

## MINUTES

REGULAR MEETING

Honorable Bernard C. "Jack" Young, President  
Honorable Catherine E. Pugh, Mayor  
Honorable Joan M. Pratt, Comptroller and Secretary  
Rudolph S. Chow, Director of Public Works - **ABSENT**  
Andre M. Davis, City Solicitor  
S. Dale Thompson, Deputy Director of Public Works  
Dana P. Moore, Deputy City Solicitor  
Bernice H. Taylor, Deputy Comptroller and Clerk

President: "Good morning. The July 25, 2018 meeting of the Board of Estimates is now called to order. In the interest of promoting the order and efficiencies of these hearings persons who are disruptive to the hearing will be asked to leave the hearing room everyone immediately. Meetings of the Board of Estimates are open to the public for the duration of the meeting. The hearing room must be vacated at the conclusion of the meeting, failure to comply may result and the charge of trespassing. I will direct the Board Members attention to the Memorandum from my office dated July -- July 23, 2018 identifying matters to be considered as routine agenda items together with any corrections and additions that have been noted by the Deputy Comptroller. I will entertain a Motion to approve all of the items contained on the routine agenda."

## MINUTES

City Solicitor: "Mr. President, I move approval of all the items on the routine agenda."

Comptroller: "Second."

President: "All of those in favor say AYE. All opposed, NAY. The Motion carries. The routine agenda has been adopted. Uh -- the Board will be in recess on August 1<sup>st</sup>."

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**MINUTES****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:

Blastech Enterprises, Inc.	\$81,630,000.00
Phoenix Contracting Services, Inc.	\$ 2,880,000.00

2. Prequalification of Architects and Engineers

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

Soil and Land Use Technology, Inc.	Engineer
Straughan Environmental, Inc.	Engineer

There being no objections, the Board, UPON MOTION duly made and seconded, approved the prequalification of contractors and architects and engineers for the listed firms.

**MINUTES**

Office of the City Council - Governmental/Charitable  
Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse a Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Kristerfer Burnett to solicit funds from private donations and various types of sponsorship to benefit a Back-To-School Supply Drive. The period of the campaign will be effective upon Board approval through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

Donations will be solicited from business and civic leaders, the church community, and the general population. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as all other potential donors.

Mr. Burnett's office seeks to open an account with the Baltimore City Foundation, to facilitate the solicitation, receipt and disbursement of charitable resources to benefit the children of the Baltimore City 8<sup>th</sup> Councilmatic District. The Office plans on reaching out to the businesses, non-profits and the civic leadership of Baltimore City, in order to purchase school supplies for children in need. It is expected that the Office will raise between \$5,000.00 and \$50,000.00 in funds.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled

## MINUTES

Office of the City Council - cont'd

donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Some of the residents in the 8<sup>th</sup> District communities have severe financial hardships that make going back to school stressful for parents of Baltimore City youth. Our office would like to remove some of the burdens these families feel, by providing book bags, school supplies (pens, pencils, paper, notebooks, etc.) to their children at no cost. Our Back-To-School event, as envisioned, would be a celebration of the 8<sup>th</sup> District communities, an opportunity for community residents to interact with local elected officials, community leaders, as well as the fire and police departments. Those in need would be able to collect a backpack filled with school supplies for their children to be fully prepared on the first day of school.

In order to ensure success, the Office would like to reach out to the business community, to secure funding so that the Office can make mass purchases of school supplies to be distributed at schools in the 8<sup>th</sup> District, in addition to supplies collected via church and community supply drives.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board or its designee.

## MINUTES

Office of the City Council - cont'd

UPON MOTION duly made and seconded, the Board endorsed the Governmental/Charitable Application for submission to the Board of Ethics of Baltimore City to allow Mr. Kristerfer Burnett to solicit funds from private donations and various types of sponsorship to benefit a Back-To-School Supply Drive. The President **ABSTAINED**.

**MINUTES**

Department of Real Estate - 2<sup>nd</sup> Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the 2<sup>nd</sup> Amendment to Lease Agreement (2<sup>nd</sup> Amendment) with Rosser, LLC, Landlord, for the rental of a portion of the building known as 201 E. Baltimore Street, being on floors 1, 2, 3, 4, and 5, consisting of approximately 40,332 sq. ft. The 2<sup>nd</sup> Amendment will extend the period of the lease through August 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annually</u>	<u>Monthly Installments</u>
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\$720,555.03	\$60,046.25
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Account: 1001-000000-1601-172500-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used by the Department of Human Resources.

The original period of the Lease Agreement dated May 3, 2006 was for ten years and seven days, for the period of April 24, 2006 through April 30, 2016.

The lease was amended April 27, 2016 for an extension of two years, May 1, 2016 through April 30, 2018.

This 2<sup>nd</sup> Amendment to Lease Agreement will extend the lease period for four months, for the period of May 1, 2018 through August 30, 2018.

**MINUTES**

Department of Real Estate - cont'd

All other rentals, provisions, conditions and terms of the original Lease Agreement on May 3, 2006 and amended April 24, 2016 will remain in full force and effect.

The Space Utilization Committee approved this 2<sup>nd</sup> Amendment to Lease Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 2<sup>nd</sup> Amendment to Lease Agreement with Rosser, LLC, Landlord, for the rental of a portion of the building known as 201 E. Baltimore Street, being on floors 1, 2, 3, 4, and 5, consisting of approximately 40,332 sq. ft.



**MINUTES**

Department of Real Estate - 2<sup>nd</sup> Amendment to Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the 2<sup>nd</sup> Amendment to Lease Agreement with Mondawmin Business Trust, Landlord, for the rental of a portion of the building known as Mondawmin Retail Center, located in the shopping center generally known as Mondawmin Mall, 1200 Mondawmin Mall Concourse, 2401 Liberty Heights Avenue, being on the 3<sup>rd</sup> floor, consisting of approximately 10,283 square feet. The period of the 2<sup>nd</sup> Amendment to Lease Agreement is July 1, 2018 through June 30, 2020, with the option to renew for two additional two-year periods.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annually</u>	<u>Monthly Installments</u>
\$230,304.87	\$19,192.75 - July 1, 2018 - June 30, 2020
\$234,910.07	\$19,575.91 - July 1, 2020 - June 30, 2020
\$239,609.19	\$19,967.43 - July 1, 2022 - June 30, 2024

Account: 5000-504819-6396-459405-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used by the Mayor's Office of Employment Development.

The original term of the Lease Agreement dated April 1, 2009 was for July 1, 2008 through June 30, 2013.

The 1<sup>st</sup> Amendment to Lease Agreement dated June 26, 2013 extended the lease period for an additional five year period, from July 1, 2013 through June 30, 2018.

This 2<sup>nd</sup> Amendment to Lease Agreement will extend the lease term for two years, from July 1, 2018 through June 30, 2020, with the option to renew for two additional two-year periods, if exercised.

**MINUTES**

Department of Real Estate - cont'd

All other rentals, provisions, conditions and terms of the original Lease Agreement dated April 1, 2009 and amended June 26, 2013 will remain in full force and effect.

The Space Utilization Committee approved this 2<sup>nd</sup> Amendment to Lease Agreement on June 26, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 2<sup>nd</sup> Amendment to Lease Agreement with Mondawmin Business Trust, Landlord, for the rental of a portion of the building known as Mondawmin Retail Center, located in the shopping center generally known as Mondawmin Mall, 1200 Mondawmin Mall Concourse, 2401 Liberty Heights Avenue, being on the 3rd floor, consisting of approximately 10,283 square feet.

**MINUTES**

Department of Real Estate - License Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a License (Agreement) with Baltimore Brothers, Inc. (Grantee), for the right to enter upon and use the premises known as Hilton Recreation Center, located at 2950 Phelps Lane. The period of the Agreement will be effective upon Board approval for one year with an automatic renewal option for two one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

One-time license fee of one (\$1.00) dollar, if demanded.

**BACKGROUND/EXPLANATION:**

The Mayor's Office of African American Male Engagement began operations in February 2018. The Mayor created this office to support and expand mentoring and other services aimed at helping African American boys and men avoid falling prey to crime and violence. Baltimore Brother's Inc., as a partner with the Mayor's Office, is poised to further the Mayor's initiative by focusing on high risk African American boys and men from age 13 to adult. The organization conducts mediation services in an effort to deter gang related crime and violence, and it fosters community partnerships in an effort to offer adult literacy/GED services, study skills, job training (trade skills), Responsible Fathers, Re-entry programs and Expungement Fairs.

The Grantee will use the premises to conduct its mediation services and to meet with individuals and groups in furtherance of its community efforts. The Grantee will utilize the premises Monday through Saturday 9:00 a.m. to 9:00 p.m. In the event of an emergency, Grantee will use its best efforts to notify the Grantor of the need to use the premises outside of the above permitted usage.

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Department of Real Estate - cont'd

The Grantee shall keep sidewalks and parking lot reasonably clear of ice, snow and debris. Additionally, the Grantee is responsible for daily upkeep of the building including the general cleaning, maintenance and minor repairs. The License Agreement was approved by the Space Utilization Committee on July 10, 2018.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the License with Baltimore Brothers, Inc., for the right to enter upon and use the premises known as Hilton Recreation Center, located at 2950 Phelps Lane.

**MINUTES**

Department of Real Estate - Interdepartmental Lease  
Agreement Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal option of the Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of Health, Tenant for the rental of a portion of the property known as 621 N. Eden Street, Baltimore Maryland, being on the second floor and consisting of approximately 6,547 square feet. The period of the renewal is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$48,552.72 - 4000-423219-3080-294100-603013  
(Payable in equal quarterly installments of \$12,138.18)

**BACKGROUND/EXPLANATION:**

On December 12, 2012 the Board approved the Interdepartmental Lease Agreement between the Department of General Services, and the Department of Health. The leased premises are used for administrative and clinical offices of the Department of Health's Woman, Infant and Children Program (WIC). The agreement was for five years, commencing July 1, 2012 and terminating June 30, 2017, with the option to renew for an additional five (5) one year periods. The first renewal was approved on July 19, 2017. This second renewal commences on July 1, 2018 and terminates on June 30, 2019. All other rentals, conditions and provisions of the Interdepartmental Lease Agreement dated December 12, 2012 will remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved the renewal option of the Interdepartmental Lease Agreement between the Department of General Services, Landlord and the Department of

**MINUTES**

Department of Real Estate - cont'd

Health, Tenant for the rental of a portion of the property known as 621 N. Eden Street, Baltimore Maryland, being on the second floor and consisting of approximately 6,547 square feet.

**MINUTES**

Department of Real Estate - 3<sup>rd</sup> Renewal of Inter-Departmental  
Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the 3<sup>rd</sup> Renewal of Inter-Departmental Lease Agreement between Department of General Services, Landlord, and the Baltimore City Health Department, Tenant, for the rental of the property known as the Druid Health District Building at 1515 W. North Avenue consisting of approximately 34,538 square feet. The period of the 3<sup>rd</sup> Renewal of the Inter-Departmental Lease Agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annually</u>	<u>Monthly Installments</u>
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\$363,028.00	\$30,252.34
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Account: 1001-000000-3030-271200-603096

**BACKGROUND/EXPLANATION:**

On September 9, 2015, the Board approved the Inter-Departmental Lease Agreement between the Landlord and the Tenant. The period of the lease was for one year, from July 1, 2015 through June 30, 2016 with the option to renew for five one-year periods.

The first renewal, from July 1, 2016 through June 30, 2017 was approved by the Board on June 22, 2016.

The second renewal, from July 1, 2017 through June 30, 2018 was approved by the Board on July 26, 2017.

The Tenant is exercising their third renewal option, from July 1, 2018 through June 30, 2019.

The leased premises is used by the Baltimore City Health Department for clinical facilities.

**MINUTES**

Department of Real Estate - cont'd

All other terms and conditions of the Inter-Departmental Lease Agreement dated September 9, 2015 remain in full force and effect.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the 3<sup>rd</sup> Renewal of Inter-Departmental Lease Agreement between Department of General Services, Landlord, and the Baltimore City Health Department, Tenant, for the rental of the property known as the Druid Health District Building at 1515 W. North Avenue consisting of approximately 34,538 square feet.



**MINUTES**

Department of Transportation - Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and acceptance of revenue from UA Locust Point Holdings, LLC for the operation of a Water Taxi Point-to-Point Service. The period of the agreement is February 2014 through July 19, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$409,673.33.00 - 6000-617418-2303-248700-406001

**BACKGROUND/EXPLANATION:**

On January 25, 2012, the Board approved a Funding Agreement with UA Locust Point Holdings, LLC, which permitted continuance of Water Taxi Point-to-Point service along the Maritime Park and Canton routes for UA employees and tenants who commute to Locust Point from the Fells Point and Canton neighborhoods. In exchange for the water borne services UA paid an agreed upon annual amount for the one term agreement. The original Funding Agreement expired February 28, 2013.

On May 15, 2013, the Board approved Amendment No.1, permitting a one year time extension that resulted in an expiration date of February 28, 2014, and also provided for an increased payment amount from UA. Water Taxi services continued during the 2-15-2018 calendar year, therefore, the Department desires the Board's approval to accept payment for services rendered from February 2014 -July 19, 2018.

This MOU is late due to staff changes, we inadvertently failed to renew the contract.

