LINDA B. PIERSON	ER 4082	\$11,127.00
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This easement is for a portion of property located at 2210 Chilman Road, Ward 27, Section 17, Block 4673A, Lots 15, 23, 24, 25, 26, 27, and 283.

Account: 9958-912990-9525-900020-704040

These agreements will allow the City's contractor construction access to perform stream restoration improvements in conjunction with the Department's ER-4028, Western Run Stream Restoration.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay membership dues for Water Research Foundation. The period of the membership is January 2018 through December 2018.

AMOUNT OF MONEY AND SOURCE:

\$20,500.00 - 2071-000000-5531-398600-603022

BACKGROUND/EXPLANATION:

The subscription program will continue to provide a sustainable foundation to meet the City's water research needs. Subscribers receive tangible benefits in exchange for their support, including first access to important research, communication tools and key audiences, and opportunities to guide the research agenda and influence the future of drinking water. The subscription is based upon service population and system flow. There are currently 163 Department employees listed as members.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to pay Southern Ionics, Inc.

AMOUNT OF MONEY AND SOURCE:

\$39,177.83 - 2070-000000-5501-630040-604027

BACKGROUND/EXPLANATION:

Southern Ionics, Inc. had a master blanket purchase order to provide sodium bisulfite to the wastewater treatment plants for the past several years, which expired on September 2, 2017.

A requisition to create a new master blanket for this chemical was submitted in CitiBuy to the Bureau of Purchases on July 27, 2017.

A new master blanket purchase order for this commodity, was issued by the Bureau of Purchases to PVS Chemical Solutions, effective October 15, 2017. Due to the length of time it took to put the new contract out to bid and make the award to the new vendor, the old master blanket purchase order expired, but additional loads of sodium bisulfite were needed at both wastewater plants, thus requiring the plants to place orders with the previous vendor, Southern Ionics, Inc. The Department needs to pay Southern Ionics, Inc., for the sodium bisulfite provided after the old contract lapsed and before the new contract was awarded.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works - Ratification of Grant Program Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify, correct and extend the Grant Program Agreement with the Maryland Emergency Administration (MEA). This ratification will extend the period through December 31, 2018.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

On July 29, 2015, the Board approved the original grant agreement for the period ending February 15, 2017, which provided funding from the MEA for the Demand Response and Building Automation Grant Program.

The process to develop the solicitation, advertise, and select the vendor absorbed much of the original grant period. The MEA acknowledged the length of time to ramp up the project is not unique among their grantees and they agreed to amend the original grant agreement by extending the grant period.

Through this grant, the Department's Office of Sustainable Energy will focus on the installation of a dashboard software solution in 48 City-owned sites using real-time energy data alongside a behavioral demand response program and existing generator capabilities to manage demand response events.

The original grant agreement had the incorrect ending period of February 15, 2017, the correct date is June 15, 2017. This

Department of Public Works - cont'd

ratification will also extend the period of the original agreement through December 31, 2018. This ratification will allow the Department to finish the project.

The ratification is late because of the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works/Office - On-Call Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an On-Call Agreement with KCI Technologies, Inc. (Consultant) under Project No. 1254K, On-Call Environmental Services. The period of the agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$1,000,000.00 to be determined with each individual task.

BACKGROUND/EXPLANATION:

KCI Technologies, Inc. will provide design related services for the repair, maintenance and new construction of facilities managed by the Office of Engineering and Construction.

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: Dhillon Engineering, Inc.	\$170,000.00	17%
Findling, Inc.	20,000.00	2%
Leo Matanguihan, Architect	30,000.00	3%
Transviron, Inc.	50,000.00	5%
Total	\$270,000.00	27%
WBE: Albrecht Engineering, Inc.	\$ 60,000.00	6%
Phoenix Engineering, Inc.	40,000.00	4%
Total	\$100,000.00	10%

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

MWBOO FOUND VENDOR IN COMPLIANCE.

AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works/Office - Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement with Hazen & Sawyer PC under SC 947R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System. The period of the Agreement is for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$371,591.70 - Wastewater Revenue Bonds
628,385.96 - County Grants
\$999,977.66 - 9956-906657-9551-900020-703032

BACKGROUND/EXPLANATION:

This agreement will allow for the following services: review of available information including existing Geographic Information System data, perform spatial and attribute queries to identify and extract the utilities to be inspected, preparation of maps for field crews, field reconnaissance of manholes, Quality Assurance/Quality Control of reconnaissance survey data. The agreement will also allow for the preparation of maps for inspection of manholes and sewer lines, conducting sewer and manhole inspections as necessary, preparation of contract documents including plans, maps, specifications, cost estimates, permit applications, right of entry agreements, right of way documents, and community outreach documents in addition to bid phase services and project management.

MBE/WBE PARTICIPATION:

MBE: Savin Engineers P.C.	\$172,347.08	17.23%
Reviera Enterprises, Inc.	<u>97,878.39</u>	<u>9.78</u>
	\$270,225.47	27.01%
 WBE: PEER Consultant, P.C.	 \$100,402.82	 10.0 %

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

MWBOO SET GOALS OF 27% MBE 10% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 691,240.00	9956-907622-9549	
County	Constr. Res. Sewer	
Appropriations	Rehab-Gwynns Falls	
408,760.00	" "	
Wastewater		
<u>Revenue Bonds</u>		
\$1,100,000.00		
\$ 999,956.71	-----	9956-906657-9551-3
		Design
<u>100,043.29</u>	-----	9956-906657-9551-9
		Administration
\$1,100,000.00		

This transfer will cover the costs of SC 947R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works/Office - Post Award Services Agreement
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Post Award Services Agreement with Johnson, Mirmiran & Thompson, Inc. (Consultant) under Project No. 1202, SC 953, PAS Sanitary Sewer Collection System Improvements in the Upper Gwynns Falls Run Area of the High Level Sewershed. The period of the agreement is effective for four years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

\$545,322.27 - 9956-906647-9551-900020-703032

BACKGROUND/EXPLANATION:

The Consultant will provide post award services during the construction of SC 953. The Consultant will assist the City during construction to oversee that the work performed by the contractor is completed in conformance with the design as specified in the contract documents. The SC 953 work area is within the High Level Sewershed in metering basis HL36, HL37, HL38, HL39, HL40 and HL41. The project comprises comprehensive manhole and sewer lining. Subtasks include, submittals, technical consultations, review for information, and change orders, progress meetings/conferences, closed circuit television inspections, conditional and final acceptance inspection, record drawings, and geographic information system update, cannot open/cannot locate manhole inspection.

MBE/WBE PARTICIPATION:

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

MBE: 29%

WBE: 10%

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

MBE: C.C. Johnson & Malhotra, P.C.	\$ 54,539.95	10.00%
Khafra Engineering Consultants, Inc.	54,540.63	10.00%
Savin Engineers, P.C.	49,077.04	8.99%
Total	\$158,157.62	28.99%
 WBE: Albrecht Engineering, Inc.	 \$ 54,537.95	 10.00%

MWBOO FOUND VENDOR IN COMPLIANCE.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Public Works/Office - Amendment No. 2 to Agreement of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 2 to the Agreement with Dewberry Consultants, LLC, (Consultant) under Project No. 1178D, On-Call Civil/Structural Engineering Services. This Amendment No. 2 to the Agreement will extend the period of the Agreement through May 27, 2019 or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

No funds are required at this time.

BACKGROUND/EXPLANATION:

On May 28, 2014, the Board approved the original Agreement. On November 23, 2016, the Board approved Amendment No. 1 to the Agreement, which will expire on May 27, 2018.

Amendment No. 2 to the Agreement will extend the period of the Agreement through May 27, 2019 to allow the Consultant additional time to perform engineering services that are necessary during the advertisement and bid phases of the project. This Amendment No. 2 to the Agreement is within the original scope of work and was requested by the Department. All other terms and conditions of the original Agreement remain unchanged.

MBE/WBE PARTICIPATION:

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement with are MBE: 27% and WBE: 10%.

AGENDA

BOARD OF ESTIMATES

12/13/2017

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

This Amendment No. 2 to the Agreement contains the following participation:

MBE: Dhillon Engineering	\$120,000.00	8%
Aerosolve Engineering, Inc.	105,000.00	7%
Navarro & Wright Consulting Engineers	60,000.00	4%
Sahara Communications	15,000.00	1%

WBE: N/A (There are sufficient funds from the original Agreement to cover WBE services for Amendment No. 2)

AUDITS NOTED THE TIME EXTENSION AND WILL REVIEW TASK ASSIGNMENTS.

(The Amendment No. 2 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Minority and Women-Owned Business Development - Transfer of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Transfer of Funds from the Baltimore Development Corporation (BDC) to the Baltimore City Foundation (BCF) in support of the Baltimore Main Streets Coordinating Program.

AMOUNT AND SOURCE OF FUNDS:

\$283,225.00 - FROM: 1001-000000-5854-417400-607001
Baltimore Development Corporation
TO: 221-00 MOWBD - Baltimore Main Street
Baltimore City Foundation

BACKGROUND/EXPLANATION:

The Mayor's Office of Minority and Women-Owned Business Development requests approval to transfer funds from the BDC to the BCF on behalf of the Baltimore Main Streets Coordinating Program (the Program). This funding is to support transactions related to the operations of the Program. The BDC previously administered the Program, but as of July 1, 2017, the Mayor's Office of Minority and Women-Owned Business Development became the administrator of the Program.

As part of the transition to the Mayor's Office of Minority and Women-Owned Business Development, the BCF was selected to serve as the fiscal agent for the Program.

The funds will be disbursed by the BCF for:

- i. each designated 501 (c)3 organization, on a quarterly basis, following the receipt and review of a quarterly report which details Baltimore Main Streets related work performed by the organization, for the period July 1, 2017 through June 30, 2018,

AGENDA

BOARD OF ESTIMATES

12/13/2017

Mayor's Office of Minority and - cont'd
Women-Owned Business Development

- ii. payment towards any dues and/or miscellaneous fees associated with being a member of the National Main Streets Program, and
- iii. staffing and web-hosting.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements with the service providers. The period of the agreement is July 1, 2017 through June 30, 2018, unless otherwise indicated.

1. **THE JOHNS HOPKINS UNIVERSITY/** **\$663,180.00**
SCHOOL OF MEDICINE (JHU/SOM)

Account: 5000-569718-3023-273306-603051

The JHU/SOM's AIDS Psychiatry Services will provide ongoing care for patients currently in treatment and new patients for whom services are not available. Ryan White Part B funding provides support for the JHU/SOM APS to provide comprehensive mental health services for 300 HIV infected patients at one primary care site in the eligible metropolitan area (Moore Clinic).

MWBOO GRANTED A WAIVER.

2. **LIGHT HEALTH AND WELLNESS** **\$ 71,500.00**
COMPREHENSIVE SERVICES, INC. (LHW)

Account: 4000-424518-3023-273316-603051

The LHW will provide HIV support services for infected/affected individuals in the Baltimore City and the surrounding Eligible Metropolitan Area. The organization will conduct traditional outreach services that will include the following: identification of undiagnosed individuals, information and education on health care access, linkage to care for persons who know their HIV positive status but were "Never in Care" or it has been longer than six months since their last kept HIV medical appointment.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - cont'd

3. **LIGHT HEALTH AND WELLNESS** **\$ 71,568.00**
COMPREHENSIVE SERVICES, INC. (LHW)

Account: 4000-424518-3023-273317-603051

The LHW will provide Psychosocial Support service to assist eligible people living with HIV to address behavioral and physical health concerns.

MWBOO GRANTED A WAIVER.

4. **LIGHT HEALTH AND WELLNESS** **\$ 77,410.00**
COMPREHENSIVE SERVICES, INC. (LHW)

Account: 4000-424518-3023-273315-603051

The LHW will provide a range of client-centered Non-Medical Case Management activities focused on providing guidance and assistance in accessing medical, social community, legal, financial, public and private programs, and other needed services.

MWBOO GRANTED A WAIVER.

5. **INDEPENDENT LIVING FOUNDATION, INC.** **\$494,831.00**

Account: 4000-424518-3023-273304-603051

Independent Living Foundation, Inc. will provide oral health services for persons living with HIV/AIDS specifically preventive, diagnostic, restorative, periodontics, prosthodontics, endodontic, root canals, and crowns.

MWBOO GRANTED A WAIVER.

The agreements are being presented at this time because the State of Maryland Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White State Special services. The providers are asked to submit a

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - cont'd

budget, budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board of Estimates. These budgets are often times revised because of inadequate information from the providers. This review process is required to comply with grant requirements.

6. **STRONG CITY BALTIMORE, INC.** **\$ 57,401.00**

Account: 5000-570418-3041-605800-601001

Strong City Baltimore, Inc. through the Baltimore Corps, a fellowship for professionals, will provide the services of a Baltimore Corps Fellow to assist in leading key strategies aimed at addressing health disparities. The Baltimore Corps Fellow will work with federally qualified health centers to increase the use of best practices to address colorectal cancer, diabetes, and hypertension. The period of the agreement is October 10, 2017 through October 9, 2018.

The agreement is late because budget information delayed processing.

MWBOO GRANTED A WAIVER.

7. **BEHAVIORAL HEALTH SYSTEM** **\$ 50,000.00**
BALTIMORE, INC.

Account: 4000-480618-3080-279200-603051

Behavioral Health System Baltimore, Inc. will establish and maintain linkages and referrals between school-based mental health providers and youth-friendly health care service providers. The Behavioral Health System Baltimore, Inc. will also work to build the sexual health and youth-friendly community-based substance use disorder treatment and mental health capacity of school and Title X providers.

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - cont'd

The agreement is late because the budget review delayed processing.

MWBOO GRANTED A WAIVER.

8. **THE UNIVERSITY OF MARYLAND, BALTIMORE** **\$194,000.00**

Account: 4000-499016-3023-513201-603051

The University of Maryland, Baltimore will complete at least 6,450 HIV tests in the Emergency Department at the University of Maryland's University College downtown and Midtown campuses.

The HIV Testing will include testing, counseling, linkage to care, and referrals for partner services and prevention services, including pre-exposure prophylaxis. The period is January 1, 2017 through December 31, 2017.

The agreement is late due to the administrative process.

MWBOO GRANTED A WAIVER.

9. **INSTITUTES FOR BEHAVIORAL RESOURCES, INC. (IBR)** **\$397,000.00**

Account: 5000-505418-3070-268400-603051

The IBR, will work with the Department and Behavioral Health System Baltimore, Inc. (BHSB) to increase access to buprenorphine treatment for Baltimore residents with opioid use disorder. The IBR will serve as a "hub" in the City's "hub and spokes" network of buprenorphine treatment. The IBR will offer the following: same or next-day intake for residents with opioid use disorder, buprenorphine induction and stabilization, referrals into spokes for long-term community-based treatment and ongoing consultation with

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - cont'd

spokes, as needed. Transfers between hubs and spokes are bidirectional and patients may transfer back and forth as needed.

The agreement is late because budget revisions delayed processing.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Amendment to Agreement with Mr. Wakili Olayiwola, Consultant.

AMOUNT OF MONEY AND SOURCE:

\$12,001.00 - 6000-624917-3100-295900-603018

BACKGROUND/EXPLANATION:

On December 14, 2016, the Board approved the original agreement, in the amount of \$41,605.20, for the period of January 1, 2017 through December 31, 2017.

The Department increased the agreement by \$12,001.00 because the Consultant has had to spend more time working on the Electronic Health Record (EHR) project than originally anticipated. This Amendment to the Agreement provides additional funding in the amount of \$12,001.00 to allow the Consultant to complete the EHR project deliverables, making the total Agreement amount \$53,606.20. All other terms and conditions of the original Agreement remain unchanged.

The Amendment to Agreement is late because it was just completed.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - Ratification of Amendment to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the Amendment to Grant Agreement with Paul's Place, Inc. The Amendment to Grant Agreement extended the period of the Grant Agreement through December 31, 2017.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On March 22, 2017, the Board approved the initial Grant Agreement with Paul's Place, Inc., in the amount of \$14,000.00, for the period July 1, 2016 through June 30, 2017 for the South Baltimore Gateway Food Access Mini-Grant Initiative.

The ratification of the Amendment to Grant Agreement provided a no-cost time extension to allow Paul's Place, Inc. additional time to complete program services.

The Amendment to Grant Agreement is late because budget revisions delayed its processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE NO-COST TIME EXTENSION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - Notice of Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Grant Award (NGA) from Maryland Department of Aging (MDoA). The period of the NOA is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$	600,090.00	-	5000-533618-3255-767500-405001
	195,786.00	-	5000-533118-3254-767300-405001
	193,920.00	-	5000-534118-3044-767900-405001
	91,309.00	-	5000-535518-3254-768100-405001
	137,252.00	-	5000-533518-3044-767400-405001
	<u>\$1,218,357.00</u>		

BACKGROUND/EXPLANATION:

This NGA will allow the Department to accept and utilize funds received from the MDoA for State funded programs. These funds will provide a variety of services for older adults residing in Baltimore City.

The NOA is late because it was recently received form the MDoA.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

Health Department - Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Notice of Award (NOA) from the Maryland Department of Health and Promotion Administration. The period of the NOA is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$1,027,843.00 - 5000-507518-3023-513200-404001

BACKGROUND/EXPLANATION:

This NOA provides funding to support early identification of individuals with HIV/AIDS through counseling, testing, informing and referral of diagnosed and undiagnosed individuals to appropriate services, as well as linking newly diagnosed HIV positive individuals to medical care.

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

APPROVED FOR FUNDS BY FINANCE

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

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
87 - 88
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

12/13/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

- 1. GS 13817, Waxter Senior Center Elevator Upgrade Nichols Contracting, Inc. \$ 569,160.00

MBE: Omni Elevator Co., Inc. \$157,090.00 27.6%

WBE: Caigeann Mechanical Co., Inc. \$ 11,850.00 2.0%

MWBOO FOUND VENDOR IN COMPLIANCE.

- 2. GS 16826, Western District Police Dept. Partial Roof Replacement & HVAC Upgrade **REJECTION** - On October 11, 2017, the Board opened two bids for GS 16826. One bid was referred to Law and was found incomplete and unresponsive. The other bid was well beyond the acceptable cost range for the project. The Department of General Services determined that it is in the best interest of the City to reject the bids. The Department will decide on the best course of action to proceed with the project in the near future.

Bureau of Purchases

- 3. B50005140, One-Ton Crew Cab Pickup Trucks with Open Utility Bodies and Snow Plows Chas. S. Winner, Inc. d/b/a Winner Ford \$ 127,168.00

(Dept. of General Services, Fleet Mgmt.)

MWBOO GRANTED A WAIVER.

MWBOO determined that no goals would be set because of no opportunity to segment the contract.

AGENDA

BOARD OF ESTIMATES

12/13/2017

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 4. B50005156, Polymeric Flocculant for Centrifuge Dewatering for the Back River Wastewater Treatment Plant

Polydyne, Inc.

\$ 1,000,000.00

(DPW, Wastewater Facilities)

MWBOO GRANTED A WAIVER.

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

- 5. B50005113, Integrated Pest Control and Management

Regional Pest Management

\$ 1,000,000.00

J.C. Ehrlich

(Dept. of General Services)

MWBOO SET GOALS OF 27% MBE AND 0% WBE.

REGIONAL PEST MANAGEMENT

MBE: Mohegan Pest Control, Inc. 27%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

J.C. EHRLICH

MBE: Solomon's Termite & Pest Control 27%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

- 1. DUKE'S ROOT CONTROL, INC. \$1,000,000.00 Renewal
 Contract No. B50002616 - Chemical Root Application and CCTV Inspections for Sanitary Sewer Systems - Department of Public Works, Water and Wastewater - P.O. No. P522405

On December 19, 2012, the Board approved the initial award in the amount of \$3,012,300.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$1,000,000.00 is for the period December 19, 2017 through December 18, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On November 14, 2012, MWBOO set goals of 12% MBE and 0% WBE. On November 6, 2017, MWBOO found vendor in compliance.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Riviera Enterprises, Inc.	12%	\$125,124.65	18%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

- 2. USALCO, LLC \$2,500,000.00 Renewal
 Contract No. B50004799 - Aluminum Sulfate - Department of Public Works - Water and Wastewater - P.O. No. P537783

On December 7, 2016, the Board approved the initial award in the amount of \$2,000,000.00. The award contained four 1-year

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

renewal options. This first renewal in the amount of \$2,500,000.00 is for the period January 1, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On October 11, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

- 3. IPT LLC, d/b/a

PAYLOCK	\$800,000.00	Renewal
Contract No. 08000 - Parking Enforcement (Self Release SmartBoots) - Department of Transportation - P.O. No. P525713		

On November 20, 2013, the Board approved the initial award in the amount of \$601,800.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of \$800,000.00 is for the period January 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This has been certified as a sole source procurement as the equipment and software is proprietary.

- 4. ONE CALL CONCEPTS, INC.

\$500,000.00	Renewal
Contract No. 08000 - Miss Utilities - Call Center - Department of Public Works - Bureau of Water and Wastewater - P.O. No. P526187	

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

On January 22, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained four 2-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$500,000.00 is for the period January 22, 2018 through January 21, 2020, with two 2-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This has been certified as a sole source procurement as the vendor is the only known contractor certified, pursuant to Maryland Law, to take all Miss Utility calls and provide information to end users.

5. FERGUSON ENTERPRISES, INC.

d/b/a WOLSELEY INDUSTRIAL
GROUP

\$150,000.00

Renewal

Contract No. B50003757 - Mechanical Joint Ductile Iron Pipe -
Department of Public Work - Bureau of Water and Wastewater -
P.O. No. P529270

On November 5, 2014, the Board approved the initial award in the amount of \$350,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved and one renewal option has been exercised. This second renewal in the amount of \$150,000.00 is for the period November 12, 2017 through November 11, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On September 15, 2014, 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

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

6. LORENZ LAWN & LANDSCAPE, INC.	\$569,792.00	Renewal
Contract No. B50004022 - Mowing Maintenance & Landscaping Services for Clusters - Department of Recreation and Parks, etc. - P.O. Bo. P534084		

On December 16, 2015, the Board approved the initial award in the amount of \$569,792.00. The award contained four 1-year renewal options. On December 21, 2016, the Board approved the first renewal in the amount of \$569,792.00. This second renewal in the amount of \$569,792.00 is for the period December 9, 2017 through December 8, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 4, 2015, MWBOO set goals of 27% MBE and 9% WBE. Lorenz Lawn & Landscape, Inc. was found in compliance on November 6, 2017.

	<u>Commitment</u>	<u>Performed</u>	
MBE: 4 Evergreen Lawn Care, LLC	27%	\$119,656.32	25.8%
WBE: Fouts Lawn Care	9%	\$ 42,734.40	9.3%

MWBOO FOUND VENDOR IN COMPLIANCE.

7. THC ENTERPRISES, INC. t/a MID-ATLANTIC WASTE SYSTEMS	\$ 0.00	Renewal
Contract No. B50004195 - Roll-Off Container Rehab & Repair - Department of Public Works, Bureau of Solid Waste - P.O. NO. P533536		

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

On November 4, 2015, the Board approved the initial award in the amount of \$60,000.00. The award contained three 1-year renewal options. On September 28, 2016, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period November 10, 2017 through November 9, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On February 4, 2015, it was determined that no goals would be set because of no opportunity to segment the contract. This contract has been in place for two years and no funds have been used. Thirty new containers were purchased in January 2017 and this is a stand-by contract for rehab and repair services on an as-needed basis.

MWBOO SET GOALS OF 0% MBE AND 0% WBE.

- | | | |
|--|--------------|---------|
| 8. DONALD B. RICE TIRE
CO. INC. | \$500,000.00 | Renewal |
| Contract No. B50003226 - Flat Tire Repair - Department of General Services - Fleet Management - P.O. No. P529833 | | |

On December 24, 2014, the Board approved the initial award in the amount of \$1,000,000.00. The award contained two 1-year renewal options. On June 28, 2017, the Board approved an increase in the amount of \$500,000.00. This first renewal in the amount of \$500,000.00 is for the period December 24, 2017 through December 23, 2018, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

<u>VENDOR</u>	<u>AMOUNT OF AWARD</u>	<u>AWARD BASIS</u>
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On December 23, 2013, MWBOO set goals of 3% MBE and 0% WBE. Donald B. Rice Tire Co., Inc. was found in compliance on November 16, 2017.

Commitment Performed

MBE: Maryland Scrap Hauling Services	3%	\$4,817.00	4.6%
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WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|----------------------|--------------|---------|
| 9. ENNIS PAINT, INC. | \$100,000.00 | Renewal |
|----------------------|--------------|---------|
- Contract No. B50004684 - Thermoplastic Blocks - Department of Transportation - P.O. No. P536838

On September 14, 2016, the Board approved the initial award in the amount of \$253,555.00. The award contained three 1-year renewal options. This first renewal in the amount of \$100,000.00 is for the period September 14, 2017 through September 13, 2018, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 13, 2016, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

10. PITNEY BOWES, INC.	\$ 78,875.00	Increase
Contract No. 08000 - NJPA Mailing Equipment, Supplies, and Maintenance - Department of Communication Services - Municipal Post Office - Req. No. - R771145		

On May 18, 2016, the Board approved the Agreement with Pitney Bowes, Inc. in the amount of \$123,653.00. Subsequent actions were approved. The mailing assembly line in the Municipal Post Office is Pitney Bowes' equipment. Certain peripheral equipment is reaching its functional "end of life", which means it will no longer be covered by Pitney Bowes' maintenance and parts are no longer available. This increase, in the amount of \$78,875.00, will allow the Municipal Post Office to replace the equipment as necessary, making the total award amount \$265,283.00. The contract allows the City to receive a credit for all equipment maintained under the contract when it becomes obsolete. The credit amount has not yet been determined. The period covered under the increase is May 18, 2017 through April 30, 2018, with two, one-year renewal options remaining. The above amount is the City's estimated requirement.

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

11. LAAKE ENTERPRISES, INC.		
T/A FESCO EMERGENCY		
SALES	\$234,709.00	Increase
Houston-Galveston Area Council Contract No. AM10-16 - Horton Medic Units - Department of General Services, Fleet Management - P.O. No. - P539270		

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

On March 22, 2017, the Board approved the initial award in the amount of \$1,782,624.00.

This increase, in the amount of \$234,709.00, is needed for modifications to medic units currently in production, making the total award amount \$2,017,333.00. These modifications were determined to be necessary during a production meeting. The requested changes will bring the medic units into compliance with updated National Fire Protection Association standards, as well as improve crew and patient comfort and safety. The contract expires September 30, 2018. The above amount is the City's estimated requirement.

MWBOO GRANTED A WAIVER.

12. <u>C&D MUNICIPAL SALES, INC. \$ 60,000.00</u>	Sole Source
Contract No. 08000 - Flowserve Submersible Pumps and Parts - Department of Public Works - Req. No. - R777709	

The vendor is the manufacturer's sole authorized source of this equipment and parts, which are currently installed at the Back River Waste Water Treatment Plant.

On October 31, 2017, Bid No. B50005210, a Notice of Intent to Waive Competition, was posted on CitiBuy. This notifies the Vendor community that the City intends to designate C&D Municipal Sales, Inc., as a Sole Source unless a vendor identifies an acceptable substitution. No responses were received. The period covered is December 6, 2017 through December 5, 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 practicable to obtain competitive bids. Therefore, pursuant to Article VI, Section 11(e) (i) of the City Charter, the procurement of goods, equipment and/or service is recommended.

AGENDA

BOARD OF ESTIMATES

12/13/2017

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

13.	ROBERTS WATER TECHNOLOGIES, INC.	\$ 71,710.00	Sole Source
	Contract No. 08000 - Optimizers - Department of Public Works, Water Treatment Plant - Req. No. - R778847		

The requested action is for a purchase of four Roberts Optimizers. The Vendor is the manufacturer of these optimizers which will replace currently installed units.

On November 13, 2017, a Notice of Intent to Waive Competition, Bid No. B50005232, was posted on CitiBuy. This notifies the Vendor community that the City intends to designate Roberts Water Technologies Inc. as a Sole Source for the Roberts Optimizers unless a vendor identifies an acceptable substitution. No responses were received. The period covered is December 13, 2017 through August 12, 2018.

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

14.	FULL CIRCLE SOLUTIONS, INCORPORATED	\$222,840.00 <u>81,024.00</u>	Extension Increase
		<u>\$303,864.00</u>	

Contract No. 06000 - Technical Support and System Administration for Consolidated Collection System - Finance Department - P.O. No. P533669

On December 19, 2012, the Board approved the initial award in the amount of \$1,949,040.00. On November 25, 2015, the Board approved the first renewal in the amount of \$891,360.00. On

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Planning - 2018 Loan Authorization Program
FY 2020 - 2021 General Obligation Bonds

ACTION REQUESTED OF B/E:

The Board is requested to approve the endorsement of the Baltimore City 2018 Loan Authorization Program and appropriations in Fiscal Year 2020-2021 Capital Improvement Program (CIP).

AMOUNT OF MONEY AND SOURCE:

\$ 80,000,000.00 - FY 2020 (General Obligation Bonds)

\$ 80,000,000.00 - FY 2021 (General Obligation Bonds)

BACKGROUND/EXPLANATION:

The 2018 Loan Authorization Program will enable the City to issue \$160 million in General Obligation Bonds, \$80 million for fiscal year 2020 and \$80 million for appropriation in fiscal year 2021.

General Obligation Bonds are borrowed funds that must be reviewed and approved by the Planning Commission, Board of Finance, Board of Estimates, City Delegation to the Maryland General Assembly, the City Council and the voters of Baltimore. This loan package will go to referendum in November 2018 and must be approved by a majority of the voters before funds can be appropriated and expended. This fund source is secured by the full faith and credit of the City and, therefore, comprises a portion of the City's annual debt.

On November 09, 2017, the Planning Commission approved the 2018 Loan Authorization as follows:

Affordable Housing	\$ 6,000,000.00
Schools	38,000,000.00
Community and Economic Development	51,000,000.00
Parks and Public Facilities	65,000,000.00
Total Authorization (Over two years)	<u>\$160,000,000.00</u>

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Planning - cont'd

On November 27, 2017, the Board of Finance recommended approval with modifications to the allocations, as follows:

Affordable Housing	\$ 10,000,000.00
Schools	38,000,000.00
Community and Economic Development	47,000,000.00
Parks and Public Facilities	65,000,000.00
Total Authorization (Over two years)	<u>\$160,000,000.00</u>

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Finance - Report of the 2018 Loan Authorization

The Board is requested to **NOTE** receipt of the review schedule for the 2018 Loan Authorizations which includes an endorsement by the City of Baltimore Board of Finance.

As Clerk to the Board of Finance, on November 27, 2017, a scheduled meeting of the Board was affirmed of the 2018 Loan Authorizations totaling \$160 million was presented to a quorum of the Board of Finance. Following the presentation, the Board of Finance amended and endorsed the Loan Authorization program as summarized below:

Board of Finance Recommended 2018 Loan Authorizations

• Parks and Public Facilities	\$ 65,000,000.00
• Community and Economic Development	47,000,000.00
• Schools	38,000,000.00
• Affordable Housing	<u>10,000,000.00</u>
Total (CIP FY20 and FY21)	\$160,000,000.00

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Recreation and Parks - Performance and
Payment Bond

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Performance and Payment Bonds submitted by the Cal Ripken, Sr. Foundation, Inc. (Principal) and Arch Insurance Company (Surety). The period of the Performance and Payments Bonds are effective upon Board approval and will remain effective until the contractor fulfills all the undertakings, covenant, terms and conditions of the Donation Agreement with the Department of Recreation and Parks.

AMOUNT OF MONEY AND SOURCE:

\$802,290.00 - Cal Ripken Sr. Foundation, Inc.

BACKGROUND/EXPLANATION:

The submitted Performance and Payment Bonds represent the difference between the total cost of the project and the Lewis Contractor bonds approved by the Board for additional cost related to the Donation Agreement with the Cal Ripken, Sr., Foundation, which was approved by the Board on October 11, 2017. The Cal Ripken Sr., Foundation, Inc. collaborated with the Department of Recreation and Parks to design and facilitate the construction of a new combination football/soccer field at Farring Baybrook Park.

APPROVED FOR FUNDS BY FINANCE

(The Terms and Conditions of the Performance and Payment Bonds have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

12/13/2017

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Employees' Retirement System (ERS)</u>			
1. Dorothy L. Bryant	Opal Public Funds Summit Scottsdale, AZ Jan. 7 - 10, 2018	Special Funds - ERS	\$1,795.21

The subsistence rate for this location is \$233.00 per night. The hotel cost is \$308.15 per night plus hotel taxes of \$33.04 per night and hotel occupancy tax of \$42.89 per night. The ERS is requesting additional subsistence of \$75.15 per night for the hotel balance and \$40.00 per day for meals and incidental expenses.

Department of Finance

RETROACTIVE TRAVEL APPROVAL

2. Colles Corprew	American Contract Compliance Association's 31 st National Training Institute Kansas City, MO Aug. 21 - 27, 2017 (Reg. Fee \$450.00)	General Funds	\$1,075.53
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On Aug. 21 - 27, 2017, Ms. Corprew traveled to Kansas City, MO to attend the American Contract Compliance Association's 31st National Training Institute.

This request is late because the travel was not submitted to the Board. The Department requests retroactive travel approval. The requested reimbursement to Ms. Corprew is \$1,075.53 as follows:

Department of Finance - cont'd

TRAVEL REIMBURSEMENT

\$ 373.97	- Transportation
60.00	- Shuttle
445.00	- Hotel
79.80	- Hotel Tax
<u>116.76</u>	- Food
\$1,075.53	

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Finance - New and Revised AM Policies and AM
Policies Recommended for Abolishment

ACTION REQUESTED OF B/E:

The Board is requested to approve the new Administrative Manual (AM) Policies and abolish the policies outlined below.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

There are 294 existing policies in the AM and Personnel Manual (PM). The Department of Human Resources (DHR) is committed to reviewing the entire PM and Section 200 of the AM at least once every three fiscal years. The DHR has implemented a new policy review process to ensure that each fiscal year a group of policies will be reviewed utilizing this policy evaluation system. Integral to the policy review process is the Policy Advisory Committee (PAC). The PAC is charged with assisting DHR in establishing policy priorities and providing advice and guidance on policy development, approval and review processes. Most importantly, the PAC will assist DHR in reviewing and vetting policies prior to submission to the Board of Estimates for final approval. Members will be chosen based upon their expertise and intimate knowledge of the City of Baltimore and its existing policies and procedures. The PAC meetings that are held are prompt, precise and purposeful. The meetings are generally held once a month for no longer than two hours a session. On occasion, there are follow-up questions or discussions by email. Once a policy or group of policies has been thoroughly vetted, they are formally submitted to the Mayor's Office for review and approval. Policies that are met with approval are then submitted to the Board of Estimates for final approval.

It is the DHR goal to ensure HR policies are reviewed, revised and established as necessary to ensure that they are easy to understand; organized; consistent with existing policies and/or practices; accommodate business needs; reflective of current law; and reflective of best practices. The following is a list of policies:

Department of Finance - cont'd**AM 200-13 Telework Policy****AM 200-13-1 Telework Agreement**

- *AM 200-13* and *AM 200-13-1* are new policies that were developed to help attract and retain City employees. The policies allow for workplace flexibility and a growing need by City employees for a healthy work-life balance.

AM 200-12 Business Continuity

- *AM 200-12* is a new policy that defines the process by which City Agencies respond to situations that threaten the safety or health of employees or are disruptive to the operation of an Agency or the City.