**MBE/WBE PARTICIPATION:**

N/A

**AUDITS REVIEWED AND HAD NO OBJECTION.**

MINUTES

Department of Transportation - cont'd

UPON MOTION duly made and seconded, the Board approved and accepted revenue from UA Locust Point Holdings, LLC for the operation of a Water Taxi Point-to-Point Service.

**MINUTES**

Department of Transportation - Funding Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Funding Agreement with UA Locust Point Holdings, LLC in connection with Commuter Point-to-Point Water Taxi Services. The period of the Agreement is effective upon Board approval for five years with the option to renew for up to two one-year periods.

**AMOUNT OF MONEY AND SOURCE:**

\$575,000.00 - 6000-617419-2303-248700-406001

**BACKGROUND/EXPLANATION:**

On August 17, 2016, the City entered into a Wharfage Agreement with Harbor Boating to provide commuter point-to-point water tax service. The City previously entered into a Funding Agreement with Locust Point Holdings, LLC to partially fund the commuter point-to-point water taxi service. The Funding Agreement expired on February 28, 2014. This Funding Agreement expired due to staff changes. The DOT inadvertently failed to renew the agreement. The DOT and Locust Point Holdings, LLC desire to enter into a new agreement for the continued partial funding of a Commuter Point-to-Point Water Taxi Service. The term of this agreement began on January 25, 2012, and ended on February 28, 2013, with up to two one year option periods.

DOT in conjunction with Harbor Boating, Inc., the contractual operator, operates three Commuter Water Taxi Point-to-Point Services consisting of: (1) the Maritime Park Route (Between Frederick Douglas/Isaac Myers Maritime Park and Tide Point), (2) the Canton Route (between Canton Waterfront Park and Tide Point), and (3) the Harbor View Route (currently between Harbor East and Rusty Scupper Restaurant) operations will continue at these locations for the Commuter Point-to-Point Water Taxi Service.

**MINUTES**

Department of Transportation - cont'd

The commuter Point-to-Point Water Taxi Services will continue to be provided to and for the benefit of UA Locust Point Holdings, LLC, its employees, and tenants. The funding agreement provides that UA Locust Point Holding, LLC will pay the City \$575,000.00.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Funding Agreement with UA Locust Point Holdings, LLC in connection with Commuter Point-to-Point Water Taxi Services.

**MINUTES**

Department of Transportation - Internship Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Internship Agreement with (BCDOT) and Morgan State University. The period of the Agreement is August 1, 2018 through August 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$75,600.00 - 1001-000000-2301-248800-603026

**BACKGROUND/EXPLANATION:**

The program is designed to provide a well-rounded educational and practical experience for students enrolled in the undergraduate and graduate programs in Morgan State University's School of Engineering including the Department of Transportation and Urban infrastructure Studies (TUIS). The students will be involved in meaningful and productive work experiences, giving them a good opportunity to investigate the possibility of full-time employment upon completion of their work at the BCDOT. The Morgan State University will define the activities of the interns and provide adequate supervision in order to ensure mutually beneficial experiences both for BCDOT and the interns.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Internship Agreement with (BCDOT) and Morgan State University.

## MINUTES

Department of Transportation - Developers' Agreements

The Board is requested to approve and authorize execution of the various Developers' Agreements.

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
1. <b>9 EAST MOUNT ROYAL, LLC</b>	<b>1538</b>	<b>\$ 26,470.00</b>

The Developer would like to install new water services to its proposed new building located at 9 East Mount Royal Avenue Baltimore, MD 21201. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$26,470.00 has been issued 9 East Mount Royal, LLC which assumes 100% of the financial responsibility.

2. <b>SOHA UNION, LLC.</b>	<b>1485</b>	<b>\$111,710.00</b>
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SOHA Union, LLC. would like to install new water services, storm drain, road, and sidewalk improvements to its proposed new building located at 4801 Harford Road, Baltimore, MD. This agreement will allow the organization to do its own installation in accordance with Baltimore City standards.

A Performance Bond in the amount of \$111,710.00 has been issued to SOHA Union, LLC, which assumes 100% of the financial responsibility.

3. <b>PHASE 3, LLC</b>	<b>1563</b>	<b>\$ 18,803.00</b>
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Phase 3, LLC is in the process of constructing a new building at 6575 Eastern Avenue. This agreement will allow the developer to install new utilities to their building and to do its own installation in accordance with Baltimore City Standards.

A Letter of Credit in the amount of \$18,803.00 has been issued to Phase 3, LLC, which assumes 100% of the financial responsibility.

## MINUTES

Department of Transportation - cont'd

<u>DEVELOPER</u>	<u>NO.</u>	<u>AMOUNT</u>
4. 1100 CHARLES LLC	1567	\$164,000.00

1100 Charles LLC, would like to install new utility services to their new building located at 1100 South Charles Street, Baltimore, Maryland. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$164,000.00 has been issued to 1100 Charles LLC, which assumes 100% of the financial responsibility.

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

City funds will not be utilized for the projects. Therefore, MBE/WBE participation is not applicable.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Developers' Agreements.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Gospel Church in Action, Inc.	1014-1016 N. Carrollton Ave.	L/H	\$ 63,617.00
2. Tyrone P. Lee	2037 Ellsworth Street	L/H	\$ 20,800.00
3. Ground Rents. LLC	1723 W. Lafayette Street	G/R \$96.00	\$ 880.00
4. Horace J. Miller and Audrey A. Miller	2516 E. Biddle Street	L/H	\$ 20,520.00
Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.			
5. Hedley A. Clark, Personal Representative of the Estate of John M. Kopper	302 N. Carlton Street	G/R \$24.00	\$ 160.00
Hedley A. Clark, Personal Representative of the Estate of John M. Kopper	304 N. Carlton Street	G/R \$24.00	\$ 160.00
6. Marlon Adrian Hamilton Shird	309 N. Carrollton Avenue	F/S	\$110,000.00
Funds are available in account no. 9910-908044-9588-900000-704040, Poppleton Project, Phase 4.			



## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development - Options - cont'd</u>			
7. Claude L. Williams	3122 Woodland	L/H	\$ 18,500.00
	Avenue		
8. Alice P. Sidbury	3006 Woodland	L/H	\$ 28,500.00
	Avenue		

Funds are available in account no. 9910-903183-9588-90000-704040.

9. Oswald Young	2230 Druid Hill	L/H	\$ 73,884.00
	Avenue		

Funds are available in account no. 9910-908636-9588-900000-704040, Druid Hill 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 property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

Dept. of Housing and Community Development - Condemnations

10. Gerald Kinchen	1611 E. Federal	L/H	\$ 17,520.00
	Street		
11. Edward Linwood Jackson	1200 Mosher Street	L/H	\$ 16,300.00

Funds are available in account no. 9910-908636-9588-900000-704040, FY 17 CORE Demo Project.

## MINUTES

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u> - cont'd			
12. The F & H	531 Robert Street	G/R	\$ 400.00
	Holding Co., Inc.		\$60.00

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

DHCD - Condemnations or Redemption/Extinguishments

13. Alvin Pomerantz (Deceased) and Pearl Jean Pomerantz (Deceased)	1004 Sarah Ann Street	G/R \$18.00	\$ 120.00
14. Arno Company	1036 Sarah Ann Street	G/R \$33.00	\$ 220.00

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

15. Christina S. Kraft	2008 E. Chase Street	G/R \$36.00	\$ 300.00
16. Christina S. Kraft	2012 E. Chase Street	G/R \$36.00	\$ 300.00
17. Christina S. Kraft	2014 E. Chase Street	G/R \$36.00	\$ 300.00
18. Christina S. Kraft	2016 E. Chase Street	G/R \$36.00	\$ 300.00

Funds are available in account no. 9910-909431-9588-900000-704040.

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OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Condemnations or Redemption/Extinguishments - cont'd

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 to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Options, Condemnations, and Condemnations or Redemption/Extinguishments.

**MINUTES**

Mayor's Office of Employment - Inter-Governmental Agreement  
Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Intergovernmental (Agreement) with the Maryland State Department of Public Safety and Correctional Services (DPSCS), Division of Parole and Probation. The period of the Agreement is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$500,000.00 - 5000-504819-6396-483200-405001

**BACKGROUND/EXPLANATION:**

The Baltimore City Re-Entry Center, operated by the Mayor's Office of Employment Development, is an innovative program that offers comprehensive services essential to successful ex-offender re-entry. The Grant funds will support services provided at the Re-entry Center or through its referral network which include: linkages to housing, securing state issued identification cards assistance with addressing child support arrearages, occupational skills training, education and job placement.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Intergovernmental with the Maryland State Department of Public Safety and Correctional Services, Division of Parole and Probation.

MINUTES

PERSONNEL MATTERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

all of the Personnel matters

listed on the following pages:

3111 - 3130

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department

as to form and legal sufficiency.

## MINUTES

PERSONNELBaltimore City Circuit Court1. Upgrade the following non-civil classification:

Classification: Administrator Courts

Job Code: 00850

From: Grade: 939 (\$83,742.00 - \$138,006.00)

To: Grade: 960 (\$94,246.00 - \$155,448.00)

Costs: \$23,580.00 - 1001-000000-1100-109500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

2. Upgrade the following non-civil classification:

Classification: Deputy Administrator Courts

Job Code: 00848

From Grade: 936 (\$79,152.00 - \$126,582.00)

To Grade: 939 (\$83,742.00-\$138,006.00)

Costs: \$22,866.00 - 1001-000000-1100-109500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

3. Reclassify the following non-civil classification:

Position No.:10295

From: System Analyst

Job Code: 00890

Grade: 927 (\$63,240.00 - \$101,184.00)

## MINUTES

PERSONNELBaltimore City Circuit Court - cont'd

To: Agency IT Associate  
Job Code: 10257  
Grade: 907 (\$55,284.00 - \$88,536.00)

Savings: (\$7,738.00) - 1001-000000-1100-110000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Audits4. Reclassify the following vacant position:

Positon No.: 10149

From: Auditor II  
Job Code: 34111  
Grade: 927 (\$63,240.00 - \$101,184.00)

To: Operations Assistant II  
Job Code: 31105  
Grade: 903 (\$44,268.00 - \$70,788.00)

No costs are associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELDepartment of Communication Services - MTE5. Classify the following vacant positions:Positon No.: 49912

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)

To: Fiscal Officer  
Job Code: 34424  
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$80,084.00 - 2039-000000-1330-158400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

6. Reclassify the following vacant position:

From: Agency IT Associate  
Job Code: 33146  
Grade: 907 (\$55,284.00 - \$88,536.00)  
Positon No.: 47982

To: Agency IT Specialist II  
Job Code: 33147  
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$7,956.00 - 2039-000000-1330-158400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.



## MINUTES

PERSONNELDepartment of Finance7. a. Correct the following job code:

Classification: License Inspector II (Collections)

From: 08006

To: 42999

Grade: 083 (\$35,683.00 - \$42,436.00)

b. Reclassify the following position:

Position No.: 12488

From: License Inspector (Collections)

Job Code: 42998

Grade: 081 (\$33,372.00 - \$39,536.00)

To: License Inspector II (Collections)

Job Code: 42999

Grade: 083 (\$35,683.00 - \$42,436.00)

Costs: \$2,900.00 - 1001-000000-1480-619000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

On June 27, 2018, the Board approved the creation of the above class and the reclassification of the above position. Due to administrative error, the class was created with the incorrect job code.

## MINUTES

PERSONNELBaltimore City Fire Department8. Reclassify the following vacant position:Position No.:12690

From: Fire Captain EMS Paramedic  
Job Code: 41242  
From Grade: 380 (\$69,215.00 - \$84,135.00)

To: Fire Lieutenant EMS Paramedic  
Job Code: 41241  
Grade: 376 (\$62,371.00 - \$79,943.00)

Savings: (13,747.00) - 1001-000000-3191-308700-601061

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

9. Adjust the salary grade for the following classification:

Classification: Deputy Fire Chief  
Job Code: 10213  
From Grade: 84F (\$142,007.00)  
To Grade: 84F (\$144,845.00)

Classification: Assistant Fire Chief  
Job Code: 10214  
From Grade: 85F (\$154,355.00)  
To Grade: 85F (\$157,440.00)

Classification: Fire Commander  
Job Code: 00110  
From Grade: 80F (\$132,128.00)  
To Grade: 80F (\$134,769.00)

## MINUTES

PERSONNELBaltimore City Fire Department - cont'd

Costs: \$1,010,336.00 - 1001-000000-2101-225900-601061  
 1001-000000-2121-226400-601061  
 1001-000000-2142-226000-601061  
 1001-000000-2101-225100-601061  
 1001-000000-3191-308700-601061  
 1001-000000-2112-226000-601061  
 1001-000000-2121-226400-601001  
 1001-000000-2121-226400-601061  
 1001-111111-2101-225900-601061  
 1001-000000-2132-228200-601061

On July 22, 2010 and July 26, 2017, the Board approved established fixed salary, relationships between the Baltimore Fire Chief ALS Suppression classification and the Deputy Chief, Assistant Chief and Fire Commander Classifications. Under this fixed relationships each of the following classifications will be paid a fixed percentage above the maximum senior salary, plus longevities of the Battalion Fire Chief ALS Suppression: Deputy Fire Chief, 115%, Assistant Fire Chief, 125%; and Fire Commander, 107%; Local 964 approved contract provided its members a 2% COLA effective July 11, 2018.