AM 227-2 Prohibition of Weapons in the Workplace

- *AM 227-2* is a new policy that provides City Agencies guidance on how to maintain a workplace free from firearms and dangerous weapons.

AM 200-8 Political Activity

- *AM 200-8* was revised to include new changes in laws, such as the Hatch Act, and reflect best practices for City employees who engage in political activities. The Policy was also renumbered to reflect the new numbering system in the Administrative Manual 200 series.

AM 204-5 Jury Services and Witness Duty

- *AM 204-5* was revised to update the requirements for providing paid leave to an employee summoned to perform jury duty or appear as a witness.

AM 202-2 Healthcare Benefits Program

- *AM 202-2* was revised to reflect new changes in the administration of employee health benefits for the City; it also consolidates the numerous and always-changing AM policies that address health benefits into a single policy. The Policy was also renumbered to reflect the new numbering system in the AM 200 series.

Department of Finance - cont'd**AM 205-4 Employee Indebtedness****AM 205-4-1 Notification of Indebtedness (Overpayment)****AM 205-4-2 Notification of Indebtedness - Health Insurance Premium (Benefits)**

- *AM 205-4* was revised to reflect current practices when collecting salary overpayment and benefit deductions from City employees. *AM 205-4-1* and *AM 205-4-2* were revised and created, respectively, to provide City employees with options on how to repay the City for either salary overpayment or benefit deductions. *AM 205-4* and *AM 205-4-1* were also renumbered to reflect the new numbering system in the AM 200 series.

AM 201-4 Employment Eligibility Verification

- *AM 201-4* was revised to reflect current practices on how the City must inspect and verify documentation which establishes both the identity and the employment authorization of all employees; current practices are based on both Federal, State, and Local laws and regulations as well as best HR practices. The Policy was also renumbered to reflect the new numbering system in the AM 200 series.

AM 201-5 Work Permits for Minors

- *AM 201-5* was revised to reflect new state regulations on the issuance of valid work permits to minors who work for the City. The Policy was also renumbered to reflect the new numbering system in the AM 200 series.

AM 201-2 Employee Personnel Files

- *AM 201-2* was revised to reflect best practices on the maintenance of employee personnel files by City Agencies. The Policy was also moved from the PM to the AM and renumbered to reflect the new numbering system in the AM 200 series.

Department of Finance - cont'd**AM 219-1 Tuition and Educational Assistance****AM 219-1-1 Tuition and Educational Assistance Request Form**

- *AM 219-1* was revised to provide new guidelines which allow for City employees to receive reimbursement for qualified educational expenses that are job-related, required in a job-related degree program, prepare an employee for a higher level position, or allow an employee to change careers within the City. The new guidelines were based on updated Union MOUs as well as best practices (so the City can retain and attract City employees). *AM 219-1* consolidates various policies in the AM and PM which addresses tuition assistance into one document. *AM 219-1-1* is a new form for employees to fill out when requesting tuition assistance.

AM 203-4 Reasonable Accommodations**AM 203-4-1 Reasonable Accommodations Request Form**

- *AM 203-4* and *AM 203-4-1* are revised policies that allow for qualified applicants and City employees to seek reasonable accommodations for disabilities. The Policies were revised to reflect new Federal, State, and Local laws and regulations as well as best practices. The Policies were also moved from the Personnel Manual PM to the AM and renumbered to reflect the new numbering system in the AM 200 series.

It becomes necessary to eliminate old and out dated polices as DHR goes about the process of reviewing, revising and establishing new policies, it becomes necessary to eliminate old and out dated policies. The following policies have been recommended for Abolishment:

Department of Finance - cont'd**AM 204-19 MECU****AM 204-24 Prescription****AM 204-26 Vision Benefits****AM 204-27 Optional Insurance****AM 204-29 Domestic Partnership****AM 216-1 Death Benefits****AM 216-2 Death Benefits Chart****AM 216-2-1 Designation Form**

- *AM 204-19, AM 204-24, AM 204-26, AM 204-27, AM 204-29, AM 216-1, AM 216-2, and AM 216-2-1 are recommended for abolishment because the policies are updated by the Department of Human Resources' Benefits Division annually, making the information in the Policies inaccurate. Main information within the Policies are incorporated in the revised Policy, AM 202-2 Healthcare Benefits Program.*

AM 205-15-1 Obtaining Work Permits for Minors

- *AM 205-15-1 is recommended for abolishment because the process is now incorporated in the revised AM 201-5 Work Permits for Minors.*

AM 205-4-2 Preparing an Entry Ticket**AM 205-4-5 Preparing a Change Notice****AM 204-16 Changes to Recorded Leave****AM 204-16-1 Completing a Bi-Weekly Payroll Attendance Report**

- *AM 205-4-2, AM 205-4-5, AM 204-16, and AM 204-16-1 are recommended for abolishment because the processes in the Policies have been replaced with HRIS.*

AM 205-4-1 Employment Eligibility Verification Form

- *AM 205-4-1 is recommended for abolishment because the Federal Agency, USCIS, requires employers to use the Employment Eligibility Verification Form on their Agency's website.*

Department of Finance - cont'd

AM 219-2 Repayment of Tuition Reimbursement

- *AM 219-2* is recommended for abolishment because the process is incorporated in the revised Policy, *AM 219-1 Tuition and Educational Assistance*.

AM 204-6 Appearance as a Court Witness

- *AM 204-6* is recommended for abolishment because the process is incorporated in the revised Policy, *AM 204-5 Jury Services and Witness Duty*.

AM 232-1 Permanent Positions and Employees

- *AM 232-1* is recommended for abolishment because the process is incorporated in the Policy, *AM 200-10 Work Hours*, which is in its final review stage. In addition, certain items in the Policy are outdated and do not reflect current practices.

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AM 200-13

*m****Telework Policy***

The City of Baltimore ("City") is committed to increasing employee productivity and improving talent recruitment by providing employees with work alternatives that enable employees to meet their work and family needs. Teleworking is a work alternative that the City offers to eligible employees when it is beneficial to both the City and its employees. Teleworking does not change the terms and conditions of employment with the City nor should it interfere with operational business needs or the delivery of City services.

I. PURPOSE

The purpose of this Policy is to establish the rules for the use of an alternate work location for employees to perform their usual job duties away from their assigned main office location. The alternative work arrangement is intended to help the City recruit and retain excellent employees; to provide more flexible work arrangements for eligible employees; and to assist in the community effort to reduce outdoor air pollution and traffic congestion attributable to automobile travel. The Policy serves to provide an effective way to meet the needs of the City, its employees, and the community.

II. SCOPE

This Policy applies to all eligible full-time and part-time employees who have successfully completed the City's initial probationary period and who have satisfactory job performance.

III. DEFINITIONS

- A. Alternate Work Location** – An approved work site other than the employee's assigned main office location where official City business is performed.
- B. Dependent Care** – The care provided to infants, toddlers, preschoolers, school-aged children, or adults and elderly adults.
- C. Main Office Location**– The assigned City office location of the employee.
- D. Telework** – An alternative work arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the employee's assigned main office location.
- E. Telework Agreement** – The written agreement between the supervisor and employee that details the terms and conditions of an eligible employee's work away from their assigned

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AM 200-13

*m****Telework Policy***

main office location. Telework agreements are required for eligible employees who are authorized to telework.

IV. ELIGIBILITY

Participation of employees in the telework program will vary among Agencies depending upon the operational business needs of the particular area and the functions and responsibilities of employees. Initial determination of an employee's eligibility to telework is at the discretion of the immediate Supervisor; however, the ultimate decision to allow an eligible employee or a group of employees within the agency to telework is at the discretion of the employee's Agency Head. In determining whether an employee is eligible to telework, the Supervisor and Agency Head must consider whether:

- Service delivery to internal and external customers will be maintained;
- The Agency will maintain adequate coverage during normal business hours;
- The employee has satisfactorily performed their job responsibilities prior to their telework request as evidenced through current observations and their most recent performance management plan evaluation;
- The employee demonstrates the ability to work independently;
- The position has clearly defined deliverables and measurable tasks and productivity may be effectively quantified with minimal supervisor observation;
- Confidentiality will not be compromised and the arrangement does not require the physical removal of confidential files from the workplace; and
- Increased employee engagement will be supported through improved work-life balance.

V. LIMITATIONS

Teleworking is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telework or to the continuation of telework. An employee is not eligible to telework if:

- A. The employee's day-to-day essential job functions includes:
1. Continuous in-person customer service;
 2. Direct handling of secure materials determined to be inappropriate for telework by the Agency Head; or
 3. On-site activity that cannot be handled remotely or at an alternative work location.

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AM 200-13

m***Telework Policy***

- B. The employee has been disciplined for having a pattern of excessive absenteeism as defined in *PM 305 Attendance Standards Policy (PM 305)*;
- C. The employee has ever been disciplined for violation of *AM 118-1 Electronic Communication Policy (AM 118-1)*; or
- D. The quantity or quality of an employee's work is unsatisfactory.

VI. TERMS FOR TELEWORKING

- A. All employees eligible to participate in the telework program must:
 - 1. Annually complete a Telework Agreement for their Agency and have it on file with their Agency's Human Resources Division ("HR Division"). The Telework Agreement must be refiled by the employee with their Agency's HR Division whenever:
 - a. The employee has a change in direct supervision;
 - b. The employee changes their position, regardless of whether the new position is inside or outside of the Agency; or
 - c. There is a change in the employee's job classification.
 - 2. Adhere to the approved telework schedule and work from an approved worksite;
 - 3. Seek prior approval for any deviation from the approved telework schedule including overtime and compensatory time;
 - 4. Be available by telephone and/or e-mail during scheduled work hours, with the exception of breaks as outlined in *AM 207-1 Work Hours (AM 207-1)* and the employee's respective Union Memorandum of Understanding ("MOU");
 - 5. Account for and report time spent at the alternative work location in the same manner as if the employee reported for work at the main office location;
 - 6. Maintain a level of performance that meets the expectations and timelines for completing all assignments and tasks associated with the position; and


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AM 200-13

*m**Telework Policy*

7. Not use telework as a substitution for the appropriate use of sick leave.

B. Further, employees eligible to participate in the telework program must acknowledge and agree that:

1. A specific work space is designated at the alternate work location. The employee's alternate work location will be considered an extension of the City's main office location. Therefore, the City will continue to be liable for job-related accidents of employees that occur in the alternate work location during the employee's working hours. Workers' compensation liability is limited to the designated work space as opposed to all areas of the alternate work location. A photograph of the alternate location must accompany *AM 200-13-1 Telework Agreement (AM 200-13-1)*;
2. Teleworking is not a substitute for dependent care. Employees who need to arrange care for dependents while they work at their assigned alternative work location are required to make the same arrangements as when they are at their assigned main office location;
3. The supervisor retains the right to require an employee who teleworks to commute to a City office on a regularly scheduled telework day should a work situation warrant such an action. This situation is expected to be only an occasional occurrence. If the employee is frequently required to return to a City office during a regularly scheduled telework day, the supervisor may reevaluate the compatibility of the employee's position and job responsibilities with teleworking; and
4. The Telework Agreement may be terminated by the supervisor or employee upon one (1) week notice to the other party. In cases involving a security breach or violation of City Policy, teleworking privileges shall be terminated immediately without prior notice.

VII. EQUIPMENT AND TECHNOLOGY

The City will not purchase or reimburse a teleworking employee for equipment necessary to function in a teleworking environment. Employees may use their own technological equipment provided no cost is incurred by the City and it complies with the City's electronic communications and security requirements.

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AM 200-13

*m**Telework Policy*

- A. The Employee-owned equipment used for teleworking purposes is subject to the following conditions:
1. The equipment must have up-to-date virus protection and licensing software;
 2. The employee is solely responsible for any repairs and maintenance of employee-owned equipment;
 3. All City data and information must be stored on the City's network and not on the employee's personal equipment; and
 4. The City does not assume any liability for loss, theft, damage, or wear of employee-owned equipment as a result of the telework-related activity.
- B. In accordance with *AM 118-1*, an employee using employee-owned equipment to conduct telework-related activity subject their hard drive, software, and/or any other type of electronic storage media to the possibility of a lack of privacy, including the equipment being subpoenaed, due to legal action taken against or by the City.

VIII. CONFIDENTIALITY AND PROPRIETARY INFORMATION

- A. City employees may have access to confidential and proprietary information not accessible to the general public. Generally, confidential and proprietary information shall not leave the assigned main office location. Further, duplicating or disclosing confidential or proprietary information, unless it serves as a business necessity, is strictly prohibited. When teleworking, employees are required to maintain the same confidentiality of all City information as they would at their main office location. Employees shall also take the necessary precautions to ensure that confidential and proprietary information is protected while in transit between the main office location and alternative work location.
- B. Failure to exercise due care in safeguarding the City's confidential and proprietary information is a job performance matter and will result in disciplinary action, up to and including termination.

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AM 200-13

*m**Telework Policy***IX. TRAINING**

Each Agency Head shall ensure that all employees eligible to participate in the telework program and all Supervisors/Managers of teleworkers participate in a telework training program offered by the agency or the telework training program offered by the Department of Human Resources ("DHR"). Employees eligible to telework must successfully complete the telework training prior to entering into a Telework Agreement.

X. ROLES AND RESPONSIBILITIES**A. Employee Responsibilities.** Employees eligible to telework shall:

1. Initiate the telework approval process;
2. Complete *AM 200-13-1* and DHR's telework training program;
3. Contact MOIT to ensure that telework equipment is in compliance with MOIT standards;
4. Timely submit bi-weekly timesheets in accordance with *AM 205-10 Payroll Systems (AM 205-10)*;
5. Maintain safe working conditions at their alternative work location as the employee would at their main office location;
6. Report any work interruption while at the alternative work location. In the event that the interruption requires the employee to work at the main office instead of teleworking, the employee must immediately notify their Supervisor/Manager; and
7. Report any job-related injury at their alternative work location to their direct supervisor within 48 hours and follow established procedures outlined in *AM 204-10 Job-Related Injury and Illness (AM 204-10)*.

B. Supervisor/Manager Responsibilities. Supervisors/Managers of eligible telework employees shall:

1. Review and submit the eligible employee's Telework Agreement to the Agency's HR Division. If the request to telework is not approved, the Supervisor/Manager must still

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AM 200-13

*m****Telework Policy***

forward the request to the Agency's HR Division with a written reason why they are denying the request and any evidentiary support;

2. Discuss any changes and issues regarding the Telework Agreement or schedule with the employee;
3. Complete DHR's telework training program; and
4. Hold regularly scheduled conferences with the telework employee to discuss assignments during the telework period and any work-related issues while at the alternative work location.

C. Agency's Human Resources Division. Each Agency's Human Resources Division shall:

1. Review all Telework Agreements for consistency with City Policy and place signed form in the employee's official personal file;
2. Maintain a record of all Telework Agreements within the Agency; and
3. Notify all Agency employees of their eligibility to telework.

D. Agency Head Responsibilities. Each Agency Head shall:

1. Establish a procedure under which eligible employees of the Agency may request approval to telework; and
2. Make the final determination of whether employees within their Agency are eligible to telework.

VIII. COMPLIANCE

Violation of this Policy may result in disciplinary action, up to and including termination of employment. All employees are required to promptly report violations of this Policy to the Agency Human Resources Practitioners.



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AM 200-13

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Telework Policy

IX. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

X. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

XI. RELATED POLICIES

- AM 200-13-1 Telework Agreement
- AM 118-1 Electronic Communications Policy
- AM 204-10 Job-Related Injury and Illness
- AM 204-14 Sick Leave
- AM 205-10 Payroll Systems
- AM 207-1 Work Hours
- AM 228-1 Performance Management Policy for Managerial and Professional Society
of Baltimore Covered Employees
- AM 301-10 Computer Systems and Services
- PM 305 Attendance Standards Policy
- PM 350 Discipline
- PM 370 Performance Evaluations



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AM 200-13-1

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Telework Agreement

Employee Name: _____

Title: _____ Date: _____

Department/ Division: _____ Work Location: _____

Supervisor Name/Title: _____

Teleworking at the City of Baltimore ("City") is the practice of working at home or another alternative work location instead of the City's main office location. It is a work alternative arrangement that the City offers to eligible employees when it would benefit both the City and its employees.

Not all positions are suited for telework. Those positions responsible for providing in-person customer service, direct handling of secure materials determined to be inappropriate for telework by the Agency Head, or requiring on-site presence are not suited for telework. Telework is a privilege which may be granted in accordance with *AM 200-13 Telework Policy*. Determinations will be made by the Immediate Supervisor/Manager and/or the Agency Head.

Employees who telework shall adhere to the City's policy and procedures governing telework as well as all other City policies, procedures, and guidelines, including the acceptable use of information technology. The employee is responsible for maintaining confidentiality and security at the alternate work location.

Section I: To be completed by the Employee

TELEWORK LOCATION AND REPORTING

Outlined below are the specific conditions for teleworking agreed upon by the participating employee and his/her supervisor(s), which must include in each instance a requirement specified by the Agency head that the teleworking employee complete a written document or report itemizing the work done and tasks performed during each teleworking day in detail reasonably satisfactory to the Agency head to be submitted in a form or format approved by the Agency head to the person designated by the Agency head promptly following the teleworking day .



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AM 200-13-1

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Telework Agreement

The employee agrees to work at the following location (include address, phone number, and e-mail address) on telework days:

Address: _____

City: _____ State: _____ Zipcode: _____

Phone Number: _____ E-Mail: _____

TELEWORK ASSIGNMENTS

Provide a brief description of the assignments or duties to be completed at the alternate location:

TELEWORK SCHEDULE

A regular telework schedule, including specific days and hours, must be established and approved by the supervisor prior to beginning a telework schedule. The employee is not to work more than the scheduled hours without advance written approval from the supervisor. The amount of time the employee is expected to work per day or per pay period will not change due to participation in the telework program.

Other circumstances may warrant approval of temporary telework use. Temporary telework may be approved for situations including, but not limited to: (1) recuperation from an injury or illness; (2) emergency weather-related conditions; (3) special work assignment(s) requiring an extended period of uninterrupted time; or (4) other circumstances deemed appropriate by the Agency Head. Because temporary telework is often by its nature not predictable, a pre-set schedule may not be appropriate or necessary.

The employee will telework:

day(s): _____ per week per month Effective Date: _____



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AM 200-13-1

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Telework Agreement

Temporary. Please briefly explain and provide timeframe: _____

Please enter your complete weekly work schedule, including days/hours/locations in and out of the office during the telework week.

Day	Hours – Include meal period and breaks for each day of your work week (i.e., 8:30 am – 4:30 pm)	Location (City or Alternate Location)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

WORK SPACE ENVIRONMENT

Participating employees must designate a specific work space at the alternate work location. The employee's alternate work location will be considered an extension of the City's main office location. Therefore, the City will continue to be liable for job-related accidents of employees that occur in the alternate work location during the employee's working hours. Workers' compensation liability is limited to the designated work space as opposed to all areas of the alternate work location. A photograph of the alternate location must accompany this signed agreement.

Describe in detail the specific work space at the alternate location: _____

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AM 200-13-1

*m**Telework Agreement*

1. Is the work space free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpeting seams, uneven floor surfaces)?
 YES NO
2. Are electrical outlets grounded (3 pronged)?
 YES NO
3. Is the furniture being used (i.e., desk, file cabinets, shelves, bookcases) sturdy and adequate for use?
 YES NO
4. Are the rungs and legs of the chair sturdy and free of loose casters (wheels)?
 YES NO
5. Are the phone lines, electrical cords, and extension wires secured?
 YES NO
6. Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles?
 YES NO
7. Is there enough light for reading?
 YES NO
8. Is a fire extinguisher easily accessible from the office space?
 YES NO
9. Is there a working (test) smoke detector within hearing distance of the workspace?
 YES NO
10. Is the area free from distractions (i.e., dependents)?
 YES NO

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AM 200-13-1

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Telework Agreement

Note any additional conditions agreed upon by the applicant and supervisor(s): _____

PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS

Certifications

I certify that all information contained in this checklist is true and complete to the best of my knowledge. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for my preclusion from teleworking and/or disciplinary action.

Further, I understand that this telework agreement is not an employment contract and may not be construed as such. I certify that I have read, understand, and agree to comply with the terms of the City's Telework Policy and the specific terms of this agreement.

Teleworker Signature
(Approved in accordance with the considerations noted above)

Date



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AM 200-13-1

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Telework Agreement

Section II: To be completed by the Immediate Supervisor/Manager, or Agency Head

Approved telework agreements are subject to review and renewal no less frequently than annually, twelve months from the date the arrangement began or was last renewed.

Whenever there is a change in supervision, the unit will review and determine whether to continue all alternate work schedules.

In approving this request for telework, I have considered whether:

- Service delivery to internal and external customers will be maintained;
- Operational requirements will be met;
- Adequate coverage for offices or operations will be maintained during normal periods of public service;
- Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
- There will be a positive impact on the environment;
- Increased employee engagement will be supported through improved work/life balance; and/or
- There will be any budgetary impact of such a request.

Immediate Supervisor Signature
(Approved in accordance with the considerations noted above)

Date

Agency Head
(Approved in accordance with the considerations noted above)

Date


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AM 200-12

*m****Business Continuity Policy***

The City of Baltimore ("City") is committed to the safety of its employees and the continuity of critical business and services under any circumstances, including disaster, crisis, emergency, or other unplanned event whether natural or man-made. In certain instances, it may be necessary to take protective action, which may include closing a location or the entire City, as a safety or health measure. It is the objective of the City to resume all normal operations as soon as feasible following an emergency.

I. PURPOSE

The purpose of this Policy is to define the process and establish criteria by which the City responds to situations that threaten the safety or health of employees or are disruptive to the operation of an Agency or the City.

II. SCOPE

This Policy applies to all employees involved in the City's operations, including, but not limited to, full-time and part-time employees, and temporary employees.

III. DEFINITIONS

- A. Continuity of Operations Plan ("COOP")** - encompasses a loosely defined set of planning, preparatory, and related activities which are intended to ensure that the City's critical business functions will either continue to operate despite serious incidents or disasters that might otherwise have interrupted them, or will be recovered to an operational state within a reasonably short period of time.
- B. Emergency Closing Conditions** – Conditions determined to be hazardous to life and/or safety of both the general public as well as employees at a specific location, worksite, or the City at large. Examples of emergency closing conditions include, but are not limited to: bomb threats; significant breaks in heat, power, or water services; contagious or dangerous illnesses; infestations; contamination of air, water, or food; violent crime; explosion; fires; natural disasters, such as severe snow storms, hurricanes and earthquakes; external disasters, such as train or airline crashes; chemical spills; civil unrest; terrorist acts; or any conditions that are specifically determined to be hazardous to the life and safety of the employees, and the general public.
- C. Emergency Essential Employee**- Employees who are required to work during emergency conditions because their positions have been designated by their Agency Head (or designee) as necessary in response to a specific emergency situation in compliance with


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AM 200-12

m ***Business Continuity Policy***

the Agency's COOP. Emergency essential employees are required to report to work or remain at work as scheduled or as otherwise specifically directed due to the nature of the emergency or disaster. Employees will be informed when they are designated as emergency essential for an incident, and will return to their non-essential designation when their Agency deems their duties no longer necessary for that incident.

IV. CONTINUITY PLANS

A. Agency Plans. In accordance with *AM-110-01 Continuity of Operations Plan (AM 110-1)*, each Agency must have a COOP established for when an event occurs that has the potential of interrupting operations at that Agency's physical location. COOPS must be filed with the Office of Emergency Management. Each Agency will determine the parameters of its COOP. Each Agency plan should include specific procedures outlining how the Agency will: respond to, mitigate, and recover from emergencies; establish the chain of command, including designation of essential and emergency essential employees; communication protocol to ensure that accurate information is provided to employees on a timely basis; and define roles and responsibilities of employees.

B. City Plans. Emergency conditions may arise that affect the City at large. Under these emergency conditions, the City may: close entirely and cease operations; close while asking essential employees to report; close during operating hours while asking essential employees to remain and/or report; delay opening while asking essential employees to report; or provide an early release due to an emergency. Only the Mayor, by Executive Order, may authorize the closing of the City. In the event of emergency closing conditions, the Mayor's Office, in consultation with the Office of the Labor Commissioner, Department of Human Resources and applicable City Officials, will be charged with assessing the situation and applying the appropriate City policies or modifying them as necessary to address the situation at hand. In the case of a pandemic or other wide-spread health emergency, special guidelines may be established by the Department of Human Resources in conjunction with the Health Department.

1. City plans for the emergency conditions listed below shall be published by the Mayor's Office as soon as practical and annexed to this Policy.

i. **State of Emergency:** States of emergency may be declared by head officials of the State of Maryland or the City. A state of emergency is operationalized by

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AM 200-12

*m****Business Continuity Policy***

accompanying executive orders that may declare a curfew, prohibit travel, control traffic, designate areas as emergency shelters, and close public places of assembly. States of emergency do not mean that the City is closed, unless so stated.

- ii. **Pandemics:** An outbreak of a disease or illness that occurs over a wide geographic area and affects an exceptionally high proportion of the population. Recent pandemic outbreaks include: H1N1 (swine flu), Severe Acute Respiratory Syndrome (SARS), and Ebola.
- iii. **Vector-Borne Disease:** An illness caused by an infectious microbe that is transmitted to people by blood-sucking arthropods. The arthropods (insects or arachnids) that most commonly serve as vectors include: blood sucking insects, such as mosquitoes, fleas, lice, biting flies, and bugs; and blood sucking arachnids such as mites and ticks. Vector-Borne diseases include, but are not limited to, Lyme disease, West Nile virus infections, and Zika virus.
- iv. **Bed Bug Infestations:** A wingless, bloodsucking bug (*Cimex lectularius*) that feeds on human blood. The adult bed bug is oval, flat, and about a 1/4-inch long. Adult bed bugs are brown, but appear reddish-brown when engorged with blood and resembles an apple seed. Infestation is the presence of bed bugs at a location in large numbers such that they are likely to cause damage or annoyance.
- v. **Other Catastrophic Events:** A sudden natural or man-made situation where change and destruction may occur without prior knowledge, notice, or preparation. Such occurrences may limit normal functions in daily living including communications and travel.

V. CLOSURE AND RELOCATION

City of Baltimore operations will remain open during emergency conditions that do not pose an immediate life, health, or safety risks to its employees unless otherwise directed by the Mayor in consultation with the affected Agency Head. Unless the City, building, and/or worksite have been declared closed, all employees are expected to report to work.



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AM 200-12

m **Business Continuity Policy**

A. Closure

1. **City Closure.** Only the Mayor, by Executive Order, may authorize the closing of the City.
2. **City Building and/or Worksite Closure.** An Agency Head in consultation with Risk Management and Office of the Labor Commissioner shall make a recommendation to the Mayor to declare a worksite closed. If the worksite is temporarily or permanently closed, employee leave and notice is determined in accordance with *AM 204-22 Inclement Weather and City Emergencies Policy (AM 204-22)*.
3. **Non-City Building and/or Worksite Closure.** Employees who work in a building and/or worksite that is not owned and operated by the City will be given the name and telephone number of a contact person to call if their building is closed. If the worksite is temporarily or permanently closed, employees will report to the Agency's main office or alternative work site where arrangements can be made. Employee leave and notice is determined in accordance with the *AM-204-22*.

B. Relocation

1. If a worksite is temporarily or permanently closed, employees may be directed to report to an alternative worksite. Agency management should make every effort to relocate employees to an alternative worksite in lieu of work stoppage. It is the Agency Head's discretion to allow employees to use leave once an alternative worksite has been identified.
2. It is the Agency Head's discretion to allow employees to telework in order to ensure business continuity. Telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute.

VI. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.



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AM 200-12

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Business Continuity Policy

VII. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

VIII. RELATED POLICIES

- AM 110-01 Continuity of Operations Plan
- AM 204-4 Vacation and Personal Leave Policy
- AM 204-13 Time-Off by Executive Order
- AM 204-14 Sick Leave
- AM 204-22 Inclement Weather and City Emergency Policy

a

AM 227-2

m *Prohibition of Weapons in the Workplace*

The City of Baltimore ("City") is committed to maintaining a work environment that is safe for individuals working for the City and its citizens. To achieve this objective, the City is committed to taking a strong stand against firearms and weapons in the workplace by strictly enforcing this Policy.

I. PURPOSE

To promote a safe and incident-free environment for individuals working for the City, citizens, and visitors, and to maintain a workplace free from firearms and dangerous weapons, the City prohibits the possession, use, or sale of weapons, firearms, or explosives while on City-owned or leased property; while operating City machinery, equipment or vehicles; or while engaged in City business off premises, including circumstances where an individual may have a valid license or permit authorizing him/her to carry a firearm, unless expressly authorized by the City and/or required by federal, state, and local law.

II. SCOPE

This Policy applies to all individuals working for the City, including full and part-time employees, contractual employees, volunteers, interns, independent contractors, staffing agency workers, and any other person(s), whether or not compensated, who perform work on behalf of the City or on City-owned or leased property. This Policy also applies to individuals who conduct business on City-owned or leased property and visitors of such premises. Further, this Policy applies to individuals who have a valid permit to carry a firearm.

The City recognizes that many job classifications in the City require the use of certain equipment/tools for employees occupying positions in those classifications to carry out the functions of their positions. This Policy exempts work-issued and work-authorized equipment from coverage, except where they are used for non-permitted/non-work related purposes, such as causing bodily harm to others or the destruction of property.

Sworn members of the Baltimore City Police Department ("BCFD") and any other individuals expressly authorized by the City and/or required by federal, state or local law to carry a firearm, weapon, or explosive are excluded from the application of this Policy.

III. DEFINITIONS

- A. City Event:** Any occasion (concert, street fair, etc.) that is sponsored or co-sponsored by the City.
- B. City Property:** All property owned or leased by the City, including machinery, equipment, vehicles, parking lots, garages, and yards.
- C. Firearm, Weapon and Explosive:** For purposes of this Policy, the terms "firearm" "weapon" and "explosive" include, but are not limited to the following:

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Page 1 of 4



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AM 227-2

m ***Prohibition of Weapons in the Workplace***

1. Handguns, pistols, revolvers, shotguns, rifles, b-b guns, or other loaded or unloaded weapons from which a projectile may be discharged by means of gas, compressed air, or explosives;
2. Any device designed as a weapon and capable of bodily harm, such as stun guns, Tasers, hunting knives, switch blades, brass knuckles, nun chucks, sling shots, pepper spray, and other similar weapons;
3. Combustible or flammable liquids or noxious fumes, and chemicals intended to be used as weapons;
4. Bombs, Molotov cocktails, fireworks, dynamite, and other types of explosive devices; and
5. Items not designed to cause injury but are intended by the user to cause apprehension of imminent bodily injury. Examples of such items include but are not limited to eating utensils, work equipment, scissors, and pens.

D. Work Site or Workplace: Any location whether owned or leased by the City or any other location not owned or leased by the City where a City employee, vendor, contractor, agent, temporary worker, or volunteer is carrying out the responsibilities and duties of his/her job on behalf of the City.

IV. PROHIBITED CONDUCT

- A.** The possession or transportation of firearms, weapons, or explosives are strictly prohibited in City vehicles and includes, but not limited to: (1) traveling to and from work; (2) when conducting City business; and (3) at all times in City-owned or leased vehicles, machinery and equipment.
- B.** The possession of firearms (even under circumstances where the person has a permit to carry a firearm), weapons, or explosives while on City Property or at a City Event is strictly prohibited.

V. RESPONSIBILITIES

The safety, welfare, and well-being of City employees, visitors, and persons conducting business with or on behalf of the City are the principle concerns of this Policy. No person should ever jeopardize his/her own safety or that of others when observing this Policy. It is therefore required that no one attempt to disarm any person in possession of a firearm, weapon, or explosive. Instead, any such violations should be reported to a supervisor or where there is a possible threat of bodily harm, notify the BCPD by dialing 9-1-1.



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AM 227-2

m ***Prohibition of Weapons in the Workplace***

- A. Employees.** It is the responsibility of each employee to seek clarification as to whether an item or instrument is deemed a firearm or dangerous weapon prior to bringing the item or instrument onto City Property or a City Event. Employees seeking clarification should contact their immediate supervisor or, where applicable, building security prior to bringing the item onto City Property or a City Event. Employees are encouraged to report violations of this Policy to their supervisor or their Agency Human Resources Practitioner. When there is a possible threat of bodily injury, 9-1-1 should be called immediately.
- B. Supervisors and Managers.** All supervisors and managers who become aware of any person violating this Policy shall immediately notify the Agency Human Resources Practitioner, his/her immediate supervisor, and/or the BCPD, where applicable.
- C. Agency Human Resources Practitioners.** Agency Human Resources Practitioners shall immediately notify the Agency Head of any violation of this Policy, regardless of whether the violation is committed by an employee, a visitor, or a person conducting business with the City or on the City's behalf. Agency Human Resources Practitioners are responsible for ensuring that each employee completes a statement acknowledging receipt and understanding of this Policy. It is also the responsibility of the Agency Human Resources Practitioners to ensure that a copy of this Policy is conspicuously posted in a central area of the workplace and visible to employees, visitors, and persons conducting business with or on behalf of the City.
- D. Agency Head.** The Agency Head, or designee, is generally responsible for enforcing this Policy and administering discipline for violations of this Policy up to, and including, termination.

VI. CONSEQUENCES FOR VIOLATIONS

- A.** Any individual working for the City found in violation of this Policy is subject to disciplinary action up to and including termination.
- B.** Any person not working for the City who violates this Policy will be removed immediately from City property and his/her conduct will be reported to the proper authorities.
- C.** Possession of a weapons permit authorized by the State of Maryland is not an exemption under this Policy.

VII. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.



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AM 227-2

m Prohibition of Weapons in the Workplace

VIII. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

IX. RELATED POLICIES

- AM 227-1 Workplace Violence Policy
- AM 227-1-1 Procedures for Avoiding Physical Attack
- AM 227-1-2 Workplace Violence Incident Report
- AM 227-1-3 Memo – Protective Order Notification
- AM 227-1-4 Memo Sample – Performance Improvement Plan
- AM 227-1-5 Acknowledgement of Workplace Violence Policy


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AM 200-8

*m****Political Activity***

The City of Baltimore ("City") encourages employees to exercise their right to participate in or refrain from engaging in political processes, including the ability to express any political opinion, without fear of penalty or reprisal. However, the City, as a local government, is subject to federal, state, and local laws and regulations regarding restrictions on political activities.

I. PURPOSE

This policy establishes substantive and procedural requirements for a City employee who either:

- Files as a candidate for elective and public office;
- Acts in an official campaign capacity for an individual running for elective and public office; or
- Is not a candidate for elective and public office.

II. SCOPE

This policy applies to all employees and individuals involved in the City's operations. All elected City officials are excluded from the requirements of this Policy.

III. POLITICAL ACTIVITIES

A. Permissible Activities. A City employee may engage in political activity to the extent not expressly prohibited by law or applicable policy. Permissible activities include, but are not limited to:

1. Registering, voting, and otherwise participating in elections;
2. Becoming a candidate for and holding public office in accordance with City policy;
3. Expressing opinions privately and publicly on political subjects;
4. Participating in political organizations;
5. Participating in political campaigns;
6. Engaging in political management; and
7. Running for a political office without requesting leave of absence.

a. A City employee's request for leave to campaign should be treated as any other request for leave.