10. Upgrade the following classification:

Classification: Fire Press Officer

Job Code: 10197

From Grade: 923 (\$59,466.00 - \$95,370.00)

To Grade: 929 (\$67,218.00 - \$107,406.00)

Costs: \$15,708.00 - 1001-000000-2101-225900-601061

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>ALISON LYNCH</b>	\$25.27	<b>\$48,013.00</b>

Account: 1001-000000-1981-194600-601009

Ms. Lynch, will continue to work as a Contract Services Specialist I. Her duties will include, but are not limited to posting updates, news and announcements to Facebook, Twitter, Instagram, and LinkedIn accounts following predetermined marketing/branding guidelines, performing research to find articles, stories, resources, or other content relevant to the customer base and posting it to LinkedIn, Twitter, Instagram, Facebook, YouTube, HootSuite, and GovDelivery pages that invites conversation and interaction. Ms. Lynch will also update social media platforms with current and relevant photos, videos, or other content from the Department of General Services activities and events, analyze and report on activity from social media networks as well as the official General Services website.

She will also recommend changes/edits to superiors, meet with Department managers to determine best practices, and assist with the creation and implementation of the General Services Media Strategic Plan. The period of the agreement is effective upon Board approval for one year.

MINUTES

PERSONNEL

Department of General Services - cont'd

Department of Housing and Community Development

12. Reclassify the following filled position:

Position No.: 47407

From: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$59,466.00 - \$95,370.00)

To: Operations Officer II  
Job Code: 31110  
Grade: 927 (\$63,240.00 - \$101,184.00)

Cost: \$4,839.00 - 1001-000000-5832-412800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

13. Reclassify the following filled position:

Position No.: 47419

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$83,742.00 - \$138,006.00)

## MINUTES

PERSONNELDHCD - cont'd

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$101,592.00 - \$167,484.00)

Cost: \$17,816.70 - 1001-000000-5824-408900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

14. Reclassify the following filled position:

Position No.: 46875

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$83,742.00 - \$138,006.00)

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$101,592.00 - \$167,484.00)

Cost: \$16,498.47 - 1001-000000-5824-408900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELDHCD - cont'd15. Reclassify the following filled position:Position No.: 47268

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$67,218.00 - \$107,406.00)

To: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$72,420.00 - \$115,770.00)

Cost: \$10,903.65 - 1001-000000-5832-412500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

16. Reclassify the following filled position:Position No.: 15127

From: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$83,742.00 - \$138,006.00)

To: Operations Director I  
Job Code: 00093  
Grade: 967 (\$101,592.00 - \$167,484.00)

Cost: \$18,024.21 - 1001-000000-5832-412800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELDepartment of Law - Legal Affairs Division17. Reclassify the following filled position:Position No.: 44869

From: Legal Assistant II  
Job Code: 32933  
Grade: 087 (\$41,305.00 - \$49,929.00)

To: Operations Specialist I  
Job Code: 31107  
Grade: 906 (\$50,694.00 - \$80,988.00)

Cost: \$6,785.00 - 1001-000000-1763-175200-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Law18. Reclassify the following filled position:Position No.: 32850

From: Office Manager  
Job Code: 00021  
Grade: 906 (\$50,694.00 - \$80,988.00)

To: Operations Specialist I  
Job Code: 00083  
Grade: 906 (\$50,694.00 - \$80,988.00)

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.



## MINUTES

PERSONNELMayor's Office19. Overlap in employment in excess of 20 working days:Position No.: 16013

Classification: Operations Assistant I

Job Code: 00078

Grade: 902 (\$41,718.00 - \$66,708.00)

Cost: There are no costs associated with this action.

This position will be training and transitioning information from the current incumbent to the new incumbent until August 1, 2018, when the position is vacated by the current incumbent.

Therefore, pursuant to the provisions of the Administrative Manual, Section 211-1, "Personnel - Overlap in Employment", the Department of Human Resources requests approval of this overlap in employment.

20. Reclassify the following filled position:Position No.: 48898

From: Liaison Officer Safe Streets

Job Code: 81423

Grade: 906 (\$50,694.00 - \$80,988.00)

To: Operations Officer III

Job Code: 00087

Grade: 929 (\$67,218.00 - \$107,406.00)

Cost: \$35,721.00 - 1001-000000-2255-702300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELMayor's Office - cont'd21. Reclassify the following filled position:Position No.: 46248

From: Fiscal Technician  
Job Code: 00800  
Grade: 093 (\$52,984.00 - \$64,605.00)

To: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$46,920.00 - \$75,072.00)

Cost: \$13,349.00 - 1001-000000-1250-152800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Mayor's Office of Human Services22. Create the following position:

Classification: Program Coordinator  
Job Code: 10240  
Grade: 923 (\$59,466.00 - \$95,370.00)  
Position No.: To be determined by BBMR

Cost: \$103,113.00 - 4000-490917-3571-267800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELPolice Department23. Create the following position:

Classification: Agency IT Specialist II  
Job Code: 33148  
Grade: 927 (\$63,240.00 - \$101,184.00)  
Position No.: To be determined by BBMR

Cost: \$107,508.00 - 5001-585918-1191-719000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

24. Adjust the salary grade for the following classifications:

Classification: Police Captain  
Job Code: 10277  
From Grade: 83P (\$119,544.00 FLAT)  
To Grade: 83P (\$120,773.00 FLAT)

Classification: Police Colonel  
Job Code: 10280  
From Grade: 86P (\$140,964.00 FLAT)  
To Grade: 86P (\$142,421.00 FLAT)

Classification: Police Lieutenant Colonel  
Job Code: 10279  
From Grade: 85P (\$133,110.00 FLAT)  
To Grade: 85P (\$134,466.00 FLAT)

Classification: Police Major  
Job Code: 10278  
From Grade: 84P (\$126,378.00 FLAT)  
To Grade: 84P (\$127,609.00 FLAT)

Classification: Deputy Police Commissioner  
Job Code: 10281  
Grade: 88P (\$180,000.00 FLAT)

## MINUTES

PERSONNELPolice Department - cont'd

There are no adjustments made and/or needed to the Deputy Police Commissioner's classification at this time, as the Board approved the salary upgrade on February 28, 2018, which is above the fixed salary percentage approved by the Board on March 18, 2015.

Costs: \$104,832.00 - 1001-000000-2042-198101-601062

On March 18, 2015, the Board approved an established fixed salary relationship between the Police Lieutenant classification and the Police Department's senior sworn command ranks. Under this fixed relationship, each of the following classifications will be paid a fixed percentage above the maximum seniority salary of the Police Lieutenant: Police Captain, 6%; Police Major 12%; Police Lieutenant Colonel, 18%; Police Colonel, 25%; and the Deputy Police Commissioner at 40%. The Fraternal Order of Police approved contract provided its members a 3% COLA effective July 1, 2018. Therefore, the salaries for the sworn referenced command staff require adjustment to maintain the fixed salary-relationship.

Enoch Pratt Free Library25. Reclassify the following non-civil classification:

Position No.: 15587

From: Secretary III  
Job Code: 00711  
Grade: 084 (\$37,001.00 - \$44,161.00)

To: Accountant II  
Job Code: 07357  
Grade: 923 (\$59,466.00 - \$95,370.00)

Costs: \$32,841.00 - 1001-000000-4501-338800-601001

## MINUTES

PERSONNEL

Enoch Pratt Free Library - cont'd

26. Reclassify the following non-civil classification:

Position No. : 15604

From: Office Assistant II  
Job Code: 00707  
Grade: 075 (\$29,057.00 - \$33,029.00)

To: Accountant I  
Job Code: 07356  
Grade: 088 (\$42,996.00 - \$52,092.00)

Costs: \$15,500.00 - 1001-000000-4501-338800-601001

27. Create the following non-civil classification:

Position No.: To be determined by BBMR

Classification: Office Assistant II  
Job Code: 00707  
Grade: 075 (\$29,057.00 - \$33,029.00)

Costs: \$17,600.00 - 1001-000000-4501-338800-601001

These positions are to be considered Positions of Trust in accordance with item nos. 25, 26 and 27 policy outlined in the Administrative Manual, Section 237-1.

Department of Public Works

28. Create the following position:

Position No.: To be determined by BBMR

Classification: GIS Supervisor  
Job Code: 33190  
Grade: 927 (\$63,240.00 - \$101,184.00)

Costs: \$94,063.00 - 2072-000000-5181-752400-601001

## MINUTES

PERSONNELDepartment of Public Works - cont'd29. Reclassify the following vacant position:Position No.: 23556

From: Water Treatment Assistant Manager  
Job Code: 54324  
Grade: 929 (\$67,218.00 - \$107,406.00)

To: Water Systems Treatment Manager  
Job Code: 54323  
Grade: 936 (\$79,152.00 - \$126,582.00)

Costs: \$15,990.00 - 2071-000000-5521-608600-601001

30. a. Abolish the following two classifications:

Classification: Plant Building Maintenance Supervisor  
Job Code: 53290  
Grade: 907 (\$55,284.00 - \$88,536.00)

Classification: Sludge Control Manager  
Job Code: 71225  
Grade: 927 (\$63,240.00 - \$101,184.00)

b. Create the following new classification:

Classification: General Superintendent of Building and  
Grounds Maintenance  
Job Code: 53337  
Grade: 923 (\$59,466.00 - \$95,370.00)

**MINUTES****PERSONNEL**Department of Public Works - cont'dc. Create the following two positions:

Classification: General Superintendent of Building and  
Ground Maintenance

Job Code: 53337

Grade: 923 (\$59,466.00 - \$95,370.00)

Position Nos.: To be determined.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Department of Recreation and Parks

	<u>Hourly Rate</u>	<u>Amount</u>
31. <b>MONICA WIEDEL-LUBINSKI</b>	\$30.00	<b>\$24,000.00</b>

Account: 6000-680518-4792-658800-601009

Mrs. Wiedel-Lubinski will continue to work as a Contract Service Specialist II. Her duties will be to evaluate teachers and effectiveness of the program through observation, documentation and dialogue with teachers and families; communicate with prospective families about development benefits of the forest immersion program; communicate with families about children's progress and needs, communicate with partners in the community to advocate for nature based learning/play, and promote forest immersion program through web, blog and social media sites. This is an increase in the number of hours due to expansion of the tuition based pre-school age program and a 17% decrease in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

**MINUTES****PERSONNEL**Office of the State's Attorney (OSA)

	<u>Hourly Rate</u>	<u>Amount</u>
32. <b>MARIA KEITH</b>	\$28.02	<b>\$53,425.00</b>

Account: 1001-000000-1150-118000-601009

Ms. Maria Keith, retiree, will continue to work as a Contract Service Specialist I. Her duties will include but are not limited to investigate felony, homicide, and violent crime cases; locate and interview witnesses, and act as a liaison with police agencies. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

33. <b>THERESE LEWIS</b>	\$24.48	<b>\$46,670.00</b>
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Account: 4000-413018-1156-117900-601009

Ms. Lewis, will work as a Contract Services Specialist II. Her duties will include assisting victims and witnesses of crime with mental and/or physical disabilities; working closely with Assistant State's Attorneys throughout the office and providing court assistance, special accommodations, and referral to counseling or outside social services and researching resources for individuals with disabilities in Baltimore City. The period of the agreement is effective upon Board approval for one year.

34. <b>ANNA STEPHENS</b>	\$24.48	<b>\$46,670.00</b>
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Account: 4000-412918-1150-715200-601009

Ms. Stephens, will work as a Contract Services Specialist II. Her duties will include assisting in developing and implementating strategies specifically intended to provide assistance to crime victims (i.e. sexual assault, rape, stalking, human trafficking). The period of the agreement is effective upon Board approval for one year.



## MINUTES

PERSONNELOffice of the State's Attorney (OSA) - cont'dHourly RateAmount35. Create the following non-civil classification:

Classification: Investigator SAO

Job Code: 01966

Grade: 090 (\$46,670.00 - \$56,723.00)

Position: To be determined by BBMR

Costs: \$60,671.00 - 4000-419618-1150-118100-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

Baltimore City Office of Information Technology36. Reclassify the following vacant position:Position No.: 46808

Classification: Operations Officer II

Job Code: 31110

Grade: 927 (\$64,505.00 - \$103,208.00)

To: Operations Assistant I

Job Code: 00078

Grade: 902 (42,552.00 - \$68,042.00)

Savings: (\$21,953.00) - 1001-000000-1471-165700-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 237-1.

## MINUTES

PERSONNELDepartment of Public Works

	<u>Hourly Rate</u>	<u>Amount</u>
37. <b>CYNTHIA STEVENSON</b>	\$32.21	<b>\$38,652.00</b>

Account: 1001-000000-1901-190300-601009

Ms. Stevenson, retiree, will continue to work as a Contract Services Specialist I. She will assist in the organization of departmental divisions and programs; prepare technical and complex reports; maintain personal and confidential files; oversee the maintenance of other or sensitive record systems; compose correspondence; may sign routine correspondence for supervisor and take dictation and shorthand at meetings; coordinate program activities with other agencies and organizations; and assist with the evaluation of agency programs. This is a 2% increase in the hourly rate from previous contract period. The period of the agreement is effective upon Board approval for one year.