B. Prohibited Activities. A City employee shall not:

1. Utilize their City positions to interfere with a political nomination or election;
2. Utilize the City's electronic communications systems for any "non-government business uses," including "sending political messages;"
3. Utilize City publications, equipment, vehicles, facilities, postage, letterhead, official stationary, funding to support or oppose any political candidate or political party;

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AM 200-8

m***Political Activity***

4. Engage in political activity (including soliciting political contributions or participation in a candidate's campaign) while on the job during working hours;
5. Coerce any other individuals involved in City operations to contribute anything of value to any political cause;
6. Advocate the overthrow of the government by unconstitutional or violent means;
7. Place or affix any political campaign materials on City property (including buildings and city vehicles);
8. Wear any political campaign materials while on duty or while working in an official, City capacity;
9. Knowingly request or solicit the payment of any political contribution, assessment, or subscription from any person in the Civil Service; and
10. Intentionally use the prestige of office or position for private gain or that of another.

IV. SPECIAL REQUIREMENTS

A City employee may be subject to certain requirements of the federal government relative to working in an agency which receives federal funds and to stipulations entailed in the Hatch Act Section 1502.

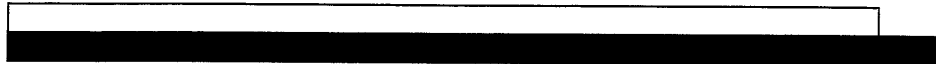
A. Hatch Act. A City employee is subject to the Hatch Act if the employee:

- i. Works for the executive branch of state or local government;
- ii. The employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency;" and
- iii. Performs duties in connection with those financed activities.

B. Hatch Act Restrictions. In addition to the requirements listed under *Section III. Political Activities*, an employee covered by the Hatch Act shall not:

- i. Use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office; and
- ii. Directly or indirectly coerce, attempt to coerce, command, or advise a covered state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

C. Hatch Act Prohibition. An employee covered by the Hatch Act whose salary is, paid *completely*, directly or indirectly, by loans or grants made by the United States or a Federal agency may not be a candidate for public office in a partisan election unless that person is currently holding an elective office. However, an employee may be a candidate for public office in a nonpartisan election.



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AM 200-8

m

Political Activity

V. CITY REQUIREMENTS

Provided that the City employee is not subject to the federal requirements as stipulated, the following requirements shall apply:

- A. **Running an Office.** Any City employee running for an elective and public office must request a leave when absent from working, i.e., to include vacation leave, personal leave, and compensatory time, or leave of absence without pay. Sick leave cannot be used for such purposes.
- B. **Winning an Office.** A candidate who is successful in winning the elective office is eligible to return to their City position until they are duly sworn and qualified for the position unless a conflict develops concerning their City duties as an employee.
- C. **Losing an Office.** A candidate who is unsuccessful in election to public office may return to their position.

VI. COMPLIANCE

An employee is found to be in violation of this Policy shall be subject to sanctions to include dismissal as determined by City rules and regulations. Before taking any adverse employment action, City employees must first contact the Law Department.

VII. AUTHORITY

This Policy was issued pursuant to AM 002-1 and 002-1-2 Administrative Manual wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

VIII. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

IX. RELATED POLICIES

- AM 208-2 Elective Office: State Service and Service in Other Jurisdictions
- AM 118-1 Electronic Communications Policy

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AM 204-5

m***Jury Service and Witness Duty***

The City of Baltimore ("City") recognizes that jury service and witness duty are an important civic responsibility, and all employees are encouraged to fulfill these obligations.

I. PURPOSE

The purpose of this policy is to establish the requirements for providing paid leave to an employee summoned to perform jury duty or appear as a witness (to testify on behalf of the federal, state, or local government).

II. SCOPE

This policy applies to all employees and individuals involved in the City's operations, including, but not limited to, full-time and part-time employees, probationary employees, as well as elected officials and their appointed staffs.

III. PAID LEAVE

Employees required to perform jury duty or subpoenaed as a witness as described below, will be granted paid time off from their regular work schedule for the period of their service and will not be required to use their own accrued vacation, personal, sick, or compensatory leave.

A. Jury Duty

An employee who is summoned to perform jury duty, including grand jury duty, shall be granted jury service leave with pay.

B. Witness Service

An employee subpoenaed as a witness to testify on behalf of the federal, state, or local government, shall be granted jury service leave with pay.

C. Other

Employees who are subpoenaed to appear in court for other reasons may use paid leave, as appropriate, or leave without pay.

IV. NOTICE AND VERIFICATION**A. Notice**

When an employee is summoned to serve as a juror or subpoenaed to appear in court, the employee must inform the immediate supervisor as soon as possible regarding the anticipated absence from work. A copy of the summons or subpoena must be provided with the request for leave by the employee to the supervisor as soon as practical.


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AM 204-5

*m****Jury Service and Witness Duty*****B. Verification**

Upon completion of jury duty or witness duty, but no later than two (2) business days after completion of service, an employee must provide their supervisor with official verification that the leave was due to jury service or witness duty.

V. POSTPONMENT OF SERVICE

On occasions where scheduled jury service is expected to cause operational hardship to an Agency, the employee may be asked to request a postponement. In such cases, the employee will be responsible for contacting the court and making the request. City Agencies will make every effort to manage operational challenges without having to resort to postponement.

VI. REPORTING BACK TO WORK

An employee who is dismissed from jury service or witness duty before the end of the workday will be expected to return to work. However, an employee who has performed four (4) or more hours of jury service or witness duty (inclusive of travel time) will not be required to report to an evening work shift that begins either:

1. On or after 5:00 p.m. on the day of the employee's jury service or witness duty; or
2. Before 3:00 a.m. on the following day. In these cases, the employee should report back on his or her next scheduled work shift.

VII. RETALIATION PROHIBITED

This policy strictly prohibits any form of retaliation (or threats of retaliation) for requesting or taking leave under this policy. Any retaliation by a supervisor will result in disciplinary action, up to including discharge from employment. Concerns about retaliation should be promptly reported to the Agency's Human Resources Practitioner.

VIII. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

IX. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

X. RELATED POLICIES

AM 202-1 Compensatory Leave



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AM 204-5

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Jury Service and Witness Duty

- AM-204-4 Vacation and Personal Leave
- AM-208-1 Leave of Absence without Pay

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AM 202-2

m ***Health Care Benefits Program***

The City of Baltimore ("City") recognizes the relationship between key benefits such as health care insurance and welfare benefit programs and a healthy workforce. To help City employees make an informed choice regarding their health coverage options, this Policy outlines the various programs available to employees, key resources, and requirements that affect all benefits sponsored by the City.

I. PURPOSE

The purpose of this Policy is to establish the guidelines for determining the administration of employee health benefits for the City of Baltimore ("City").

II. SCOPE

This Policy applies to eligible employees who elect to enroll in health care benefits programs sponsored by the City.

III. AVAILABLE PROGRAMS

The City offers several health care and welfare benefits plan options to employees that provide coverage for medical, prescription drug, vision, term life insurance, Accidental Death & Dismemberment ("AD&D") insurance, flexible spending and dental benefits. City employees may not be enrolled in more than one City-sponsored medical, prescription, vision, term life insurance, flexible spending or dental plan at a time. The type of medical, dental, prescription drug, and vision benefits provided will differ among the various provider plans available to employees.

IV. INFORMATION RESOURCES

For specific information, contact the Employment Benefits Division or the Agency's Human Resources Practitioner. Employees may also find additional information about the benefits sponsored by the City on the enrollment website,

<https://www.baltimorecity.cssbenefits.com/essenroll.asp>. For additional information on the City benefits programs currently available and related costs, DHR's Employee Benefits Division may be reached by telephone at (410) 396-5830.

V. DATES OF COVERAGE**A. Effective date of coverage**

Coverage for new hires will become effective on the first day of the calendar month following the employee's commencement date.

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AM 202-2

m *Health Care Benefits Program***B. End date of coverage**

Coverage for employees will end on the last day of the calendar month in which the employee's separation occurs.

VI. ENROLLMENT**A. New Employees**

May apply for coverage under one of the health care programs offered through the Employee Benefits Division by visiting the website (*See Section IV. Information Resources*) within forty-five (45) days of their date of commencement. Employees that elect not to enroll in benefits within the forty-five (45) day period must wait until the next scheduled annual Open Enrollment period to enroll.

B. Open Enrollment

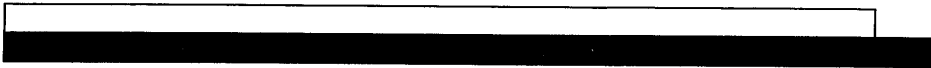
Eligible employees that wish to enroll in a health care plan sponsored by the City may enroll during the scheduled annual open enrollment period. In addition, employees currently enrolled in a City-sponsored health plan may change their election only during an annual open enrollment period, unless the employee has a qualifying life event. Failure by current employees to enroll in a City-sponsored health plan when scheduled will result in the employee's coverage rolling over.

C. Enrollment after a Leave of Absence ("LOA")

Employees returning from an approved leave of absence for more than ninety (90) of days may apply for health care coverage by contacting the Employee Benefits division within sixty (60) days from their return to work date.

VII. QUALIFYING LIFE EVENT

A qualifying event is a change in the employee's life status that allows a corresponding change in the employee's benefits. Some examples include marriage, divorce, birth of a newborn or adoption, and spousal loss of coverage. Once an employee is enrolled in health benefits, a change cannot be made unless there is a Change in Status or a qualifying event. The employee has sixty (60) days from the date of the event to notify and submit to the City an enrollment change due to a Change in Status. New dependents must be added to a health plan within sixty (60) days of a qualifying event. The employee will make the necessary elections using the City of Baltimore's enrollment website, <https://www.baltimorecity.essbenefits.com/essenroll.asp>. Failure to submit documentation



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AM 202-2

m **Health Care Benefits Program**

within sixty (60) days of the qualifying life event will result in the employee being unable to change benefit elections until the next annual open enrollment period.

VII. SEPARATION FROM CITY SERVICE

Employees who separate from City service may be eligible to continue participation in their health care program under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") (*AM 204-28 COBRA*).

VIII. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

IX. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

X. RELATED POLICIES

- AM-203-2 Family and Medical Leave
- AM-204-28 COBRA
- AM-204-14 Sick Leave
- AM-208-1 Leave of Absence Without Pay 30 Calendar Days or Less Overview
- AM-204-11-5 Continuation of Benefits While on Military Leave
- PM-220 COBRA
- PM-220-1 COBRA Rules and Procedures
- PM-240 Employee Benefits Unit
- PM-290 Health Providers Telephone Directory

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AM 205-4

*m**Employee Indebtedness*

The City of Baltimore ("City") recognizes that prudent fiscal control includes the active collection of all indebtedness. Employees may become indebted to the City for a variety of financial reasons and therefore has an obligation to repay. Employees who fail to resolve any debt owed to the City may be subject to disciplinary action, garnishment of wages, or a collections process.

I. PURPOSE

The purpose of this Policy is to establish the rules for collecting salary overpayments and benefit deductions. All employees are expected to diligently monitor their pay, including insurance premiums; report any discrepancies to the immediate supervisor or Agency payroll clerk; and promptly pay any and all debts owed to the City.

II. SCOPE

This Policy applies to all employees and individuals involved in the City's operations, including, but not limited to, full-time and part-time employees, temporary employees, probationary employees, and seasonal employees. This Policy is in addition to, and not a substitute for, any other rights the City may have for collection of employee indebtedness.

III. NOTIFICATION

In the event of employee indebtedness, the Central Payroll Division: Bureau of Accounting and Payroll Services – Department of Finance ("CPD") has an obligation to recover funds. Debt may be detected by an employee, an Agency, or CPD staff. If debt is detected by the Agency, the employee will receive *AM 205-4-1 Notification of Employee Indebtedness (AM 205-4-1)* by the Agency's Human Resources Practitioner.

A. Initial Notification. Once CPD is notified of the amount owed by the employee from the employee's Agency, the employee will receive written notification of the debt. The written notice will inform the employee, at minimum, the reason for indebtedness; the amount of the debt; and the time period (which varies upon the course of action taken by the employee) in which the employee must pay their debts, contest debts, or have pay garnished voluntarily or involuntarily through payroll deduction. The written notice will also indicate that the employee may dispute the debt, in writing, within five (5) business days of receipt.

B. Dispute of Process. An employee who disputes an indebtedness must include a full explanation in their response and backup documentation to substantiate their claim. CPD

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AM 205-4

m***Employee Indebtedness***

will notify the employee, in writing, of the final determination within five (5) business days. The employee may appeal the determination to the Central Payroll Manager within five (5) business days, and the Manager must respond within five (5) business days of receipt of response by CPD. If the debt remains unpaid after thirty (30) business days of CPD's final determination and no arrangement for repayment have been made, the collection process will begin to collect the debt. Further, the employee may be subject to discipline, up to and including termination.

1. If the full explanation is denied and the employee wants to repay by payroll deduction, then the employee must sign and return *AM 205-4-1*. The employee must state the amount of the payroll deduction (in accordance with the minimum deductions outlined in *Section V. Repayment Installments Through Payroll Deduction* below).

- C. **Failure to Respond.** If, after ten (10) business days from when the Agency notified the employee of an overpayment, CPD has not received a letter of protest, a signed installment election form, the uncashed erroneous paycheck, or an employee's personal check or money order for the net amount of the overpayment, CPD will proceed with recovery via payroll deduction (in accordance with *Section IV. Collection Process* below). Recovery in this circumstance will be made at the minimum deduction cited below until the overpayment is fully satisfied.

IV. COLLECTION PROCESS – TEMPORARY EMPLOYEES

- A. Overpayment is recoverable immediately upon notification. If the debt is not repaid upon receipt of notice, subsequent pay will be garnished until there is complete recovery of funds (in accordance with the minimum deductions outlined in *Section V. Repayment Installments Through Payroll Deduction* below). Agencies must obtain the employee's signature on a memo acknowledging the payroll deduction. An employee who fails to do so may be terminated.
 1. If the employee is terminated and an unpaid balance remains, the Department of Finance will issue the employee a "Miscellaneous Bill." If the bill is not paid, the Collections Division of the City Law Department will file for a judgment against the employee. If the Court finds in favor of the City, the employee's earnings from any subsequent employer will be garnished until the principal amount (plus court costs, legal fees, and interest) is paid in full.

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AM 205-4

*m**Employee Indebtedness***V. COLLECTION PROCESS – REGULAR EMPLOYEES****A. Debt Due to Overpayment**

1. Regular employees who have been overpaid by an amount of five percent (5%) or less (but not exceeding \$100) of their weekly or biweekly base salary or average regular earnings will have the overpayment deducted from a subsequent pay. CPD will notify an Agency when such action will be taken, and the Agency will inform the employee.

Employees who have been overpaid in excess of five percent (5%) or more than \$100 have four courses of action available to them:

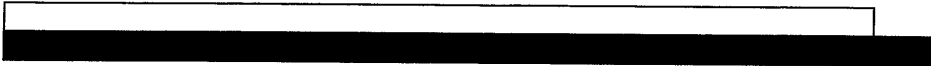
- a. They may return the erroneous check, and CPD staff will issue the appropriate replacement check (usually within one business day);
- b. They may reimburse the net amount of the overpayment by personal check or money order made payable to the Director of Finance;
- c. They may agree to the recovery of the gross overpayment in full by payroll deduction from their next pay; or
- d. They may agree to an installment repayment plan by payroll deduction (see *Section V. Repayment Installments Through Payroll Deduction* below).

If an overpayment exceeds \$1,000, recovery of all or a portion of the excess may be made by a "cash-in" of accrued vacation or personal leave days. Requests for such consideration must be made in writing by the employee to CPD, who will send the request to the Director of Finance or its designee will approve or disapprove such request.

Upon collection of overpayment, CPD staff will correct year-to-date records.

B. Debt Other than Overpayment

1. **Recovery of Insurance Premiums.** Employees who go on Leave Without Pay status are solely responsible for payment of their health insurance premium during that timeframe. Upon the employee's return, they have the opportunity to enroll in a payroll deduction plan in accordance with *Section V. Repayment Installments Through Payroll Deduction* below. If the employee does not voluntarily elect to enroll in the payroll deduction plan within two weeks of their return, a double deduction of the insurance premiums will occur until the debt is paid in full.



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AM 205-4

m

Employee Indebtedness

VI. REPAYMENT INSTALLMENTS THROUGH PAYROLL DEDUCTION

All repayments must be made within a 12 month period. In order to protect the City's interests, decrease the processing burden, and assist Agencies in controlling their operating budgets, CPD has set the following minimum amounts for payroll deductions:

1. Regular employees with annual base salaries of \$60,000 or more: \$100 per biweekly pay;
2. All other regular employees paid on a biweekly basis: \$50 per biweekly pay; and
3. Regular employees paid on a weekly basis: \$25 per week.

The Central Payroll Manager may approve other repayment plans in individual cases where, for example, the Agency and the employee can demonstrate extraordinary financial hardship caused by a minimum deduction as shown above.

VII. TRANSFERS AND SEPARATION

A. Employees Separating from the City

If an employee remains in debt to the City upon separation from the City, this Policy will follow *AM 205-7, Separation and Payment at Termination (AM 205-7)*, which states that "payment for leave will be withheld in an amount equal to the employee's indebtedness." If any unpaid balance still remains, the Department of Finance will issue a "Miscellaneous Bill" to the employee. If the employee does not pay the bill, the Collections Division of the City Law Department will file for a judgment against the employee. If the Court finds in favor of the City, the employee's earnings from any subsequent employer will be garnished until the principal amount (plus court costs, legal fees, and interest) is paid in full.

VIII. COMPLIANCE

Violation of this Policy may result in garnishment of wages, a collection process, or disciplinary action, including termination of employment.

IX. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.



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AM 205-4

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Employee Indebtedness

X. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

XI. RELATED POLICIES

- AM-205-4-1 Notification of Employee Indebtedness (Memo to the Employee)
- AM-205-4-2 Notification of Employee Indebtedness – Health Insurance Premium (Memo to the Employee)
- AM-205-7 Separation and Payment at Termination

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AM 205-4-1

m **Notification of Employee Indebtedness
(Memo to the Employee)**

FROM (Agency Representative): _____

TO (Employee): _____

DATE: _____

RE: **Employee Indebtedness**

Following consultation with the Central Payroll Division ("CPD"), we have determined that you owe _____ due to overpayment. Due to the nature of your employment and the type of debt owed, please see Section I: Repayment Option # ___ below for your available repayment options.

You have ten (10) business days to notify CPD in writing if you wish to contest the validity of the debt owed. You must provide an explanation and documentation to substantiate your claim.

Section I: Repayment Options

1) If you are a temporary employee:

In accordance with City policy, *AM-204-4 Employee Indebtedness*, the debt will be recovered by:

- Repayment of the net amount of \$ _____ by personal check payable to the Director of Finance.
- Recovery of the full amount from you next pay(s).

Please check the appropriate box above and sign Sections II and III to acknowledge this notification.

*a*

AM 205-4-1

m ***Notification of Employee Indebtedness***
(Memo to the Employee)

- 2) **If you are an employee who was overpaid by 5% or less (but not exceeding \$100) of your weekly/bi-weekly gross salary or average regular earnings:**

The following repayment options are available to you:

- Since your overpayment equals 5% or less (but not exceeding \$100) of your weekly/bi-weekly gross salary or average regular earnings, the overpayment will be deducted from your pay for a period ending _____.
- You may return the erroneous check, and the CPD staff will issue the appropriate replacement check (usually within one business day).
- You may reimburse the net amount (\$ _____) of the overpayment by personal check made payable to the Director of Finance.

Please sign Sections II and III to acknowledge this notification.

- 3) **If you are an employee who was overpaid by more than 5% or more than \$100 of your weekly/bi-weekly gross salary or average regular earnings:**

The following repayment options are available to you:

- You may return the erroneous check, and the CPD staff will issue the appropriate replacement check (usually within one business day).
- You may reimburse the net amount (\$ _____) of the overpayment by personal check made payable to the Director of Finance.
- You may agree to the recovery of the overpayment in full by payroll deduction from your next pay.
- You may request a repayment plan by payroll deduction – the minimum amount of the deduction is \$ _____.



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AM 205-4-1

m **Notification of Employee Indebtedness
(Memo to the Employee)**

"Cash-in" of accrued vacation or personal leave days (if overpayment exceeds \$1,000).

Please check the appropriate box above and sign Sections II and III to acknowledge this notification.

Section II: Acknowledgement

If, after ten (10) business days from when the Agency notified the employee of an overpayment, CPD has not received a letter of protest, a signed installment election form, the uncashed erroneous paycheck, or an employee's personal check or money order for the net amount of the overpayment, CPD will proceed with recovery via payroll deduction. Recovery in this circumstance will be made until the overpayment is fully satisfied.

Upon collection of overpayments, CPD staff will correct year-to-date records.

Employee's Signature: _____ **Date:** _____

Original to Employee
Employee's File
CPD Copy



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AM 205-4-1

*iii Notification of Employee Indebtedness
(Memo to the Employee)*

Section III: Installment Election Form

Employee's Name (Printed): _____

I have selected, by initialing my name, the option below for repayment of my overpayment:

___ **Option 1: Temporary Employee**

___ **Option 2: Employee – Overpayment by 5% or less (but not exceeding \$100)
of Weekly/Bi-Weekly Gross Salary or Average Regular Earnings**

___ **Option 3: Employee – Overpayment by more than 5% or more than \$100
(but not exceeding \$100) of Weekly/Bi-Weekly Gross Salary or Average
Regular Earnings**

I authorize the City of Baltimore ("City") to deduct a total of \$ _____ from my next
_____ payroll check(s), to repay an overpayment of salary that was received on _____,
for pay that was not due.

Employee's Signature: _____ Date: _____

Agency Representative: _____ Date: _____



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AM 205-4-2

m **Notification of Employee Indebtedness
Health Insurance Premium
(Memo to the Employee)**

FROM: Department of Human Resources - Employee Benefits Division ("EBD")

TO: (Employee): _____

DATE: _____

RE: Employee Indebtedness – Health Insurance Premium

Our records indicate that you owe a total of \$ _____ for your health insurance premiums while you were in out-of-pay status. Please see Section I: Repayment Options below for your available repayment options.

You have ten (10) business days to notify EBD in writing if you wish to contest the validity of the premium owed. You must provide an explanation and documentation to substantiate your claim.

Section I: Repayment Options

The following options are available to you for health insurance payment:

- Regular employees with annual base salaries of \$60,000 or more: **\$100 per pay cycle.**
- Regular employees with annual base salaries of \$60,000 or less: **\$50 per pay cycle.**
- Regular employees paid on a weekly basis: **\$25 per week.**
- Double deduction of the health insurance premium owed until debt is paid in full.



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AM 205-4-2

m **Notification of Employee Indebtedness
Health Insurance Premium
(Memo to the Employee)**

If you do not voluntarily elect to enroll in the payroll deduction plan and return this Memo to EBD within two weeks of your return, a double deduction of the insurance premiums will occur until the debt is paid in full.

Please check the appropriate box above and sign Sections II and III to acknowledge this notification.

Section II: Acknowledgement

If, after ten (10) business days from when the Agency notified the employee of an overpayment, EBD has not received a letter of protest, a signed installment election form, the uncashed erroneous paycheck, or an employee's personal check or money order for the net amount of the overpayment, EBD will proceed with recovery via payroll deduction. Recovery in this circumstance will be made until the owed premium is fully satisfied.

Employee's Signature: _____ **Date:** _____

Original to Employee
Employee's File
EBD Copy



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AM 205-4-2

m **Notification of Employee Indebtedness
Health Insurance Premium
(Memo to the Employee)**

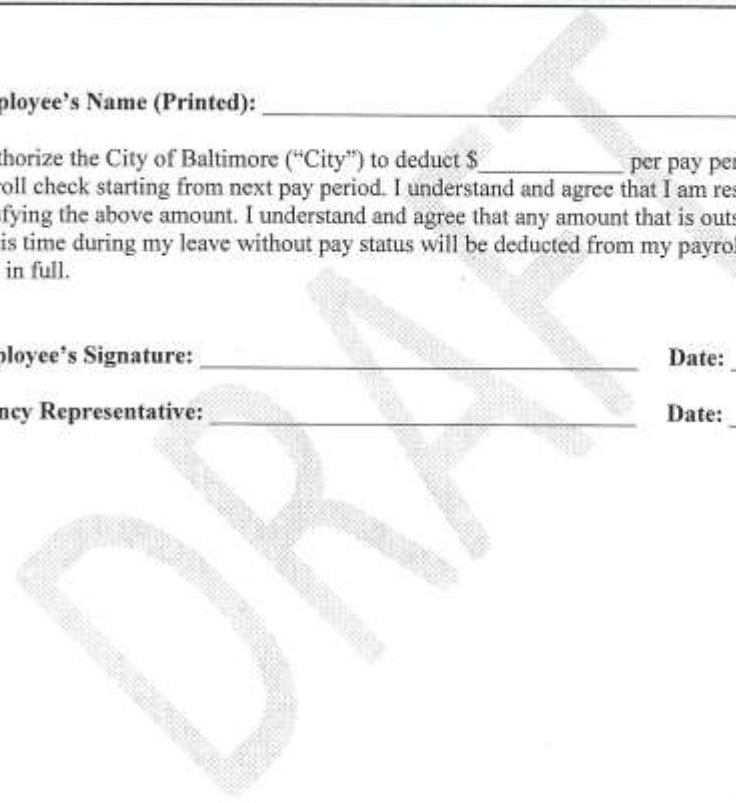
Section III: Installment Election Form

Employee's Name (Printed): _____

I authorize the City of Baltimore ("City") to deduct \$ _____ per pay period from my payroll check starting from next pay period. I understand and agree that I am responsible for satisfying the above amount. I understand and agree that any amount that is outstanding and due at this time during my leave without pay status will be deducted from my payroll check until it is paid in full.

Employee's Signature: _____ Date: _____

Agency Representative: _____ Date: _____



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AM 201-4

m***Employment Eligibility Verification***

The City of Baltimore ("City") is required by the Immigration Reform and Control Act of 1986 to verify the work eligibility of newly-hired employees by obtaining a completed Form I-9 Employment Eligibility Verification ("I-9 Form") for each employee hired on or after November 6, 1986. The City shall also ensure that the retention of all I-9 Forms and supplemental documentation is in accordance with this Policy.

I. PURPOSE

The purpose of this Policy is to permit the City to inspect and verify documentation which establishes both the identity and the employment authorization of every new employee. All new employees must submit a document or combination of documents to satisfy that they are authorized to work in the United States.

II. SCOPE

This Policy applies to all individuals working for the City and is compensated for their services, including full and part-time employees, temporary employees. This Policy may apply to unpaid employees if it is determined that they will receive something of value in exchanges for their labor or services. However, this Policy is not applicable to independent contractors and their employees, interns, or volunteers.

III. REQUIREMENTS**A. I-9 Form Completion**

Prospective employees are required to complete the employee portion of the I-9 Form and provide the document(s) verifying work eligibility the date the employee is hired. Prior to the hire date, a prospective employee may only be advised that an I-9 Form is to be completed and to provide documentation verifying work eligibility. To request this information during any portion of the application process can be perceived as discriminatory and may result in sanctions imposed upon the City.

B. Documentation Requirements

A list of acceptable document(s) for proof of work eligibility is available at <https://www.uscis.gov/i-9-central/acceptable-documents>. Only the employee shall designate which document(s) to submit. The Agency's Human Resources Office may not require a specific document among those listed, nor require additional documents for completing the form, beyond those which establish identity and work authorization.

IV. HIRE DATES**A. Employees Hired Prior to November 6, 1986**

Employees hired prior to November 6, 1986 are not required to complete an I-9 Form.


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AM 201-4

m ***Employment Eligibility Verification*****B. Employees Hired On or After November 6, 1986**

A new employee should provide the required document(s) at the time of hiring. If the employee is unable to comply with this requirement, the employee must be given three (3) business days to produce evidence, such as a receipt verifying application for a social security card or driver's license, to prove that the employee has applied for a specific document. The employee is responsible for producing the document within 90 calendar days of hire, or else they are subject to termination. However, on or before the commencement of employment, the employee must have indicated in Section 1 of the I-9 Form of their eligibility to work in the United States.

C. Rehired Employees

An employee who is rehired is required to complete a new I-9 Form, even if the employee was originally hired after Nov. 6, 1986.

D. Employment of Minors

Information regarding the employment of Minors can be found in *AM 201-5 Work Permit for Minor (AM 201-5)*.

V. PROCESSING DOCUMENTATION**A. Completed Documentation**

Prospective employees must complete an I-9 Form and provide all supplemental documents to the Agency's Human Resources Office. Supplemental documents are to be used for the purpose of establishing employment eligibility and are to be retained only with this form. Once documentation is complete and verified as correct by the Agency's Human Resources Office, the I-9 Form and supplemental documents shall be filed in accordance with this Policy and may not be placed in an employee's personnel file (See §VI. *Storage*).

B. Incomplete Documentation

If an employee is hired with incomplete documentation, the employee shall be given three (3) business days to present a receipt verifying the application for a specific document. Upon receipt of verification that an employee has applied for a specific document, the City may employ that individual for up to ninety (90) calendar days from the date of hire, without being in violation of the law. If the required documentation is not received by the Agency's Human Resources Office, a memorandum shall be issued by the Agency's Human Resources Office via mail to the employee stating that the documentation must be completed and forwarded to the Agency's Human Resources Office within ninety (90) calendar days of hire, or else the employee will be subject to termination.

C. Dated Documentation

If a work authorization expires, the I-9 Form must be updated so the employee may continue to work. The employee must either present a document that shows an extension of work eligibility, or a new grant-of-work authorization prior to the expiration date. The Agency's Human



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AM 201-4

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Employment Eligibility Verification

Resources Office will retain a list of affected employees and advise the Agency Head when the document(s) are due to expire. Without an extension of work eligibility, or a new grant-of-work authorization, the employees shall be terminated.

VI. STORAGE

Due to the sensitive information contained in I-9 Forms, the forms should be maintained separately from employee personnel files. Separating I-9 Forms from personnel records also allows for ease of access to information when an Agency receives an official request. Although forms may be maintained either by paper, microfilm/microfiche, or electronically, a hard-copy I-9 Form binder is the recommended form of retention by the Agency's Human Resources Office.

The I-9 Form and its supplemental documentation shall be retained in the Agency's Human Resources Office for at least three years. If an employee has worked for the City for more than three years, the employee's form shall be retained in the Agency's Human Resources Office for one year following separation from the City. Any I-9 Forms that have retention dates that have passed should be pulled and shredded.

VII. PROHIBITED CONDUCT

The City shall not discharge a current employee, refuse to appoint a new employee, or otherwise discriminate on the basis of foreign appearance, language, or name. Discrimination against an employee or applicant on the basis of national origin may result in sanctions due to violating Title VII of the Civil Rights Act of 1964. Individuals using fraudulent identification or employment eligibility documents for the purposes of satisfying the employment eligibility requirements will face imprisonment or receive a fine, or both, in addition to termination.

VIII. COMPLIANCE

Violation of this Policy may result in disciplinary action, up to and including termination of employment. In addition, failure to comply with an official request to audit I-9 Forms within an Agency will result in certain sanctions imposed on the City.

IX. AUTHORITY

This Policy was issued pursuant to AM 002-1 and 002-1-2 Administrative Manual wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

X. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.



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AM 201-4

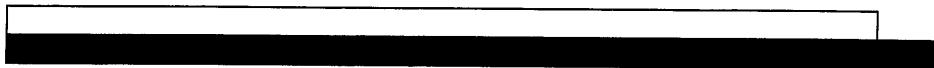
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Employment Eligibility Verification

XI. RELATED POLICIES

AM 201-5 Work Permit for Minor

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AM 201-5

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Work Permit for Minor

The City of Baltimore (“City”) periodically hires employees’ ages 14-17 and who require a valid work permit for employment purposes.

I. PURPOSE

The purpose of this policy is to adhere to the State requirements for maintaining a valid work permit for individuals ages 14-17.

II. SCOPE

This policy applies to all City employees and individuals involved in the City’s operations, including, but not limited to, full-time and part-time employees, probationary employees, as ages 14-17.

III. State of Maryland Requirements

It is a State of Maryland requirement that all individuals who are 14 -17 years of age have a valid work permit on file in the appropriate agency personnel office before any minor is employed by the City.

This Policy allows the minor to perform only the duties associated with the work described on the issued permit. If the minor employee transfers positions or undertakes new duties, a new work permit must be issued pertinent to the new duties.

IV. APPOINTING OFFICER RESPONSIBILITY

It is the responsibility of the prospective employee’s appointing officer to see that a valid work permit is on file prior to employment and upon change or transfer of positions. A minor cannot begin work without a valid work permit. Work permits may be found at <https://www.dlfr.state.md.us/labor/wages/empm.shtml>.

V. AUTHORITY

This Policy was issued pursuant to AM 002-1 and 002-1-2 *Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

VI. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City’s Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

VII. RELATED POLICIES

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AM 201-2

*m**Employee Personnel Files*

The City of Baltimore ("City") recognizes that the retention and maintenance of employee personnel files for all City employees is vital to the management decisions made by Agencies.

I. PURPOSE

The purpose of this Policy is to establish guidelines on the retention, maintenance and access to personnel files of City employees as a basis for personnel decisions regarding transfer, promotions, disciplinary actions, termination, demotions, training, attendance monitoring, benefits, leave, and other personnel matters.

II. SCOPE

This Policy applies to all employees and individuals involved in the City's operations, including, but not limited to, full-time and part-time employees, temporary employees, probationary employees, seasonal employees, and contractual employees.

III. TYPE OF FILES**A. Official Personnel File**

The Agency's Human Resources Office shall be the custodian of official personnel files, which are the property of the City. There shall only be one (1) official personnel file per employee. The City's decision on the use, maintenance, and dispersion of personnel files is final, subject to Federal, State, and Local laws and regulations. The Agency's Human Resources Office must limit the documents in the official personnel file to:

1. Employee application that resulted in the appointment, reappointment, promotion, transfer, or demotion;
2. Employment history, including personnel action documents affecting appointment, reappointment, promotion, transfer, demotion, salary change, or other personnel action;
3. Employee identifying information and emergency contact information;
4. Payroll withholding documents;
5. Documents submitted by the employee with the employee's application for employment or promotion to show that the employee has a degree, license, or certificate required for the current or desired job;
6. Performance evaluations for the last five (5) years;
7. Commendations; and
8. All disciplinary actions within the last three (3) years, excluding oral reprimands.


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AM 201-2

*m****Employee Personnel Files*****B. Supervisory File**

Supervisors within an Agency shall maintain a file for each employee they supervise that contains documents related to the employee. A supervisor may maintain a supervisory file in an electronic format. The supervisor may include in the file:

1. Copies of records contained in the department operating record;
2. Commendations and complaints from customers concerning the employee's job performance or conduct;
3. Notes made by the supervisor during a performance review or other counseling sessions with the employee;
4. Copies of the employee's completed work assignments, draft documents, or work in progress; and
5. Written communications between the employee and the supervisor concerning performance or conduct issues.

A supervisor may maintain informal notes regarding performance or other information about an employee under the supervision of that supervisor. Supervisory notes are not considered part of the employee's official personnel file and are not subject to review unless in the course of litigation against the City.

C. Medical File

Medical files shall be maintained in a separate file and are not part of an employee's personnel file. Medical files are confidential and must be maintained in a secure location within the Agency's Human Resources Office apart from other employee files.

D. EEO/OSHA Files

EEO and OSHA-related files shall be maintained in a separate file and are not part of an employee's personnel file.