The Department of Public Works is requesting a waiver of the AM 212-1, Part I.

**MINUTES**

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 fee simple interests in the below listed properties by gift from The National Great Blacks in Wax Museum, Inc., Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

<u>Address</u>	<u>Block</u>	<u>Lot</u>	<u>Address</u>	<u>Block</u>	<u>Lot</u>
1607 E. North Avenue	1102	076	1643 E. North Avenue	1102	058
1609 E. North Avenue	1102	075	1832 N. Bethel Street	1102	096
1611 E. North Avenue	1102	074	1812 N. Bethel Street	1102	086
1613 E. North Avenue	1102	073	1803 N. Bethel Street	1102	101
1615 E. North Avenue	1102	072	1800 N. Bethel Street	1102	080
1617 E. North Avenue	1102	071	1617 Eareckson Place	1102	111
1619 E. North Avenue	1102	070	Descriptive Address	1102	127
1627 E. North Avenue	1102	066	Descriptive Address	1102	128
1639 E. North Avenue	1102	060	Descriptive Address	1102	129
1641 E. North Avenue	1102	059	Descriptive Address	1102	130

**AMOUNT OF MONEY AND SOURCE:**

The Owner has already paid for the title work.

Settlement expenses will be paid from City Bond Funds Account No. 9910-904403-9588-900000-704044.

**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.

The Owner is donating the above listed vacant lots to the Mayor and City Council of Baltimore as a contribution to the Great Blacks in Wax Project. The properties are in an area scheduled for redevelopment, and accepting the donations will save acquisition expense and time. The donations will facilitate consolidation of the entire project site.

## MINUTES

DHCD - cont'd

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, by gift any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties. These properties will be redeveloped.

The Owner will pay all current water bills up through the date of settlement. The DHCD will acquire the properties subject to all municipal liens, and all interest and penalties that may accrue prior to recording a deed. The water bills must be paid as part of the transaction. A demolition right of entry was executed on June 25, 2014 for the properties on E. North Avenue eliminating responsibility for demolition charges from the donator. A list of open municipal liens accrued through June 29, 2018, other than water bills, follows:

**1607 E. North Avenue**

Real Property Taxes 17/18	\$ 81.84
Real Property Taxes 16/17	109.77
Real Property Taxes 15/16	114.96
Real Property Taxes 14/15	131.52
Tax Sale Certificate #326497	4,037.56
Misc. Bill #6692487	396.37
Misc. Bill #6867170	417.35
Misc. Bill #6877575	417.35
Misc. Bill #7062599	392.64
Misc. Bill #7283435	230.92
Environmental Citation #54610639	15.00
<b>Total:</b>	<b>\$6,345.28</b>

**1609 E. North Avenue**

Real Property Taxes 17/18	93.18
Real Property Taxes 16/17	98.40
Real Property Taxes 15/16	114.96
Real Property Taxes 14/15	131.52
Tax Sale Certificate #304894	1,248.22

## MINUTES

DHCD - cont'd

Misc. Bill #7070402	392.64
Misc. Bill #7647688	186.11
Environmental Citation #54614979	15.00
<b>Total:</b>	<b>\$2,280.03</b>

**1611 E. North Avenue**

Real Property Taxes 17/18	\$ 81.84
Real Property Taxes 16/17	109.77
Real Property Taxes 15/16	114.96
Real Property Taxes 14/15	131.52
Tax Sale Certificate #326498	2,616.49
Misc. Bill #7065642	392.64
Misc. Bill #7221310	347.07
Misc. Bill #7648504	186.11
Misc. Bill #7815988	283.42
Misc. Bill #8515140	130.38
Property Registration	1,066.00
<b>Total:</b>	<b>\$5,460.20</b>

**1613 E. North Avenue**

Real Property Taxes 17/18	\$ 38.62
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	575.12
Real Property Taxes 14/15	658.04
Tax Sale Certificate #304895	1,715.22
Misc. Bill #7818222	249.46
<b>Total:</b>	<b>\$3,269.26</b>

**1615 E. North Avenue**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	44.17
Real Property Taxes 15/16	575.12
Real Property Taxes 14/15	658.04
Real Property Taxes 13/14	842.24
Tax Sale Certificate #326499	53,012.67
Misc. Bill #7888175	278.09
Environmental Citation #51975985	180.00
<b>Total:</b>	<b>\$55,617.61</b>

## MINUTES

DHCD - cont'd**1617 E. North Avenue**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	166.33
Real Property Taxes 14/15	131.52
Tax Sale Certificate #311764	3,249.64
Misc. Bill #6707814	225.27
Misc. Bill #6767503	239.67
Misc. Bill #7066293	319.04
Misc. Bill #7221674	280.37
Misc. Bill #7814130	216.03
<b>Total:</b>	<b>\$4,887.95</b>

**1619 E. North Avenue**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	166.33
Real Property Taxes 14/15	131.52
Tax Sale Certificate #311765	5,044.02
Misc. Bill #6570154	239.77
Misc. Bill #6573596	213.38
Misc. Bill #6582472	263.96
Misc. Bill #6704001	225.27
Misc. Bill #6732200	133.19
Misc. Bill #6739080	219.47
Misc. Bill #6899199	212.44
Misc. Bill #7221401	280.37
<b>Total:</b>	<b>\$7,189.80</b>

**1627 E. North Avenue**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	44.17
Real Property Taxes 15/16	114.96
Real Property Taxes 14/15	131.52
Tax Sale Certificate #326500	34,815.48
Misc. Bill #6289490	335.04
Misc. Bill #6544910	276.01
Misc. Bill #7816325	283.42
<b>Total:</b>	<b>\$36,027.88</b>

## MINUTES

DHCD - cont'd**1639 E. North Avenue**

Real Property Taxes 17/18	\$	479.34
Real Property Taxes 16/17		589.90
Real Property Taxes 15/16		934.44
Real Property Taxes 14/15		1,088.20
Tax Sale Certificate #326501		34,228.75
Misc. Bill #6412902		409.23
Misc. Bill #7225410		351.90
<b>Total:</b>		<b>\$38,081.76</b>

**1641 E. North Avenue**

Real Property Taxes 17/18	\$	27.28
Real Property Taxes 16/17		32.80
Real Property Taxes 15/16		166.33
Real Property Taxes 14/15		131.52
Tax Sale Certificate #311766		4,579.40
Misc. Bill #6416192		244.62
Misc. Bill #6701981		225.27
Misc. Bill #6767537		239.67
Misc. Bill #7065915		319.04
Misc. Bill #7303480		277.47
Misc. Bill #7338189		222.40
Misc. Bill #7814643		216.03
<b>Total:</b>		<b>\$6,681.83</b>

**1643 E. North Avenue**

Real Property Taxes 16/17	\$33.12
Real Property Taxes 15/16	33.12
<b>Total:</b>	<b>\$66.24</b>

**1800 N. Bethel Street**

Tax Sale Certificate #306344	\$	877.60
Misc. Bill #7360720		290.33
<b>Total:</b>		<b>\$1,167.93</b>

**1803 N. Bethel Street**

Tax Sale Certificate #306345	\$338.53
Misc. Bill #7358591	290.33
<b>Total:</b>	<b>\$628.86</b>

## MINUTES

DHCD - cont'd**1812 N. Bethel Street**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	44.17
Real Property Taxes 15/16	38.32
Real Property Taxes 14/15	43.84
Real Property Taxes 13/14	60.74
Tax Sale Certificate #326296	3,794.63
Misc. Bill #2570414	45.13
Misc. Bill #2642775	16.78
Misc. Bill #5302294	589.14
Misc. Bill #5468897	219.57
Misc. Bill #6433486	498.90
Misc. Bill #6634778	409.36
Misc. Bill #6698765	432.92
Misc. Bill #6730741	377.00
Misc. Bill #6749758	374.22
Misc. Bill #6976575	393.62
Misc. Bill #7019268	371.41
Misc. Bill #7358252	360.07
Property Registration	333.00
<b>Total:</b>	<b>\$8,430.10</b>

**1832 N. Bethel Street**

Real Property Taxes 17/18	\$ 38.62
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	38.32
Real Property Taxes 14/15	95.18
Real Property Taxes 13/14	49.36
Real Property Taxes 12/13	55.08
Real Property Taxes 11/12	71.86
Real Property Taxes 08/09	77.16
Real Property Taxes 07/08	82.68
Real Property Taxes 06/07	89.80
Tax Sale Certificate #293898	62,566.89
Misc. Bill #2932341	93.71
Misc. Bill #5303599	679.02
Misc. Bill #5437561	275.45
Misc. Bill #5469044	254.85



## MINUTES

DHCD - cont'd

Misc. Bill #6434443	379.90
Misc. Bill #6635734	306.11
Misc. Bill #6698369	321.97
Misc. Bill #6730733	279.70
Misc. Bill #6751200	276.92
Misc. Bill #7361736	252.29
Property Registration	647.00
<b>Total:</b>	<b>\$66,964.67</b>

**1617 Eareckson Place**

Tax Sale Certificate #326383	\$645.90
<b>Total:</b>	<b>\$645.90</b>

**Descriptive Address (1102 127)**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	89.69
Real Property Taxes 14/15	43.84
Tax Sale Certificate #305437	1,073.60
Property Registration	647.00
<b>Total:</b>	<b>\$1,914.21</b>

**Descriptive Address (1102 128)**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	89.69
Real Property Taxes 14/15	43.84
Tax Sale Certificate #305420	1,073.60
Property Registration	647.00
<b>Total:</b>	<b>\$1,914.21</b>

**Descriptive Address (1102 129)**

Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	89.69
Real Property Taxes 14/15	43.84
Tax Sale Certificate #305435	1,073.60
Property Registration	647.00
<b>Total:</b>	<b>\$1,914.21</b>

## MINUTES

DHCD - cont'd

<b>Descriptive Address (1102 130)</b>	
Real Property Taxes 17/18	\$ 27.28
Real Property Taxes 16/17	32.80
Real Property Taxes 15/16	89.69
Real Property Taxes 14/15	43.84
Tax Sale Certificate #305436	1,073.60
Property Registration	647.00
<b>Total:</b>	<b>\$1,914.21</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interests in the above listed properties by gift from The National Great Blacks in Wax Museum, Inc., Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 1828 N. Chester Street, (Block 1449, Lot 079) by gift from Mr. John Calma, 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.

The Owner has offered to donate to the City, title to the property at 1828 N. Chester 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 June 14, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Tax Sale	295192	\$ 5,608.35
Real Property Tax	2017-2018	93.18
Real Property Tax	2016-2017	Incl. in Tax Sale
Real Property Tax	2015-2016	Incl. in Tax Sale
Real Property Tax	2014-2015	Incl. in Tax Sale
Real Property Tax	2013-2014	Incl. in Tax Sale
Real Property Tax	2012-2013	Incl. in Tax Sale
Real Property Tax	2011-2012	Incl. in Tax Sale
Real Property Tax	2010-2011	Incl. in Tax Sale
Real Property Tax	2009-2010	Incl. in Tax Sale
Real Property Tax	2008-2009	Incl. in Tax Sale
Real Property Tax	2007-2008	Incl. in Tax Sale
Miscellaneous	4908190	Incl. in Tax Sale
Miscellaneous	5474192	Incl. in Tax Sale
Miscellaneous	5801436	Incl. in Tax Sale
Miscellaneous	6189120	Incl. in Tax Sale
Miscellaneous	6390033	Incl. in Tax Sale
Miscellaneous	8088742	256.84
Miscellaneous	8428732	<u>236.74</u>
<b>Total Taxes Owed</b>		<b>\$ 6,195.11</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1828 N. Chester Street, (Block 1449, Lot 079) by gift from Mr. John Calma, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 1720 N. Port Street, (Block 1464, Lot 066) by gift from Kerry Pauley, 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.

The Owner has offered to donate to the City, title to the property at 1720 N. Port 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 June 13, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Tax Sale	315317	\$ 8,698.95
Real Property Tax	2017-2018	92.52
Real Property Tax	2016-2017	Incl. in Tax Sale
Real Property Tax	2015-2016	Incl. in Tax Sale
Real Property Tax	2014-2015	Incl. in Tax Sale
Real Property Tax	2013-2014	Incl. in Tax Sale
Real Property Tax	2012-2013	Incl. in Tax Sale
Real Property Tax	2011-2012	Incl. in Tax Sale
Real Property Tax	2010-2011	Incl. in Tax Sale
Real Property Tax	2009-2010	Incl. in Tax Sale
Real Property Tax	2008-2009	Incl. in Tax Sale
Miscellaneous	5256409	Incl. in Tax Sale
Miscellaneous	6081160	Incl. in Tax Sale
Miscellaneous	6101513	Incl. in Tax Sale
Miscellaneous	6105027	Incl. in Tax Sale
Miscellaneous	6184139	Incl. in Tax Sale
Miscellaneous	6626998	Incl. in Tax Sale
Miscellaneous	7629405	177.94
Miscellaneous	7912066	277.47
Miscellaneous	8057973	257.17
Miscellaneous	8302994	271.04
Miscellaneous	8386997	213.67
Registration	015999	<u>1,339.40</u>
	<b>Total Taxes Owed</b>	<b>\$11,328.15</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1720 N. Port Street, (Block 1464, Lot 066) by gift from Kerry Pauley, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 825 N. Gilmore Street, (Block 0087, Lot 032) by gift from Ms. Marcia Lee, 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.

The Owner has offered to donate to the City, title to the property at 825 N. Gilmore 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 June 4, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	\$ 0.00
Real Property Tax	2016-2017	99.78
Real Property Tax	2015-2016	116.34
Real Property Tax	2014-2015	132.90
Real Property Tax	2013-2014	149.46
Real Property Tax	2012-2013	178.59
Real Property Tax	2011-2012	183.99
	<b>Real Property Tax</b>	<b>\$ 861.06</b>
Miscellaneous	5948492	\$ 317.10
Miscellaneous	6352694	574.27
Miscellaneous	6386783	261.35
Miscellaneous	6387864	438.45
Miscellaneous	6649875	257.74
Miscellaneous	6658835	439.54
Miscellaneous	6662902	244.07
Miscellaneous	6737696	309.17
Miscellaneous	6763502	525.42
Miscellaneous	6935100	225.66
Miscellaneous	7109556	390.16
Miscellaneous	7578735	325.15
	<b>Total Miscellaneous</b>	<b>\$ 4,308.08</b>
Environmental Fine	50574722	\$ 200.00
Environmental Fine	52005527	1,500.00
Environmental Fine	54889670	1,500.00
	<b>Total Environmental</b>	<b>\$ 3,200.00</b>
Footway Paving	08025	\$ 1,255.80
	<b>Total Footway Paving</b>	<b>\$ 1,255.80</b>
Property Registration	B976291	\$ 3,284.10
	<b>Total Property Reg.</b>	<b>\$ 3,284.10</b>
	<b>Total Liens Owed:</b>	<b>\$12,909.04</b>



**MINUTES**

DHCD - cont'd

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 825 N. Gilmor Street, (Block 0087, Lot 032) by gift from Ms. Marcia Lee, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 fee simple interest in the descriptive lots located at Block 2487, Lots 085, 086, 095, 096, 097, 098, 113, 114, 118, 121 and 122 by gift from Ms. Sheila Rogers, 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.

The Owner has offered to donate to the City, title to the properties at Block 2487, Lots, 085, 086, 095, 096, 097, 098, 113, 114, 118, 121 and 122. 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 properties subject to all municipal liens, other than water bills, and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through June 04, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

<b>Block 2487, Lot 085</b>		
Real Property Taxes	2017-2018	\$ 0.00
<b>Block 2487, Lot 086</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 095</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 096</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 097</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 098</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2497, Lot 113</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 114</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 118</b>		
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 121</b>		
Tax Sale Cert. #195033	05-11-2006	286.29
Real Property Taxes	2017-2018	0.00
<b>Block 2487, Lot 122</b>		
Tax Sale Cert. #195034	05-11-2006	286.29
Real Property Taxes	2017-2018	<u>0.00</u>
<b>Total Taxes Owed</b>		<b>\$ 572.58</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the descriptive lots located at Block 2487, Lots 085, 086, 095, 096, 097, 098, 113, 114, 118, 121 and 122 by gift from Ms. Sheila Rogers, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 fee simple interest in the property located at 533 Freeman Street, (Block 7076, Lot 027) by gift from Ms. Lois Gildert, 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.

The Owner has offered to donate to the City, title to the property at 533 Freeman 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 June 04, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Taxes	2017-2018	\$ 0.00
Environmental Citation	#54437850	65.00
Environmental Citation	#54437868	<u>50.00</u>
	Total Taxes Owed	<b>\$115.00</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 533 Freeman Street, (Block 7076, Lot 027) by gift from Ms. Lois Gildert, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 fee simple interest in the property located at 302 S. Norris Street, (Block 0280, Lot 092) by gift from 1710 Ramsey Street 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.

The Owner has offered to donate to the City, title to the property at 302 S. Norris 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 June 29, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Taxes

\$ 0.00

Total Taxes Owed

**\$ 0.00**

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 302 S. Norris Street, (Block 0280, Lot 092) by gift from 1710 Ramsey Street LLC, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 3421 Park Heights Avenue, (Block 3327C, Lot 025) by gift from Nationstar Mortgage, 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.

The Owner has offered to donate to the City, title to the property at 3421 Park Heights 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 June 04, 2018, other than water bills which must be paid as part of the transaction is as follows:



## MINUTES

DHCD - cont'd

Real Property Taxes	2017-2018	\$ 0.00
Property Registration	#085874	<u>153.40</u>
	Total Taxes Owed	<b>\$153.40</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 3421 Park Heights Avenue, (Block 3327C, Lot 025) by gift from Nationstar Mortgage, LLC, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 1629 N. Durham Street, (Block 1467, Lot 078) by gift from Mr. Randolph Smith, 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.

The Owner has offered to donate to the City, title to the property at 1629 N. Durham 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 June 13, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	<u>\$211.39</u>
	<b>Total Liens Due:</b>	<b>\$211.39</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the leasehold interest in the property located at 1629 N. Durham Street, (Block 1467, Lot 078) by gift from Mr. Randolph Smith, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

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 fee simple interest in the property located at 3611 Roberts Place, (Block 6269A, Lot 026) by gift from 810 Patterson Park LLC, formerly known as LSL Properties, 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.

The Owner formerly known as LSL Properties, LLC has offered to donate to the City, title to the property at 3611 Roberts Place. 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 June 6, 2018, other than water bills which must be paid as part of the transaction is as follows:

## MINUTES

DHCD - cont'd

Real Property Tax	2017-2018	<u>\$ 0.00</u>
	<b>Total Liens Due:</b>	<b>\$ 0.00</b>

UPON MOTION duly made and seconded, the Board approved the acquisition of the fee simple interest in the property located at 3611 Roberts Place, (Block 6269A, Lot 026) by gift from 810 Patterson Park LLC, formerly known as LSL Properties, LLC, Owner, SUBJECT to municipal liens, interest, and penalties, other than water bills.

**MINUTES**

Department of Housing and - First Amendment to Grant Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Grant Agreement with Park Heights Renaissance, Inc. (PHR). The First Amendment to Grant Agreement will extend the period of the Grant Agreement through August 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$36,000.00	General Funds
<u>3,002.46</u>	Pimlico Local Impact Aid
<b>\$39,002.46</b>	- 9910-903152-9588

**BACKGROUND/EXPLANATION:**

The PHR is a nonprofit organization established in 2007 to implement the Park Heights Master Plan (Master Plan). The PHR provides a variety of community services, in addition to undertaking development initiatives that reflect the Master Plan's recommendations.

In Fiscal Year 2018, the PHR was approved to receive a total of \$1,141,459.00. On January 10, 2018 the Board approved a Grant Agreement in the amount of \$1,062,046.95 to support PHR's personnel and operations.

Due to organizational changes, the PHR is requesting the ability to increase its FY18 budget by a total of \$39,002.46 for a total operating budget of \$1,101,049.41. Increased funds will be used to support the new executive director's salary.

The First Amendment to Grant Agreement is also extending the term of the Agreement from July 31, 2018 to August 31, 2018 and extending the latest date for expenditures that are eligible for reimbursement from June 30, 2018 to July 31, 2018.

All other terms and conditions remain in full effect.

**MINUTES**

Department of Housing and - cont'd  
Community Development

**MBE/WBE PARTICIPATION:**

The Grantee signed a Commitment to Comply with the original agreement.

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$34,217.00	9910-905905-9587	
General Fund	Park Heights Master	
Revenue	Plan	
1,783.00	9910-995001-9587	
General Fund	Unallocated Reserve	
Revenue	HCD	
3,002.46	9910-904122-9588	
Pimlico	PHR - FY 2017	
<u>VLT - Local</u>		
<b>\$39,002.46</b>		
\$36,000.00		9910-903152-9588
General Fund		PHR - FY 2018
Revenue		
3,002.46		9910-903152-9588
Pimlico Local		PHR - FY 2018
Impact Aid -		
<u>VLT</u>		
<b>\$39,002.46</b>		

The funds are being transferred as part of a budget reallocation by Park Heights Renaissance of their FY 2018 operating agreement.

## MINUTES

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the First Amendment to Grant Agreement with Park Heights Renaissance, Inc. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.



**MINUTES**

Department of Housing and - Side Yard Land Disposition Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement with Ruby Lewis and Raymond Lewis, Jr., Purchasers, for the sale of the City-owned property located at 3004 W. Northern Parkway.

**AMOUNT OF MONEY AND SOURCE:**

\$6,000.00

**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 the properties to be returned to productive use and improving Baltimore's neighborhoods.

In accordance with the City's Side Yard Policy, the City has agreed to convey the property known as 3004 W. Northern Parkway to the adjacent owner occupants. As a condition of conveyance, Ruby Lewis and Raymond Lewis, Jr. have agreed to the terms of the Side Yard Land Disposition Agreement which prohibits development of the parcel for a minimum of 10 years.

The Purchasers will use private funds to pay for the acquisition and maintenance of the property.

The Purchaser will pay a deposit of \$600.00 in good faith, to the City, which will be applied as a credit towards the purchase price.

The City may dispose of the property by virtue of Article 11, Section 15 of the Charter of Baltimore City (2010 Edition) and Article 28, Subtitle 8 of the Baltimore City Code.

**MINUTES**

Department of Housing and - cont'd  
Community Development

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Side Yard Land Disposition Agreement with Ruby Lewis and Raymond Lewis, Jr., Purchasers, for the sale of the City-owned property located at 3004 W. Northern Parkway.

## MINUTES

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

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

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

Accounts: 2089-208918-5930-426426-603051	\$ 78,900.00
2089-208918-5930-426429-603051	\$ 21,300.00
2089-208918-5930-426434-603051	\$ 79,800.00

The purpose of this CDBG Agreement is to provide funds for a variety of public services for day labors and low-wage workers, including permanent and temporary employment placement services, educational programs, information and referral services and legal services, representation and workshops.

**MWBOO GRANTED A WAIVER.**

2.      **THE FAMILY LEAGUE OF BALTIMORE**      **\$500,000.00**  
**CITY, INC.**

Account: 2089-208918-5930-786900-603051

The Family League of Baltimore City, Inc. is the City's local Management Board. Under this CDBG Agreement, the Family League of Baltimore City, Inc., will work with various partners to develop and implement initiatives that improve the well-being of Baltimore's children, youth and families. The Family League of Baltimore City, Inc. will provide funding to local community-based organizations, in high-need communities, to implement Out-of-School Time (OST) programs. The OST programs will provide City youth with a safe place after school, academic skills development, healthy meals and extra-curricular activities.

## MINUTES

DHCD - cont'd

**FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$991,912.00 AS FOLLOWS:**

**MBE:** \$267,816.24

**WBE:** \$99,191.20

**3. CREATIVE ALLIANCE, INC. \$ 75,000.00**

Account:	2089-208918-5930-531126-603051	\$ 20,000.00
	2089-208918-5930-531130-603051	\$ 55,000.00

The purpose of this CDBG Agreement is to provide CDBG funding for the Creative Alliance, Inc. for after-school educational activities and a summer arts program for youth. The Creative Alliance, Inc. will also provide a New Resident Program for immigrant and refugee groups residing in Southeast Baltimore. The period of the agreement is September 1, 2017 through August 31, 2018.

**FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$167,705.00 AS FOLLOWS:**

**MBE:** \$45,280.35

**WBE:** \$16,770.50

**4. CIVIC WORKS, INC. \$149,100.00**  
**(Civic Works)**

Accounts:	2089-208918-5930-425003-603051	\$ 93,000.00
	2089-208918-5930-425081-603051	\$ 11,100.00
	2089-208918-5930-425034-603051	\$ 45,000.00

Under the terms of this CDBG Agreement, the funds will be used to subsidize the operating costs of Civic Works' community lot and construction apprentice programs. Corps-members will receive landscape training while converting vacant lots in low- and moderate-income areas into viable parks and gardens. Members of the Construction Apprentice

**MINUTES**

DHCD - cont'd

Program will learn basic housing rehabilitation skills under the on-going direction and supervision of Habitat for Humanity of the Chesapeake's (HFHC) Construction Manager while rehabbing properties owned by the HFHC. The period of the agreement is October 1, 2017 through September 30, 2018.

**FOR FY 2018, MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$1,858,154.32 AS FOLLOWS:**

**MBE:** \$501,701.66

**WBE:** \$185,815.43

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Community Development Block Grant Agreements.

**MINUTES**

Department of Housing and - Intercreditor Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Intercreditor Agreement with Paca House Apartments, LP, located at 116 - 120 North Paca Street, and the following documents: (i) the assumption and re-subordination of two loans previously made by the City and a modification of certain terms of the two loans and (ii) one or more agreements evidencing such re-subordination by and between the City, Capital One, National Association, the Department of Housing and Community Development, a principal department of the State of Maryland (MD DHCD), and the Community Development Administration (CDA), a unit of the Division of Development Finance of MD DHCD.

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

**AMOUNT OF MONEY AND SOURCE:**

<u>Source of Funds</u>		<u>Uses of Funds</u>	
Capital One Bank	\$ 3,420,000.00	Construction	\$12,761,932.00
State of Maryland*	2,049,270.00	Construction Fees	1,925,309.00
City (as of 123 117)	2,515,791.00	Financing Fees	858,545.00
Seller Take Back	1,659,968.00	Acquisition	4,735,029.00
Federal Home Loan Bank	650,000.00	Development Fee	2,618,008.00
Capital Magnet Funds	500,000.00	Lender Required Reserves	1,179,862.00
LIHTC Equity	15,223,478.00	Syndication	
Reserves	778,739.00	Costs	650,377.00
Deferred Fee	118,008.00	FFE	360,000.00
Grants	50,000.00	Relocation/Temp	600,000.00
		Contingency	1,276,192.00
	<b>\$26,965,254.00</b>		<b>\$26,965,254.00</b>

(All amounts are approximate)

**MINUTES**

Department of Housing and - cont'd  
Community Development

**BACKGROUND/EXPLANATION:**

Paca House Apartments (Paca House) was developed in 1996 by Volunteers of America Chesapeake, Inc. (VOAC), a 501(c)(3) non-profit corporation, and is currently operated by VOAC as transitional housing for the homeless with 76 single room occupancy (SRO) units and 30 efficiency units. Each unit type is currently subsidized with a separate Housing Assistance Payment (HAP) contract. Funding for the original development came primarily from Low Income Housing Tax Credits (LIHTC) equity, a grant from the Federal Home Loan Bank Affordable Housing Program, and debt from the Community Development Administration (CDA), a unit of the Division of Development Finance of the Department of Housing and Community Development (MD DHCD), a principal department of the State of Maryland, and the City's Department of Housing and Community Development. Paca House is owned by Paca Housing Limited Partnership II (the Original Owner), a Maryland limited partnership, which is controlled by VOAC.

In 2012, the LIHTC investor exited the Original Owner, leaving VOAC as the 100% owner of the Property. After 22 years of use, the buildings have reached the end of their useful life and its financial viability is in jeopardy. While the property continues to house homeless and provide full-time supportive services to its residents, HUD funding for those services was withdrawn by HUD in 2015 through no fault of the Original Owner.

The redevelopment of Paca House will eliminate the SRO units and become permanent supportive housing for the homeless and veterans. To compete under the State Qualified Allocation Plan that controls the award of LIHTCs, VOAC needed to create a new mix of unit types - 41 efficiencies and 51 one-bedroom units - and double the size of the building (the Project). Of these 92 apartments, ten of the one-bedroom units will be non-income restricted as market rate units. The remaining 82 units of the Project will be subsidized with Project-Based Vouchers from the Housing Authority of Baltimore City (HABC), with 75 of the units restricted to 30% of the Area Median Income (the AMI) and 7 units restricted to 50% of AMI. Of the 82 vouchers, 63 are for homeless persons and 19 are for veterans.

## MINUTES

Department of Housing and - cont'd  
Community Development

No resident in good standing will be permanently displaced as a result of the redevelopment, although some residents will be temporarily relocated during construction. Any resident who wishes to return after completion of construction may do so. All residents in the SRO units will be given Tenant Protection Vouchers. Some of those residents have elected to use those vouchers to relocate permanently out of Paca House.

As part of the proposed redevelopment, the Original Owner will sell Paca House to the Borrower (defined herein) and, as described below, the existing loans from CDA and the City are expected to be assumed by the Borrower in addition to the remainder of the financing described below.

Novogradac & Company, LLP prepared an appraisal for Capital One (defined herein) dated March 29, 2018. The estimated prospective market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$15,300,000.00. The appraised value is below the total development cost of the project, which is common for transactions involving LIHTCs, subsidized rents and preferred governmental financing. The LIHTCs provide the equity and are not considered as long-term debt to the property. The rents are considered "restricted" because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate, thereby decreasing the property's appraised value. Gap financing, such as the City loans and other governmental sources are in place to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior lender.

Participating Parties:

A. Developer – Paca House Partners, LP (the Borrower), a single purpose Delaware limited partnership, will be the owner of the project. The administrative general partner of the Borrower and co-developer will be Somerset Paca House Partners, LLC, a for-profit affiliate of Somerset Development Company, LLC and New Community Partners, LLC. Paca House GP, Inc., a wholly-owned subsidiary of VOAC, will be co-developer and the managing general partner of the Borrower.



## MINUTES

Department of Housing and - cont'd  
Community Development

B. General Contractor – Harkins Builders, Inc. will serve as the general contractor and post a 100% payment and performance bond. Kann Partners will provide architectural services.

C. Participating Lenders

Capital One, N.A - 1<sup>st</sup> and 3<sup>rd</sup> lien construction 1<sup>st</sup> lien  
Permanent

Capital One, National Association, or its affiliate ("Capital One"), is providing two loans during construction: a permanent loan in the approximate amount of \$3,420,000.00 (the "Capital One First Loan") and a construction bridge loan in the approximate amount of \$10,750,000.00 (the "Capital One Construction Loan").

The Capital One First Loan will be in first-lien position, and have a construction period of 24 months. At the end of construction, provided (i) no default has occurred, (ii) the Borrower has completed the improvements, and (iii) the Borrower has achieved the required occupancy for 90 consecutive days, the Capital One First Loan will be converted to a permanent loan with a fifteen (15) year term and 30 year amortization with an annual rate of interest of approximately 6.00%, which rate will be locked closer to closing.

The Borrower and VOAC have applied to the Weinberg Foundation (Weinberg) for a grant in the amount of \$1,000,000.00 (the Weinberg Grant). Weinberg is expected to consider the grant application in late summer of 2018. If received, the proceeds of the Weinberg Grant will be used to reduce the principal amount of the Capital One First Loan. The Borrower has agreed that any debt service savings which results from the principal reduction of the Capital One First Loan (as of the date hereof, such savings will be approximately \$70,000.00) will be applied directly to increase the baseline funding of supportive services at the property. If the Weinberg Grant is approved, the direct costs of supportive services (including the debt

## MINUTES

Department of Housing and - cont'd  
Community Development

service savings) are budgeted at approximately \$120,000.00 per annum, which does not include VOAC overhead of approximately \$34,000.00. The direct costs will pay for a full-time case manager, a mental health professional and one part-time supervisor in addition to a small amount of program costs.

The Capital One Construction Loan will be in third-lien position, have an interest rate equal to the one month LIBOR Market Index Rate plus approximately 225 basis points, and have a term of 24 months plus extensions. Interest only payments will be required. The principal of the Capital One Construction Loan is expected to be repaid from installments of LIHTC equity.

MD DHCD/CDA – shared 2<sup>nd</sup> lien construction and permanent

In 1996, MD DHCD made a loan to the Original Owner from its rental housing production program (RHPP) in the original principal amount of \$1,500,000.00 (the RHPP Loan). The MD DHCD has agreed to allow the Borrower to assume the RHPP Loan and has also agreed to modify certain terms of the RHPP Loan. After such modification, the RHPP Loan will have a principal amount of approximately \$559,270.00, which is the current outstanding principal amount, and a term of 40 years following construction completion. The interest rate on the RHPP Loan will be 0% per annum during an eighteen-month construction period, and 1% per annum during the forty-year permanent loan term.

In addition, CDA will be providing a loan from its rental housing program (RHP) funds in an approximate amount of \$1,490,000.00 (the RHP Loan) for construction related expenses.

The interest rate charged will be 0% per annum on sums advanced during an eighteen-month construction loan period and 2.0% during the forty-year permanent loan period. The RHP Loan and the RHPP Loan will be jointly secured by a deed of trust constituting a second lien on the property. The Borrower will make annual payments of principal and interest equal to

## MINUTES

Department of Housing and - cont'd  
Community Development

the lesser of (a) the amortizing payments on the RHP Loan and the RHPP Loan and (b) 75% of available cash flow (to be determined in accordance with MD DHCD and CDA requirements following payment of project expenses authorized by MD DHCD, CDA, and the City (including superior loan payments)). Amounts not paid because of insufficient surplus cash will accrue and defer and be paid each subsequent payment date to the extent there is sufficient surplus cash. The RHP Loan and the RHPP Loan will be long-term, subordinate, non-recourse debt.

CITY CDBG LOANS – shared 4th position construction; 3rd position permanent

In November, 1995 the City's Board of Estimates approved a Community Development Block Grant (CDBG) loan to the Original Owner in the principal amount of \$1,575,791.00 (the First CDBG Loan). In 1997, the Board approved the City to make an additional loan to the Original Borrower from CDBG Funds in the amount of \$500,000.00 (the Second CDBG Loan). The First CDBG Loan originally had the following terms: interest accrued at 1% per annum; interest is to be paid to the extent of surplus cash; and repayment of principal is deferred until maturity in the year 2020. The Second CDBG Loan had the following terms: interest accrued at 1% per annum; interest is to be paid to the extent of surplus cash; and repayment of principal is deferred until maturity in the year 2021.

The Borrower has requested and the City has agreed to allow the Borrower to assume the First CDBG Loan and the Second CDBG Loan. To date the Original Owner has not paid any amounts with the respect to the First CDBG Loan or the Second CDBG Loan so the assumption of the First CDBG Loan will be in a principal amount of \$1,575,791.00 and the assumption of the Second CDBG Loan will be in a principal amount of \$500,000.00. As of December 31, 2017, the accrued interest payable on the

## MINUTES

Department of Housing and - cont'd  
Community Development

First CDBG Loan was approximately \$333,542.43. As of December 31, 2017, the accrued interest payable on the Second CDBG Loan was approximately \$101,000.00. Concurrently with their assumption, the First CDBG Loan and the Second CDBG Loan will be modified so that the term of each is 40 years following a two-year construction period.

The Borrower has requested that the First CDBG Loan and the Second CDBG Loan be modified so that no payments of principal or interest will be required on the loans until maturity.

VOAC - Seller Take Back Note - 5<sup>th</sup> position construction;  
4<sup>th</sup> position permanent

At closing the Original Owner has agreed to provide financing in the form of a Seller Take Back Note in the principal amount of \$1,659,968 (the Seller Take-Back Loan). The Seller Take-Back Note will accrue interest at 1%, have a two-year construction period, and will have a permanent loan period of 40 years.

The Seller Take-Back Loan will be paid from a portion of the surplus cash available after the payment of the Capital One First Loan, the Capital One Construction Loan, the RHP Loan the RHPP Loan, and certain other fees, including management and deferred developer fees. VOAC has received notice of an award from the Home Depot Foundation for \$500,000.00 (the Home Depot Grant). When funded, the Home Depot Grant will be used to reduce the principal amount of the Seller Take-Back Loan.

Other Subordinate Financing and Grants

Additional sources of funding include: (i) a loan from the Volunteers of America National Services, a Minnesota nonprofit corporation, in the principal amount of \$500,000.00 (the "Capital Magnet Loan") from the Capital Magnet Loan Program; (ii) a project subsidy in the amount \$650,000.00 (the "FHLB Subsidy") from the Federal Home Loan Bank Board of Pittsburgh

## MINUTES

Department of Housing and - cont'd  
Community Development

through Fulton Bank; (iii) \$50,000.00 in grant funds from LISC; (iv) the Weinberg Grant (as described in the Capital One financing description); (v) the Home Depot Grant (as described in the section describing the Seller Take-Back Loan; and (vi) a grant from Capital One in the amount of \$150,000.00, which is payable over 10 years and is designated to be used to provide in part the supportive services at the Project (and therefore not part of the sources and uses for the financing of the Project).

The Capital Magnet Loan and the FHLB Subsidy will each be secured by a subordinate deed of trust on the property. Because the City is a subordinate lender, Capital One, CDA, and MD DHCD are requiring that the City execute an intercreditor agreement for which the Department hereby respectfully requests the Board's approval. The Department will collect subordination fees in the amount of \$5,000.00.

UPON MOTION duly made and seconded, the Board approved the Intercreditor Agreement with Paca House Apartments, LP, located at 116 - 120 North Paca Street, and the following documents: (i) the assumption and re-subordination of two loans previously made by the City and a modification of certain terms of the two loans and (ii) one or more agreements evidencing such re-subordination by and between the City, Capital One, National Association, the Department of Housing and Community Development, a principal

## MINUTES

Department of Housing and - cont'd  
Community Development

department of the State of Maryland and the Community Development Administration, a unit of the Division of Development Finance of MD DHCD. The Board further authorized the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction after review and approval for form and legal sufficiency by the Department of Law.

**MINUTES**

Department of Finance - PILOT Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the submitted Payment in Lieu of Taxes (PILOT) Agreement for the redevelopment of the Paca House Apartments located at 116-120 North Paca Street. The period of the PILOT Agreement will be as long as the project remains affordable to households with incomes at or below 60% of the Area Median Income.

**AMOUNT OF MONEY AND SOURCE:**

No City funds are requested.

**BACKGROUND/EXPLANATION:**

Paca House Partners, LP, a Delaware limited partnership, whose owners include Volunteers of America Chesapeake, Inc., Somerset Development Company, LLC, and New Community Partners LLC, requested a PILOT Agreement under Section 7-503 of the Tax-Property Article of the Annotated Code of Maryland (PILOT) in connection with the planned rehabilitation of the Paca House Apartments located at 116-120 North Paca Street and its use of 9% Low Income Housing Tax Credits allocated by the Community Development Administration of the Maryland Department of Housing and Community Development.

This rehabilitation project will preserve 82 units of deeply subsidized affordable rental housing for the homeless and veterans and 10 market-rate units. The rehabilitation will stabilize and improve conditions at the project, while retaining all current tenants in good standing and maintaining the current property manager.

Paca House Partners has requested that the PILOT would be calculated at 10% of the "tenant paid rents", resulting in an estimated PILOT payment of approximately \$21,353.00 per year.

**MINUTES**Department of Finance - cont'd

The tenant paid rents is defined as that portion of the income of the property paid directly by its tenants, excluding governmental subsidy. The period of the PILOT Agreement will be as long as the project remains affordable to households with incomes at or below 60% of the Area Median Income (AMI), adjusted for family size.

No resident in good standing will be permanently displaced as a result of the redevelopment, although some residents will be temporally relocated during construction. Any resident who wishes to return after completion may do so. All residents in the Single Room Occupancy units will be given Tenant Protection Vouchers.

**MBE/WBE PARTICIPATION;**

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

UPON MOTION duly made and seconded, the Board approved the submitted Payment in Lieu of Taxes Agreement for the redevelopment of the Paca House Apartments located at 116-120 North Paca Street.



MINUTES

TRANSFERS OF FUNDS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved

the Transfers of Funds

listed on the following pages:

3178 - 3179

SUBJECT to receipt of favorable reports

from the Planning Commission,

the Director of Finance having

reported favorably thereon,

as required by the provisions of the

City Charter.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works/Office of Engineering and Construction</u>		
1. \$50,000.00	9956-903569-9549	9956-905343-9551-3
Wastewater	Sanitary Sewer Replace/	Design & Study
Revenue Bond	Rehab	
The transfer will cover costs of advertising for SC 980 Rehabilitation to Sanitary Sewers at Various Locations in Baltimore City.		
2. \$150,000.00	9960-906133-9558	9960-902598-9557
Water Revenue	Constr. Res. -	Other
Bond	Meter Replacement P	
The transfer will cover costs of WC 1370R, AMI/R Urgent Need Large Meters (>3").		
3. \$ 46,160.00	9960-906133-9588	
Water Utility	Constr. Res. -	
Funds	Meter Replacement P	
153,840.00	" "	
<u>Revenue Bonds</u>		
<b>\$200,000.00</b>	-----	9960-902590-9557-3
		Design & Study

This transfer will cover costs of project WC 1371, AMI/R Urgent Need.

## MINUTES

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>		
4. \$1,375,000.00	9952-905034-9511	
23 <sup>rd</sup> Eco. Dev.	Constr. Res. -	
	Pedestrian Lighting	
164,956.24	" "	
<u>\$1,539,956.24</u>	-----	9952-912045-9510
		Street Light - LED
		Conversion

This transfer will fund the costs for procurement of fixtures to convert the street lights to LED lights related to project "Street Light-LED Conversion" in the amount of \$1,539,956.24.

**MINUTES**Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2018 through June 30, 2019, unless otherwise indicated.

NURSE MONITOR AGREEMENTS

The Maryland State Department of Health and Mental Hygiene (DHMH) is designated as the single State agency to administer all aspects of the Community First Choice (CFC) and Community Personal Assistance Services (CPAS), formerly known as the Maryland Medical Assistance Personal Care Program. The Community First Choice and Community Personal Assistance program provide services and supports to enable older adults and people with disabilities to live in their homes. The Department has an agreement with the DHMH to participate in the program as the case monitoring agency and to contract with Nurse Monitors who will supervise the provision of services to eligible recipients.

The Nurse Monitor will exercise independent professional judgment and carry professional liability insurance. Each Nurse Monitor will be an independent contractor and not an employee of the City.

The Nurse Monitor is responsible for providing oversight and quality monitoring of the participant's health status and the outcomes of personal assistance services for the CFC and the CPAS participants. The Nurse Monitor will make home visits, maintain clinical records, and utilize the Long Term Support Maryland Tracking system, as required.

The Nurse Monitor Agreements are late because they were just finalized by the Department.

<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
1. <b>TIFFANY GRAY, R.N.</b>	\$50.00 per hr.	<b>\$150,000.00</b>
2. <b>WELLTRUST COMPANY, INC.</b>	\$50.00 per hr.	<b>\$150,000.00</b>

**MINUTES**Health Department - cont'd

	<u>Case Monitor Name</u>	<u>Rate of Pay</u>	<u>Amount</u>
3.	<b>SOLID ROCK HEALTH EDUCATORS, LLC</b>	\$50.00 per hr.	<b>\$150,000.00</b>
4.	<b>PHOENIX HEALTH CARE SERVICES, LLC</b>	\$50.00 per hr.	<b>\$150,000.00</b>

Account: 6000-607819-3110-306800-603018

CONSULTANT AGREEMENTS - Adult Evaluation and Review Program

The Adult Evaluation and Review Services (AERS) is a Maryland Medicaid Program. It provides comprehensive evaluations for aged and functionally disabled adults who need long term care and are not at risk for institutionalization.

The Consultant will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment and Plan of Services into the Long Term Services and Support Maryland Tracking System for submission to the Maryland State Department of Health and Mental Hygiene (DHMH). In addition, the Consultant will submit all evaluations and completed DHMH forms to the Department's AERS program staff.

5.	<b>SOLID ROCK HEALTH EDUCATORS, LLC</b>	\$90.00 per evaluation	<b>\$ 70,200.00</b>
6.	<b>SHIRLEY MARC, R.N.</b>	\$90.00 per evaluation	<b>\$ 70,200.00</b>
7.	<b>DENISE HAMMOND, R.N.</b>	\$90.00 per evaluation	<b>\$117,000.00</b>

Account: 6000-607619-3110-306700-603018

**MINUTES**

Health Department - cont'd

ACCOUNTABLE HEALTH COMMUNITY (AHC) PROGRAM

8. **HEALTH CARE ACCESS MARYLAND, INC. (HCAM)** **\$529,913.00**

Account: 4000-403319-3001-599000-603051

HealthCare Access Maryland will continue to serve as the navigation hub for the AHC program. The HCAM serves Medicaid/Medicaid patients within Baltimore City by providing access to comprehensive health care services. These services include care coordination services to clients experiencing difficulty in assessing proper medical care; providing outreach to high-risk and hard-to-reach clients; working closely with Managed Care Organizations to assist Medicaid-eligible clients to obtain proper and adequate health care services through their insurance plan; and serving as a local resource for information to Medicaid eligible residents of Baltimore City. The period of the agreement is May 1, 2018 through April 30, 2019.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing agreements.

**MINUTES**Health Department - Ratification of Agreements  
and Amendment to Agreement

The Board is requested to ratify the various agreements and amendment to agreement. The period of the agreements was July 1, 2017 through June 30, 2018.

AGREEMENTS**1. SISTERS TOGETHER AND REACHING, INC. \$123,013.00**

Account: 5000-569718-3023-273342-603051

Under the terms of this agreement, Sisters Together And Reaching conducted Early Intervention Services that included targeted HIV testing to help clients who were unaware of their HIV status to receive referral to HIV care and treatment, if found to be HIV infected.

**2. TOTAL HEALTH CARE, INC. \$ 86,490.00**

Account: 5000-569718-3023-273349-603051

Under the terms of this agreement, Total Health Care, Inc. provided Health Education and Risk Reduction (HERR) Program services for clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services, and counseling clients to improve their health. The topics covered included Treatment Adherence, Health Literacy Training, Health Care Coverage Navigation, Treatment as Prevention, Pre-Exposure Prophylaxis, and Non-occupational Post-Exposure Prophylaxis information for partners.

## MINUTES

Health Department - cont'd

3. **THE JOHNS HOPKINS UNIVERSITY/** **\$253,936.00**  
**SCHOOL OF MEDICINE (JHU)**

Account: 5000-569718-3023-273327-603051

Under the terms of this agreement, the JHU provided Health Education/Risk Reduction (HERR) services to educate clients living with HIV about HIV transmission and how to reduce the risk of HIV transmission. HERR will include sharing information about medical and psychosocial support services and counseling clients to improve their health status.

**MWBOO GRANTED A WAIVER.**

4. **THE JOHNS HOPKINS UNIVERSITY/** **\$ 9,702.00**  
**SCHOOL OF MEDICINE (JHU)**

Account: 5000-569718-3023-273357-603051

Under the terms of this agreement, the JHU provided psychosocial support services to assist eligible people living with HIV to address behavioral and physical health concerns.

5. **THE JOHNS HOPKINS UNIVERSITY/** **\$ 20,000.00**  
**SCHOOL OF MEDICINE (JHU)**

Account: 5000-569718-3023-273328-603051

Under the terms of this agreement, the JHU provided limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain and maintain outpatient/ambulatory health services. The housing related referral services include assessment, search placement advocacy, and the fees associated with these services.

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration programmatically manages Ryan White Part B HIV/AIDS State Special Services. The Providers are asked to submit a budget,



**MINUTES**Health Department - cont'd

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

RATIFICATION AND AMENDMENT TO AGREEMENT

**6. INSTITUTES FOR BEHAVIOR RESOURCES,                      \$199,243.00**  
**INC. (IBR)**

Account: 5000-505418-3070-268400-603051

On December 31, 2017, the Board approved the original agreement in the amount of \$397,000.00 for the period of July 1, 2017 through June 30, 2018.

Under the terms of this Amendment to Agreement, the Department increased the agreement by \$199,243.00 to allow IBR to render additional services. This made the total agreement amount \$596,243.00. All other terms and conditions of the original agreement remain unchanged.

This Amendment to Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the foregoing agreements and amendment to agreement. The President **ABSTAINED** on items nos. 3, 4, and 5.

**MINUTES**

Health Department - Ratification of Fourth  
Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify the Fourth Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the NGA was October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$	0.00	-	4000-433517-3024-268400-404001
	3,088.00	-	4000-432917-3255-761200-404001
	1,017.00	-	4000-434317-3255-761600-404001
	0.00	-	4000-436217-3255-761800-404001
	620.00	-	4000-436117-3255-761700-404001
	0.00	-	4000-433917-3044-761500-404001
	186.00	-	4000-433917-3044-761500-404001
	242.00	-	6000-633517-3255-771700-406001
	<b>\$5,153.00</b>		

**BACKGROUND/EXPLANATION:**

On March 21, 2018, the Board approved the original NGA in the amount of \$361,667.00 for period of October 1, 2016 through September 30, 2017.

On April 25, 2018, the Board approved the Second NGA in the amount of \$1,823,950.00 for the period of October 1, 2016 through September 30, 2017.

On June 20, 2018, the Board approved the Third NGA in the amount of \$1,755,462.00 for period of October 1, 2016 through September 30, 2017.

The Fourth NGA was received on September 29, 2017 and reflected an increase in the award amount of \$5,153.00, making the total NGA amount \$3,946,232.00. This increase allowed the Department to provide coordinated and accessible services for seniors in Baltimore City.

**MINUTES**Health Department - cont'd

This NGA was contingent upon approval of the FY17 Federal Appropriation of funds for the Administration of the Older Americans Act. By accepting these NGAs, the grantee agreed to abide by the terms of the following documents, including amendments thereto: its approved Area Plan; Grant applications(s); Grant Agreements(s); Aging Program directives; and all applicable Federal and State laws, regulations, policies, and procedures.

This Fourth NGA is late because the Department misplaced the original notice and was waiting for copies from the Maryland Department of Aging.

**MBE/WBE PARTICIPATION:**

N/A

UPON MOTION duly made and seconded, the Board ratified the Fourth Notification of Grant Award from the Maryland Department of Aging.

**MINUTES**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the National Association of County & City Health Officials (NACCHO) for annual dues for the period of July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 1001-000000-3001-568000-603022

**BACKGROUND/EXPLANATION:**

The funds will be used to pay Baltimore City Health Department's 2019 annual NACCHO membership dues.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved the expenditure of funds to pay the National Association of County & City Health Officials for annual dues for the period of July 1, 2018 through June 30, 2019.

**MINUTES**

Health Department - Notice of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention for the Project titled, "Baltimore City Teen Dating Violence (TDV) and Youth Prevention Addressing Shared Risk Factors". The period of the NoA is September 1, 2018 through August 31, 2019.

**AMOUNT OF MONEY AND SOURCE:**

\$325,000.00 - 4000-483319-3160-308000-404001

**BACKGROUND/EXPLANATION:**

The NoA will provide funding for the Baltimore City Teen Dating Violence and Youth Prevention Addressing Shared Risk Factors Project. The project will provide services to reduce teen dating violence and other forms of youth-violence in Baltimore City.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved the Notice of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention for the Project titled, "Baltimore City Teen Dating Violence and Youth Prevention Addressing Shared Risk Factors".

**MINUTES**

Health Department - Revised Notices of Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve First, Second, and Third revised Notices of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention for the Project titled, "Baltimore City Teen Dating Violence (TDV) and Youth Prevention Addressing Shared Risk Factors". The period of the NoA is September 1, 2017 through August 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On August 30, 2017, the Board approved the initial NoA for the Project titled, "Baltimore City Teen Dating Violence and Youth Violence Prevention Addressing Shared Risk Factors" in the amount of \$325,000.00 for the period of September 1, 2017 through August 31, 2018.

On November 6, 2017, the Department received the first revised NoA, which approved the technical review and the revised budget submitted by the Department on September 29, 2017.

On December 21, 2017, the Department received the second revised NoA, which approved the change in authorizing the Official Representative from William Kellibrew to Greg Sileo. The Department requested the change on December 7, 2017.

On May 30, 2018, the Department received the third revised NoA, which approved the carryover of unobligated funds in the amount of \$114,057.00 from the budget period one, September 1, 2016 through August 31, 2017 to budget period two, and September 1, 2017 through August 31, 2018, for budget period three.

**MINUTES**

Health Department - cont'd

All other terms and conditions issued under the original NoA remain in effect throughout the budget period unless otherwise changed, in writing, by the Grants Management Officer.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

UPON MOTION duly made and seconded, the Board approved First, Second, and Third revised Notices of Award from the Department of Health and Human Services, Centers for Disease Control and Prevention for the Project titled, "Baltimore City Teen Dating Violence and Youth Prevention Addressing Shared Risk Factors".

**MINUTES**

Health Department - Fiscal Year 2019 Unified Funding Document  
Grant Awards

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Fiscal Year 2019 Unified Funding Document Grant Awards (UFD). The period of the grant is July 1, 2018 through June 30, 2019.

**AMOUNT OF MONEY AND SOURCE:**

Funding is provided by the State of Maryland Department of Health and Mental Hygiene.

<b><u>GRANT #:</u></b>	<b><u>GRANT DESCRIPTION:</u></b>	<b><u>BASE AWARD AMOUNT</u></b>
CH560CFT	Core Public Health Services	\$9,163,589.00
AS005OCC	Opioid Operational Command Center	854,732.00
MH3740TH	Healthcare for the Homeless	664,585.00
AS005CTG	Maryland Rapid Respond	100,691.00
CH580OIP	Oral Disease & Injury Prevention	35,625.00
CH831PHP	Public Health Emergency Preparedness	388,265.00
CH831PHP	Cities Readiness Initiative	92,930.00
MA411HSP	Supplemental ACC	950,000.00
CH903BBH	Babies Born Healthy Initiative	875,863.00
CH929MHP	Children with Special Health Care Needs	25,000.00
FHB66PRE	Personal Responsibility Education Program	329,771.00
CH646TPG	Tobacco-LGBT Tobacco Control	30,000.00
FHC69CHS	Child Health Systems Improvement	1,778,378.00
FHD39MIC	HFA Expansion	1,841,554.00
FHD95TSC	Tobacco Enforcement Initiative	180,000.00
FHC25ODH	State and Local Public Health Actions	86,582.00
FH201FFP	Reproductive Health/Family Planning	580,000.00
FH386HTA	Healthy Teens/Young Adults	850,000.00
FHD62SQ1	Surveillance and Quality Improvement	191,180.00
WI213WIC	WIC	2,451,350.00



## MINUTES

Health Department - cont'd

<u>GRANT #:</u>	<u>GRANT DESCRIPTION:</u>	<u>BASE AWARD AMOUNT</u>
FHC88SHN	School Health Nurse	40,143.00
CHC79ECM	Childhood Lead Poisoning Prevention	344,133.00
FHC84LPO	Lead Poisoning Prevention	787,477.00
FH57CCS	Colorectal Cancer Screening	30,000.00
MA055DCE	Adult Day Care	136,753.00
MA005EPS	Administrative Care Coordination	2,005,500.00
MA157ACM	PWC Eligibility	2,401,006.00
MA365GTS	General Transportation	7,931,996.00
CH051STD	Sexually Transmitted Disease	189,042.00
CH054IMM	Immunization-HEP-IAP, HEP-B	744,100.00
AD697CMA	AIDS Case Management	15,380,998.00
AD419RWS	Ryan White B Support Services	1,613,991.00
AD712HCV	Community Based Programs to Test & Cure HEP C	62,880.00
AD615NEP	Needle Exchange Program	750,000.00
FHB39CPE	Cancer Prev., Educ., Scrn., Diagnosis	22,000.00
CH586TPG	Tobacco Use Prev. Community-Based	266,157.00
CH586TPG	Tobacco Use - Administration	20,033.00
Total:		\$54,196,304.00

**BACKGROUND/EXPLANATION:**

As the fiscal year progresses, supplements, modifications, and/or reductions will be processed through the granting administrations with revised Unified Grant Awards being issued. The most current UFD will be the official award of record.

The Fiscal Year 2019 UFD is late because they were recently received on June 29, 2018 and delayed during the administrative review process.

**APPROVED FOR FUNDS BY FINANCE**

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

**MINUTES**

Health Department - cont'd

UPON MOTION duly made and seconded, the Board approved acceptance of the Fiscal Year 2019 Unified Funding Document Grant Awards.

**MINUTES**

Mayor's Office of Human Services - Ratification of Interagency Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize ratification of the Interagency Agreement (IA) with the Maryland Department of Health. The period of the IA was January 1, 2018 through June 30, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$22,425.00 - 5000-507018-3573-754600-405001

**BACKGROUND/EXPLANATION:**

The IA Is for the "Assistance in Community Integration Services" Pilot Program. Under this IA, the City oversaw a study of a pilot program that matched homeless individuals enrolled in Medicaid with permanent supportive housing options to track client outcomes as the holistic coordination of their care improves.

The delay in submitting this Agreement is because of a delay at the administrative level.

**APPROVED FOR FUNDS BY FINANCE****AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board ratified the Interagency Agreement with the Maryland Department of Health.

**MINUTES**

Mayor's Office of Human Services - Ratification of Acceptance  
of the Housing Opportunities  
for Persons with AIDS (HOPWA)  
Grant for FY 2014

**ACTION REQUESTED OF B/E:**

The Board is requested to ratify acceptance of the HOPWA grant and authorize execution of the Grant Agreement with the U.S. Department of Housing and Urban Development. The period of the Grant Agreement is August 7, 2014 through August 7, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$7,841,738.00 - 4000-490915-3573-333600-603013

**BACKGROUND/EXPLANATION:**

The Mayor's Office of Human Services was awarded funds under the Housing Opportunities for Persons with AIDS (HOPWA) program operated by the U.S. Department of Housing and Urban Development. Through HOPWA, low-income persons living with HIV/AIDS and their families were provided with housing assistance and related supportive services to prevent clients from becoming homeless. The Mayor's Office of Human Services humbly requests that the Board ratify the acceptance of these funds.

The delay in submitting this Grant Agreement for approval is because of clerical oversight and subsequent personnel changes at the time of initial grant award.

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

UPON MOTION duly made and seconded, the Board ratified acceptance of the HOPWA grant and authorized execution of the Grant Agreement with the U.S. Department of Housing and Urban Development.

**MINUTES**

Department of Public Works - Amendment No. 2 to Memorandum  
of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 2 to Memorandum of Understanding (Amendment No. 2) with the University of Baltimore. The Amendment No. 2 extends the period through July 13, 2019.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On July 13, 2016, the Board approved a Memorandum of Understanding with the University of Baltimore (UB) to perform a pilot microbial source tracking study to evaluate the impact of proposed improvements in the TMDL WIP. Samples are submitted on an as needed basis so the study is taking longer to complete than expected.

The agreement expires on July 13, 2018. The Department requested a no-cost extension of the MOU to continue through July 13, 2019. This will allow UB time to complete the sampling requirement of the original contract.

**APPROVED FOR FUNDS BY FINANCE****AUDITS NOTED THE NO-COST TIME EXTENSION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Amendment No. 2 to Memorandum of Understanding with the University of Baltimore.

**MINUTES**

Department of Public Works/Office - Full Release of Retainage  
of Engineering and Construction      Sanitary Contract No. 923

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Full Release of Retainage to Whiting Turner for Sanitary Contract No. 923, Roof Replacements at various facilities at Patapsco Wastewater Treatment Plant.

**AMOUNT OF MONEY AND SOURCE:**

\$169,670.00 - 9956-906333-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of November 25, 2015, Whiting Turner has completed 100% of all work for SC 923. The Contractor has requested a Release of Retainage for \$169,670.00. Currently, the City is holding \$169,670.00 in retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$0.00

**MWBOO APPROVED**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Full Release of Retainage to Whiting Turner for Sanitary Contract No. 923, Roof Replacements at various facilities at Patapsco Wastewater Treatment Plant.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. (Consultant) under Project 1238J, On-Call Mechanical Engineering Services. The period of the Task Assignment is six months.

**AMOUNT OF MONEY AND SOURCE:**

\$39,952.80 (59.4989%) - Baltimore City  
27,196.00 (40.5011%) - Baltimore County  
**\$67,148.80** - 9960-902297-9557-900020-703032

**BACKGROUND/EXPLANATION:**

The Consultant will perform an engineering evaluation/condition assessment, process Mechanical/Heating Ventilation & Air Conditioning architectural/structural, electrical/instrumentation and controls, and provide a draft preliminary engineering report submission, which summarizes all of the findings and recommendations of the engineering evaluation for City review and comments. The report will also contain drawings, diagrams, sketches and estimates of probable construction costs to assist in defining the proposed improvements, The Consultant will address the City's review comments before submitting a final preliminary engineering report.

The scope of the original agreement includes: performing design related to repairs, maintenance and new construction managed by the Office of Engineering and Construction, Review available information, project management, contract administration, preparation of design documents, preparation of reports and contract bid documents, including construction and cost estimates, permit applications, right-of-ways, and shop drawing review and consultation during construction.

**MINUTES**

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

**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.

**MBE: 27%**

**WBE: 10%**

Current goals are:

**MBE: 16.4%**

**WBE: 15.4%**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$43,149.02	9960-910300-9588	
Water Revenue	Urgent Needs Water	
Bond	Facilities	
29,371.68	" "	
<u>County Revenue</u>		
<b>\$72,520.70</b>	-----	9960-902297-9557-3
		Design & Study

This transfer will cover the cost of Project 1238J, WC 1377, On-Call Mechanical Engineering Services.



## MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 002 to Johnson, Mirmiran & Thompson, Inc. under Project 1238J, On-Call Mechanical Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc. under Project 1238J, On-Call Mechanical Engineering Services. The period of the task assignment is nine months.

**AMOUNT OF MONEY AND SOURCE:**

\$ 63,494.20 (32%) - City Wastewater Revenue Bonds  
134,925.17 (68%) - Baltimore County Grants  
**\$198,419.37** - 9956-907691-9551-900020-705032

**BACKGROUND/EXPLANATION:**

The Office of Engineering and Construction requests the study and design for upgrades of six Primary Settling Tanks at Patapsco Wastewater Treatment Plant. Johnson, Mirmiran & Thompson, Inc. will evaluate improvements to the existing scum removal system serving all six Primary Settling Tanks. Some of the evaluations are as follows: improvement to the existing scum troughs; improvements to the existing actuators that serviced installations of tank mixer, and evaluation of scum conveyance for disposal.

The scope of the original agreement includes: the project consists of on-call consulting for various task assigned by the Office of Engineering and Construction for engineering services for various Water & Wastewater Facilities including treatment plants and pumping stations, and may include planning, design and construction phase services.

**MINUTES**

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

**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.

**MBE: 27%**

**WBE: 10%**

This task contains the following percentages:

**MBE: 19.58%**

**WBE: 19.39%**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 68,573.73	9956-905533-9549	
Waste Water	Annual Facilities	
Revenue Bonds	Improvements	
146,439.18	" "	
Baltimore		
<u>County Grants</u>		
<b>\$215,012.91</b>	-----	9956-907691-9551-3 (Design)

The transfer will cover costs of Project 1283J, Improvements to PST Scum Collection System at the Patapsco Wastewater Treatment Plant.

## MINUTES

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

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 001 to Johnson, Mirmiran & Thompson, Inc. under Project 1238J, On-Call Mechanical Engineering Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**Department of Public Works - Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an Agreement with AECOM Technical Services, Inc. under Project No. 1266A, On-Call Wastewater Engineering 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 - Upset limit.

(The amount will be determined with each individual task.)

**BACKGROUND/EXPLANATION:**

The Office of Engineering & Construction is requesting AECOM Technical Services, Inc. to provide on call wastewater engineering services related to the evaluation, assessment and design for rehabilitation, repairs, maintenance and new construction for the continued improvement for the City's sanitary sewer system.

**MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to this agreement are MBE: 27.00% and WBE: 10.00%.

<b>MBE:</b> NMP Engineering Consultants, Inc.	\$ 70,000.00	7%
E2CR, Inc.	50,000.00	5%
Savin Engineers, P.C.	150,000.00	15%
<b>Total</b>	<b>\$270,000.00</b>	<b>27%</b>

<b>WBE:</b> Chesapeake Environmental Management, Inc.	\$100,000.00	10%
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**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

**MINUTES**Department of Public Works - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with AECOM Technical Services, Inc. under Project No. 1266A, On-Call Wastewater Engineering Services.

**MINUTES**

Department of Public Works - Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the transfer of funds to the Baltimore City Foundation.

**AMOUNT OF MONEY AND SOURCE:**

\$7,000.00 - 4000-407518-5181-390700-603026

**BACKGROUND/EXPLANATION:**

In 2017, the Department of Public Works received a \$100,000.00 grant from the United States Department of Agriculture (USDA) Forest Service to conduct a test of concept for GROW Centers - places that link existing community greening networks to much needed sources