IV. FILE RETENTION

Employee personnel files should be retained for at least three (3) years after the employee's separation. Arrangements should be made with the City Archivist to store records after the three (3) year retention date is passed. Documents may have different retention requirements. In cases where an employee personnel file contains reference documents for an EEO case, relevant documents should be retained for one (1) year from the final disposition of the charge or action for Title VII. Records of environmental monitoring of exposure to hazardous materials should be retained for three (3) years after exposure for the Occupational Safety and Health Act.

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AM 201-2

m***Employee Personnel Files*****V. CONFIDENTIALITY**

All employee files are confidential. Anyone handling employee files shall maintain confidentiality of the material at all times, including during the course of file transmission. Any disclosure of information maintained in the employee's personnel file must comply with the Privacy Act of 1974 and Public Information Act.

A. Privacy Act

According to the Privacy Act, information should be collected and used for a specific purpose only. Employees must have access to any personal files about them and be permitted to review and respond to any information in their files. To protect the Agency against libel and slander suits, the following are recommended:

1. Inform employees of the types and instances of disclosure;
2. Obtain authorization from the employee before disclosing any information not required by law; and
3. Refer only to the last performance evaluation for responding to reference checks and not disclose information of a subjective nature.

B. Public Information Act ("PIA")

Agencies may provide information on City employees upon receipt of a written inquiry. The inquiry must be written, identifying the employee, and contain precise information. The following information may be supplied as public information under the law:

1. Current and previous classifications;
2. Entry and all promotion dates;
3. Departments, Bureaus, and Divisions;
4. Types of Appointment; and
5. Dates of leaves of absence; or Salary, including merit increases.

The following information is not public information, and is therefore restricted:

1. Any information contained on an application, including address, telephone number, previous employment history, scholastic history, race, and sex;
2. Medical information;
3. Inter- or intra-agency memorandums, including returned certification and tickets;
4. Leave balances;
5. Payroll deductions;
6. Letters of reference or verification;
7. Performance appraisals;
8. Grievance history, including findings of hearings;
9. Letters, warnings, and commendations given to the employee;

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AM 201-2

*m****Employee Personnel Files***

10. Documents containing justification for personnel actions; and
 11. Financial disclosure information.

Request for restricted information must be made in writing with the reason for the request and any other required authorization. All restricted information may be given to an employee's supervisor providing the supervisor's position is verified. Requests for restricted information by an attorney or a union must be accompanied by a signed release. Restricted information not contained in an employee's personnel file will not be disclosed. Agencies must consult with the Law Department prior to fulfilling the PIA request.

C. Verification of Employment

All requests for verification of employment for current or former employees must be directed to the Agency's Human Resources Office. Information about former employees shall be limited to dates of employment and job classification. Responses to written requests should be communicated in writing.

VI. SOCIAL SECURITY IDENTIFICATION

Employee personnel files or data from personnel files is characteristically stored by social security number. The Federal Privacy Act places various restrictions on Federal, State, and Local Governments request for an employee's social security number. Any governmental Agency which asks disclosure of the social security number must:

- State whether the disclosure is mandatory or voluntary;
- State what law or authority gives approval to solicit; and
- How the number will be used.

VII. TRANSFERRING EMPLOYEE PERSONNEL FILES

The employee personnel file for an employee who is transferred or promoted to a position in another Agency must be given to the receiving Agency's Human Resources Office. All informational requests should be addressed to the employee's current Agency.

VIII. EMPLOYEE'S ACCESS TO PERSONNEL FILES

At the request of an employee or designee of the employee, the Agency's Human Resources Office must allow the employee or designees to review and/or receive a copy of the official personnel file, supervisory file, or medical file. If the employee is represented by their respective Union, the Union representative may also request to access the employee's personnel file. To review and/or receipt a copy of the official personnel file, supervisory file, or medical file, the employee or designee of the employee must schedule an appointment with the Agency's Human Resources Office.



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AM 201-2

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Employee Personnel Files

IX. COMPLIANCE

The Agency's Human Resources Office shall review the record periodically to assure compliance with this Policy. Violations of this Policy may result in disciplinary action, including termination of employment.

X. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

XI. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

XII. RELATED POLICIES

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AM 219-1

m *Tuition and Education Assistance*

The City of Baltimore ("City") encourages the professional development of employees through education and training, as well as by preparing employees for advancement. The City provides financial assistance to employees in order to improve the quality of City services, to assist employees in the performance of their jobs, and to prepare employees for promotional opportunities.

I. PURPOSE

The purpose of this Policy is to set forth guidelines which allow for City employees to receive reimbursement for qualified educational expenses that are job-related, or that are required in a job-related degree program, or that prepare an employee for a higher level position, or allow an employee to change careers within the City.

II. SCOPE

This Policy applies to regular full-time and part-time employees involved in the City's operations based on specific criteria in the applicable Memorandum of Understanding (MOU). Employees who are not represented by a union, but receive the benefits of a specific union, may also use that union's MOU. Employees serving their initial probationary period or any other required probationary period under City regulations are not eligible for tuition reimbursement.

III. REQUIREMENTS**A. General**

1. A job-related course is a course that meets any of the following requirements:
 - i. contributes toward enhanced performance in an employee's present position, for example by updating and improving knowledge and skills that will enable the employee to more effectively perform their duties
 - ii. aids an employee in qualifying for consideration for a higher level position within the City to which the employee may reasonably aspire and for which there is probable opportunity for advancement
 - iii. prepares an employee for a professional examination provided the professional certificate, license or registration granted by successful completion of the examination is required in the performance of the employee's current job or will significantly enhance that performance
 - iv. allows an employee to participate in non-degree, continuing education courses required to maintain a professional certification or license.
2. Educational expenses eligible for reimbursement is limited to the cost of tuition, expenses related to certification or licensure, administrative fees, and books required for the eligible job-related course of study. Administrative fees include registration, library, student activity or union fees, mandatory fees for accident insurance and health services and a one-time application fee for admission. Eligible educational expenses do not include late fees, or travel expenses.


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AM 219-1

m ***Tuition and Education Assistance***

3. An acceptable educational institution is a public or private secondary, vocational, trade, or business school; or a public or private college, university, professional school, or technical institution. It is required that the educational institution is accredited or recognized by some agency or governing body from within its general functional area or frame of reference. Professional associations may be acceptable educational institutions as providers of professional examinations and continuing education courses.
4. Employees interested in participating in this program must complete *AM 219-1-1 Tuition and Education Assistance Request Form (AM 219-1-1)*, prior to the commencement of any coursework for which the employee desires to be reimbursed.
5. Employees must sign the designated section of *AM 219-1-1*, which requires an individual to serve as a City employee for one (1) year after completion of any course where they received tuition reimbursement.

B. Higher Education

1. Employees are eligible for tuition reimbursement assistance for approved courses and certain administrative costs.
2. Employees must attain a minimum grade of "C" or higher, to be eligible for tuition reimbursement. Courses taken on a Pass/Fail basis are not eligible for tuition reimbursement.
3. The maximum number of allowable courses an employee may take per semester is four (4), with a maximum of ten (10) credits.
4. Courses may not be taken during the employee's regular working hours. Regular working hours are considered to be any approved shift period.

C. Professional Examination, Certification, or License

1. Employees are eligible for tuition reimbursement assistance for approved courses to prepare for professional examinations, certifications or licensure.
2. When grades are not given or a course of study taken is non-credit, a certificate or statement of successful completion from the school or organization must be submitted.
3. For courses which require an examination to receive certification, the employee must pass the necessary exam within three months after completion of the course to be considered for tuition reimbursement.

D. Continuing Education

1. Employees are eligible for tuition reimbursement assistance for approved courses required to maintain a professional certification.
2. A certificate or statement of successful completion from the school or organization must be submitted.

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AM 219-1

*m Tuition and Education Assistance***IV. FUNDING TUITION REIMBURSEMENT**

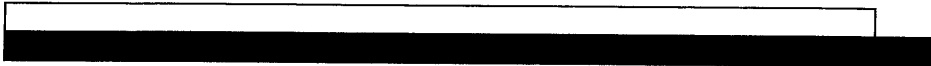
- A. Receipt of tuition reimbursement depends upon the availability of funds in the Agency's budget. If funds are not available in the requesting employee's Agency, the Department of Human Resources (DHR) will deny the request for tuition reimbursement.
- B. If an employee is approved for tuition reimbursement by their Agency and that employee voluntarily transfers to another City Agency before classes conclude, the employee's previous Agency is not obligated to reimburse the employee. The employee must seek funding approval from the new Agency.

VII. REQUESTING TUITION REIMBURSEMENT AND APPROVAL AUTHORITY

- A. Prior to registration, employees must complete and submit *AM 219-1-1* to their immediate supervisor.
- B. The immediate supervisor shall review the application, make a recommendation regarding approval and forward the application to the Agency Human Resources Practitioner.
- C. The Agency Human Resources Practitioner shall review the request for accuracy and completeness to include verification that the employee and the selected course of study are eligible for tuition reimbursement. The Agency Human Resources Practitioner shall make a recommendation regarding approval and forward the application to the Agency Head or Authorized Designee.
 - 1. The Agency Human Resources Practitioner may consult with the Department of Human Resources ("DHR") Classification Division in determining the job-related nature of a tuition reimbursement request.
- D. The Agency Head or Authorized Designee shall review the request for accuracy and completeness to include verification that funds are available. The Agency Head (or designee) shall approve or disapprove the request. If the request is disapproved, the employee will be notified of the reason(s).
- E. All requests for tuition reimbursement, whether approved or denied, must be forwarded to the Department of Human Resources ("DHR"). DHR reviews all tuition reimbursement forms for compliance with this policy and the applicable MOU.

IX. PAYMENT AUTHORIZATION

Within thirty (30) days of successful completion of course work or examination, the official transcript with the acceptable grades or other acceptable proof of completion and proof of payment are to be submitted to the Agency's Human Resources Practitioner for processing. The Agency must immediately process the tuition reimbursement request for payment upon



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AM 219-1

m ***Tuition and Education Assistance***

receipt of an employee's official transcript with the acceptable grades or other acceptable proof of completion and proof of tuition payment.

X. AUTHORITY

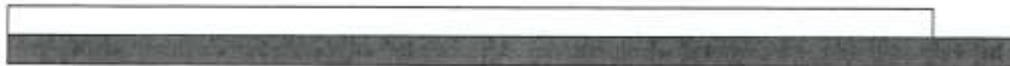
This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

XI. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

XII. RELATED POLICIES

- AM-219-1-1 Tuition and Education Assistance Request Form
- AM-303-1 Direct Payment Orders
- MOUs <http://labor-commissioner.baltimorecity.gov/contract-agreements>



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AM 219-1-1

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Tuition and Education Assistance Request Form

Employee Name: _____

Title: _____ Date: _____

Department/ Division: _____ Work Location: _____

Employee Status Full-Time Part-time/Temporary

Section I: To be completed by the Employee

TYPE OF EDUCATION ASSISTANCE: (SELECT ONLY ONE)

- GED / High School Diploma
- Associates Degree
- Master's Degree
- Other: _____
- Certification/Vocational
- Bachelor's Degree
- Doctoral Degree

TUITION ASSISTANCE CRITERIA:

- A requirement in a job related degree seeking program?
 - Preparing for higher lever duties or other career at COB?
 - Preparation for a job-related examination or certification?
- Please provide explanation of how request meets on or more of the criteria selected above:

COURSE INFORMATION:

Institution/ Organization	Title	Begin/End Dates	Credit Hours (if applicable)	Cost
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AM 219-1-1

m Tuition and Education Assistance Request Form

PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS

Certifications

- I certify that all information listed above is true and correct. I understand that any false or misleading information given in my application could result in the revocation of tuition assistance funds. _____ (Initial)
- I acknowledge having received a copy of the Tuition and Educational Assistance Policy and understand that I am responsible for compliance with the policies & procedures contained therein. _____ (Initial)
- I attest that I have read the procedures and guidelines of the Tuition and Educational Assistance Policy and understand that it is my responsibility to ask questions of the Human Resources Department if there is information that I do not fully understand. _____ (Initial)
- I understand the guidelines represent only current policies, procedures, regulations and benefits and that the City of Baltimore may make changes without prior notice. _____ (Initial)
- If I voluntarily or involuntarily separate from the City of Baltimore for any reason other than reduction of force within 12 month of receiving tuition assistance, I agree to repay any reimbursement paid to me during that 12 month period. _____ (Initial)
- I understand that if I fail to repay any amount owed, the City of Baltimore t may take legal action to obtain the reimbursement. _____ (Initial)

Signature of Employee

Print Name

Date

Forward to Your Immediate Supervisor for Additional Processing



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AM 219-1-1

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Tuition and Education Assistance Request Form

Section II: Approvals

To be completed by the Immediate Supervisor/Manager, Agency HR and Agency Head

Approve

Disapprove

Reasons: _____

Immediate Supervisor Signature

Date

Employee is eligible for tuition reimbursement.

Selected course of study is eligible for tuition reimbursement.

Agency HR

Date

Funding for this request is available

Approve

Disapprove

Reasons: _____

Immediate Supervisor Signature

Date


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AM 203-4

m **Reasonable Accommodations**

The City of Baltimore ("City") is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities. The City recognizes that individuals with disabilities may need reasonable accommodations to participate in or benefit from employment opportunities. In accordance with Federal, State and Local laws and *AM-204-18 Equal Employment Opportunity Policy*, the City will provide reasonable accommodations to qualified disabled employees and applicants, unless doing so would pose an undue hardship or a direct threat to safety.

I. PURPOSE

The purpose of this Policy is to set forth guidelines in making reasonable accommodation to qualified applicants and employees with disabilities.

II. SCOPE

This Policy applies to all employees involved in the City's operations, including, but not limited to, full-time and part-time employees, temporary employees, and applicants for positions within the City.

III. DEFINITIONS

- A. ADA Coordinator** – A Representative of an Agency responsible for handling disability-related accommodation requests.
- B. Essential Job Function** – The fundamental duties of the position or the primary reasons the position exists. Essential functions are such that they cannot be eliminated or substantially modified without changing the nature of the position. Essential functions do not include the marginal functions of the position.
- C. Reasonable Accommodation** – A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Reasonable accommodations may include but are not limited to:
- Making physical modifications to the worksite or furniture;
 - Modifying work schedules, granting leave, reassignment to a vacant position; or
 - Acquiring or modifying equipment software packages, or devices, adjusting or modifying examinations, training materials or policies, and providing interpreters or other assistive services.
- D. Undue Hardship** – An accommodation or action requiring significant difficulty or expense when considered in light of factors such as financial resources and the nature and structure of operations. Undue hardship also refers to an accommodation that is unduly extensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.
- E. Direct Threat to Safety** – A significant or substantial threat of harm that cannot be reduced or eliminated by a reasonable accommodation (e.g., someone who has uncontrolled seizures and operates heavy or sensitive equipment).


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AM 203-4

*m**Reasonable Accommodations***IV. RESPONSIBILITIES**

- A. Employees and applicants are responsible for requesting an accommodation under this Policy as further described in *Section V* below.
- B. Supervisors are responsible for promptly notifying the ADA Coordinator of an employee accommodation request brought to their attention. Additionally, a supervisor who discovers (or is made aware of) a possible need for an accommodation should immediately notify an ADA Coordinator.
 - i. Disability accommodations may not be approved or denied at the supervisor level.
 - ii. In all cases, supervisors must promptly request assistance from the Agency ADA Coordinator and work collaboratively to evaluate the employee's request.
- C. ADA Coordinators are responsible for engaging in the interactive process to determine whether an employee or applicant is eligible for an accommodation and to evaluate whether a workplace accommodation is feasible and/or appropriate.
- D. Employing Agencies are responsible to decide whether and to what extent an accommodation will be offered.

V. REQUESTING A WORKPLACE ACCOMMODATION**A. Applicants**

- 1. An Applicant request for accommodation during the hiring process may be made to the hiring supervisor, the Agency Human Resources Practitioner, or the Department of Human Resources.
- 2. All requests for accommodation in the hiring process must be referred to the Agency ADA Coordinator who will work collaboratively with hiring officials to determine whether an accommodation is feasible and/or appropriate.

B. Employees

- 1. An employee who has a disabling condition that affects their ability to perform an essential job function may request a reasonable accommodation. An initial request may be made verbally or in writing and should be directed to the Agency ADA Coordinator.
- 2. To enable the City to keep accurate records regarding requests for accommodations, an employee requesting the accommodation may confirm their request in writing by completing *AM 203-4-1 Request for an ADA Accommodation/Modification Form (AM 203-4-1)* and provide any necessary medical documentation.
 - i. If the employee elects not to use *AM 203-4-1* the employee and the medical provider must submit written documentation which substantially provides the same information as requested on the form.
- 3. An employee must meet with the ADA Coordinator who will facilitate the interactive process regarding the nature of the employee's disability, the extent of the limitations, and the range of possible accommodations. Failure to engage in the interactive process may result in the denial of the employee's accommodation request.

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AM 203-4

m***Reasonable Accommodations***

4. An employee is responsible for contacting the ADA Coordinator if a reasonable accommodation is not implemented in a timely and/or effective manner or when the employee's accommodation needs have changed.

VI. MEDICAL DOCUMENTATION AND EXAMINATION

- A. When a requesting employee's disability and/or accommodation needs are not obvious, the ADA Coordinator shall ask the employee to provide reasonable documentation from an appropriate health care provider that explains the disability and any functional limitations, as well as the type of accommodation(s) that may be required. Such information must be provided by the health care provider in writing. The request for documentation shall be narrow in scope and focus on the disabling condition that prompted the accommodation request.
- B. If medical documentation provided by an employee's health care provider is not sufficient to establish a qualifying disability or the need for accommodation, the ADA Coordinator should request clarification or additional information from the health care provider. If the employee's health care provider fails to correct any deficiencies in the employee's documentation, the City may require the employee to undergo a medical examination. Such evaluation shall be conducted at the City's expense and by a health care provider chosen by the City.
- C. The employee requesting accommodation is expected to work cooperatively with the ADA Coordinator to obtain the necessary medical documentation in a timely manner and must authorize his/her health care provider to communicate this information to the City. Failure to provide necessary medical documentation and information, or the refusal to undergo a medical examination when requested, may result in the denial of the employee's accommodation request.
- D. Agencies must seek approval from DHR before requiring a medical examination of an employee with regard to a reasonable accommodations request.

VII. THE INTERACTIVE PROCESS

- A. Requests for accommodations must be decided on a case-by-case basis because the nature and extent of a disabling condition and requirements of the position will vary. The principal test in selecting a particular type of accommodation is that of effectiveness, i.e., whether the accommodation will enable the person with a disability to perform the essential functions of the job.
- B. Once the ADA Coordinator receives *AM-203-4-1*, or other acceptable documentation, the ADA Coordinator will:
 1. Meet with the employee within five (5) business days to acknowledge the request and explain the processing of the request.
 2. Engage in the interactive process with the employee regarding the nature of the employee's disability, the essential functions of the particular position involved, and

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AM 203-4

m *Reasonable Accommodations*

- the precise job-related limitations; and offer suggestion for possible reasonable and effective accommodations.
3. Consult with the employee's supervisor or other appropriate Agency leadership regarding the request and the impact the requested accommodation will have on the operations of the Agency.
 4. Request clarification or additional information from the employee and the medical provider, if necessary, to confirm or fully understand the employee's disability, the employee's limitations or the appropriateness of the accommodations requested.
 5. Assess whether or not the employee's requested workplace accommodation is reasonable and recommend what, if any, accommodation is most appropriate for both the employee and the Agency.
- C. Although the employee will be consulted during the process, the Agency shall in its sole discretion decide whether and to what extent an accommodation will be offered. The Agency may approve the requested accommodation as presented by the employee, suggest one or more effective alternative accommodations, or deny the request if no reasonable accommodation can be identified. Accommodations that pose an undue hardship or a direct threat to safety will not be offered or permitted.
- D. An employee is not obligated to accept the accommodation offered, however, a decision to decline an accommodation may render the employee unqualified to remain in the position.
- E. Once a workplace accommodation is accepted, the employee's supervisor will work with the employee to make sure the accommodation will enable the employee to perform safely and effectively in the job.

VIII. CONFIDENTIALITY

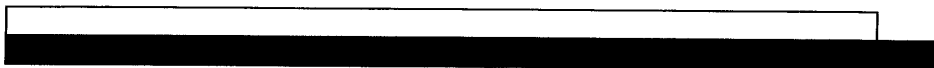
All medical information and documentation collected or received in accordance with this Policy, including ADA and FMLA documentation, shall be kept confidential, and medical records shall be maintained in separate medical files by the Agency's office. Such information shall be shared only with those having an official need to know.

IX. REQUESTS FOR RECONSIDERATION

Any questions that arise during the interactive process should be directed to the Agency's ADA Coordinator handling the accommodation request. Where an employee or applicant is dissatisfied with the resolution of a request, a request for reconsideration may be made to the Agency's Director of HR. In such cases, the Agency's Director of HR shall confer with the Director of DHR or his/her designee before responding to the request for reconsideration. The Director of DHR or his/her designee shall make the final determination for all requests for reconsideration.

X. NO RETALIATION

Retaliation against an individual with a disability for having requested an accommodation under this policy is strictly prohibited. Concerns about retaliation or discrimination on the



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AM 203-4

m **Reasonable Accommodations**

basis of disability should be promptly reported to the Agency's Equal Opportunity Compliance (EOC) Officer in accordance with *AM-204-18 Equal Employment Opportunity Policy*, Section IV.

XI. AUTHORITY

This Policy was issued pursuant to *AM 002-1* and *002-1-2 Administrative Manual* wherein the Department of Human Resources recommended changes to the Administrative Manual to the Board of Estimates for approval.

XII. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this Policy at any time. The City's Board of Estimates reserves the right to approve proposed policy revisions or eliminations as determined by the Department of Human Resources.

XIII. RELATED POLICIES

- AM 203-4-1 Request for an ADA Accommodation/Modification Form
- AM 203-2 Family and Medical Leave
- AM 204-14 Sick Leave
- AM 208-1 Leave of Absence Without Pay 30 Calendar Days or Less Overview



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AM 203-4-1

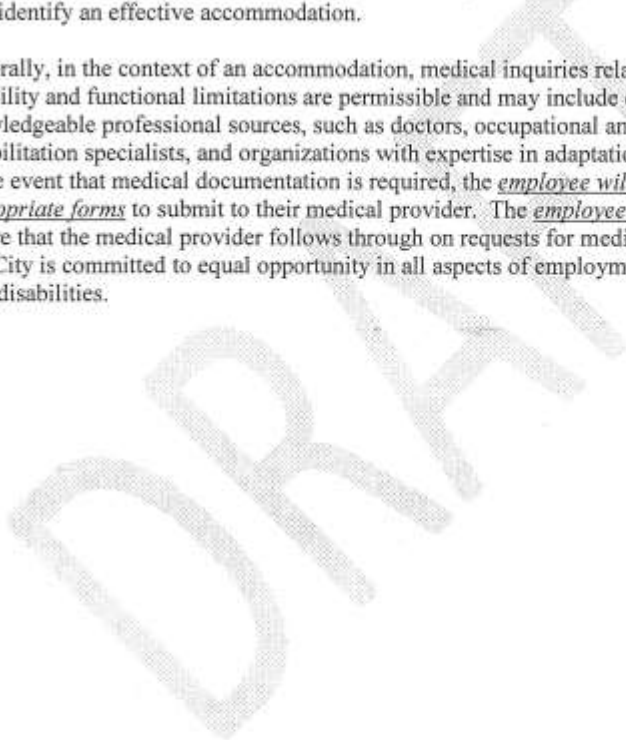
m Reasonable Accommodation Request Form

Reasonable Accommodation Request Form

INFORMATION PERTAINING TO MEDICAL DOCUMENTATION:

In the context of assessing an accommodation request, medical documentation may be needed. Medical documentation is often needed to determine if the employee has a disability covered by the ADA and is entitled to an accommodation (i.e., has a permanent disability, as distinguished from temporary disability, that substantially limits one or more major life activities, affects the employee's ability to perform essential job functions, and is of sufficient severity) and if so, to help identify an effective accommodation.

Generally, in the context of an accommodation, medical inquiries related to an employee's disability and functional limitations are permissible and may include consultations with knowledgeable professional sources, such as doctors, occupational and physical therapists, rehabilitation specialists, and organizations with expertise in adaptations for specific disabilities. In the event that medical documentation is required, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information. The City is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities.





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AM 203-4-1

iii Reasonable Accommodation Request Form

CONFIDENTIAL
City of Baltimore

Reasonable Accommodation Request Form - Employment

The purpose of this form is to assist the City of Baltimore ("City") in determining whether, or to what extent, a reasonable accommodation is required for an employee with a disability to perform one or more essential functions of their job safely and effectively. This form must be filed separately from the employee's personnel file and be treated confidentially.

Agency	Division/Unit
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SECTION I: Employee: To be completed by employee requesting accommodation.

Employee:	Telephone:
Address:	
Job Title:	Request Date:
Supervisor:	Telephone:
Agency Human Resources Practioner:	Telephone:

I give the City of Baltimore permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act of 1990, as amended (ADA). I understand that all information obtained during this process will be maintained and used in accordance with ADA and all legal and regulatory requirements as they pertain to medical and genetic information confidentiality.

Date Employee's Signature



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AM 203-4-1

m Reasonable Accommodation Request Form

Please answer the following questions to assist us in understanding the basis and nature of your request for a reasonable accommodation (attach additional sheets if necessary).

A. Indicate physical or mental limitation(s) and expected duration of limitation(s). (Attach additional pages if necessary.) It is not necessary to indicate a medical diagnosis or condition.

B. Explain how the disability/limitation affects the ability to perform one or more essential functions of the job:

C. What specific accommodation(s) are you requesting and how will this accommodation(s) assist you? (Attach additional pages if necessary):

D. Has a physician, vocational rehabilitation specialist, or other health professional recommended a specific accommodation? Yes ___; No ___;
If yes, please attach a copy of their recommendations.

E. Please provide any additional information that might be useful in processing your accommodation request:



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AM 203-4-1

III Reasonable Accommodation Request Form

**City of Baltimore
Request for Medical Information**

Directions: Please print neatly or type requested information.

Employee's Name: _____

The above named employee has requested a change to their job because of a mental or physical condition. Please assist us by answering the following questions related to the employee's condition and need for an accommodation.

1. I (Medical Provider's Name) _____ certify that (Name) _____ is being treated by my office for the condition described below:

2. Does the employee's condition prevent him/her from performing any of the essential duties, functions, physical requirements and/or activities listed on the attached Job Description and Functional Capacities Assessment form for the employee's position? If yes, please identify those duties, functions, physical requirements and/or activities that, in your opinion, the employee is unable to perform. (A completed Functional Capacities Assessment form and Job Description for the employee are attached to aid you in making this determination.)

3. For each duty, function, physical requirement and/or activity that you identify the employee is unable to perform, please state the medical reason that the employee is unable to perform those functions, duties and activities.

4. In your opinion, is the employee's medical condition temporary or permanent? If temporary, please state (if possible) the expected duration of the employee's inability to perform those functions, duties and activities identified above?



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AM 203-4-1

III Reasonable Accommodation Request Form

5. In your opinion, is the employee likely to experience injury, harm or aggravation of his/her medical condition by performing or attempting to perform the essential duties of his/her job? If so, to what degree? Please provide the medical basis for believing that this risk could occur.

6. Does the employee's medical condition present a significant risk of substantial harm to the employee and/or others?

7. Can the employee's condition be corrected and/or controlled through medication or treatment? If yes, explain?

8. Is the employee presently taking any medication, treatment, or other measures to correct and/or control his/her medical condition?

9. If yes, what effect, if any, does/would this medication, treatment or other measure have on the employee's ability to perform the essential duties of his/her job?

- 10. If you find that the employee has any condition:
 - a. That will adversely affect his/her ability to perform the essential functions of his job (#2);
 - b. That may be aggravated by his/her performance of or attempt to perform the essential duties of his/her job or that may lead to his/her injury or harm (#5); or
 - c. That presents a significant risk of substantial harm to the employee and/or others (#6),

please identify any accommodations which would enable the employee to perform the essential functions of his/her job without harm or injury to him/her, without aggravation of the impairment, or without presenting a significant risk of harm to the employee or others.



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AM 203-4-1

III Reasonable Accommodation Request Form

Printed Name of Certifying Medical Provider

License number #

Type of Practice

Address

Telephone Number

Signature

Date

DRAFT



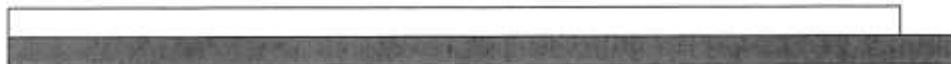
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AM 204-6

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Appearance as a Court Witness

ABOLISHED



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AM 204-16

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Changes to Recorded Leave

ABOLISHED

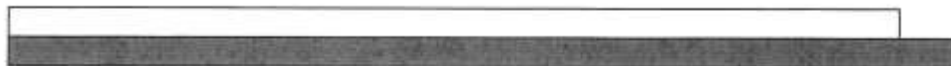


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AM 204-16-1

m *Completing a Bi-Weekly "Payroll Attendance Report"*

ABOLISHED



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AM 216-2

m

Death Benefits Chart

ABOLISHED



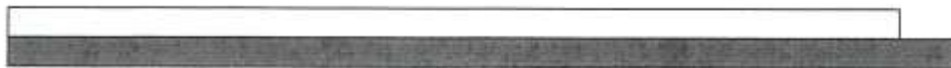
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AM 216-1

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Death Benefits

ABOLISHED



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AM 216-2-1

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Designation of Beneficiary Form

ABOLISHED



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AM 204-29

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Domestic Partner Benefits

ABOLISHED



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AM 205-4-1

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Employment Eligibility Verification

ABOLISHED



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AM 204-19

m *Municipal Employees Credit Union (MECU)*
Financial Counseling Service

ABOLISHED



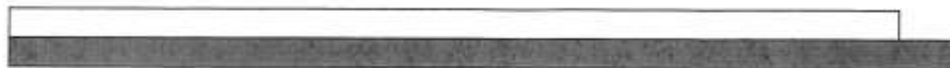
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AM 205-15-1

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Obtaining a Work Permit for Minor

ABOLISHED



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AM 204-27

m

*Optional Life and Accidental Death and
Dismemberment Plan*

ABOLISHED



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AM 232-1

m

Permanent Positions and Employees

ABOLISHED



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AM 205-4-5

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Preparing a "Change Notice"

ABOLISHED



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AM 205-4-2

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Preparing an "Entry Ticket"

ABOLISHED



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AM 204-24

m

Prescription Drug Plan

ABOLISHED



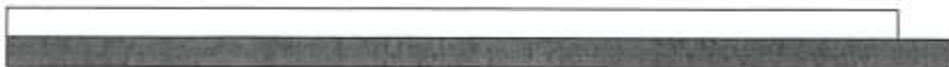
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AM 219-2

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Repayment of Tuition Reimbursement

ABOLISHED



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AM 204-26

m

Vision Benefit Plan

ABOLISHED

AGENDA

BOARD OF ESTIMATES

12/13/2017

Department of Planning - Ratify the Services and Approve
First Amendment to Agreement

ACTION REQUESTED OF B/E:

The Board is requested to ratify the First Amendment to the Agreement (Amendment) with the Baltimore Community Foundation, Inc. The Amendment extends the period of the agreement through December 31, 2018.

AMOUNT AND SOURCE OF FUNDS:

\$1,250,001.00 - 5000-594017-1875-123456-123456
2,620,000.00 - 6000-631318-1875-123456-123456
\$3,870,001.00

BACKGROUND/EXPLANATION:

On December 18, 2013, the Board approved the original agreement, through June 18, 2017, in the amount of \$13,684,163.00. This First Amendment will increase funding by \$3,870,001.00, making the total amount of the agreement \$17,554,164.00.

The Department was preparing the Amendment prior to the expiration date; however, it was necessary to finalize the FY17 Annual Report required by the Public Service Commission and due in October prior to completing the Amendment. After receipt of the FY17 Annual Report, the Public Service Commission completes a review and conducts a hearing which ended on November 1, 2017. Therefore, the Department can only now present the Amendment to the Board for ratification.

In the matter of the merger between Exelon Corporation and Constellation Energy Group Inc., the Maryland Public Service Commission (PSC) ordered that a \$113 million Customer Investment Fund be created for the entire territory of the Baltimore Gas & Electric Company to address the energy problems of low-income families and communities.

Department of Planning - cont'd

The City of Baltimore submitted a proposal called - CREATES (Coordinating Resources to Effectively Align and Transform Energy Services), which subsequently became the Baltimore Energy Initiative. In 2012, the Mayor's Office of Human Services, The Planning Department Office of Sustainability, the Department of Housing and Community Development, and The Department of Public Works under the Maryland Public Service Commission Order No. 85187 was awarded \$52,876,304.00 to implement the programs and projects outlined in the City's CREATES proposal.

Since 2009, the Planning Department's Office of Sustainability has partnered with the Baltimore Community Foundation and Civic Works to administer the nationally recognized and extremely successful Baltimore Energy Challenge program. The Baltimore Energy Challenge is Baltimore's trusted resources center for energy efficiency education and programming. The Baltimore Energy Challenge is woven into the CREATES program and budget as approved by the Public Service Commission at every level, and is an integral part of the program and the Public Service Commission award to the City.

Since 2013, and the Customer Investment Fund (CIF) award to the City, the Baltimore Energy Challenge has grown exponentially since its inception - comprising of Community Engagement, Energy Efficiency, Urban Heat Island, Weatherization Outreach and Education, and Energy Assistance Kits and training.

On November 9, 2016, the City of Baltimore submitted a proposal to the Maryland Public Service Commission in response to their Notice of Hearing - Customer Investment Fund, dated October 19, 2016. This proposal outlined the continuation of programs originally approved by the PSC in 2012.

The Maryland Public Service Commission's Order No. 87991 formally awarded the City of Baltimore an additional \$6,986,342.00 for the continuation of the Baltimore Energy Challenge, Energy Assistance, Baltimore Energy Challenge Energy Efficiency, Energy Efficiency Plus, and Retrofits and Upgrades and Urban Heat Island programs.

Department of Planning - cont'd

The Amendment to the Baltimore Community Foundation grant agreement is in alignment with the Maryland Public Service Commission orders, and allows for these programs to continue through FY18, and the required reporting and evaluation period through December 31, 2018, as outlined and ordered by the Public Service Commission, and to complete all necessary reporting and evaluation needs as required by the Public Service Commission.

This Amendment is late because of administrative delays, the need to finalize the FY17 annual report due to the Public Service Commission in October, and Public Service Commission approval of final dollar amounts, the ratification of this amendment was delayed.

MBE/WBE PARTICIPATION:

MWBOO granted a waiver on November 21, 2013.

MWBOO granted an additional waiver on August 15, 2017.

APPROVED FOR FUNDS BY FINANCE.

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

12/13/2017

PROPOSALS AND SPECIFICATIONS

1. Department of Public Works/Office of Engineering and Construction - SC 968, Urgent Needs:
Improvements to Baltimore City Sanitary Sewers in Various Locations - Part B
BIDS TO BE RECV'D: 01/10/2018
BIDS TO BE OPENED: 01/10/2018

2. Department of General Services - GS 16813, 2300 MD Ave Cornice Repair
BIDS TO BE RECV'D: 01/31/2018
BIDS TO BE OPENED: 01/31/2018

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED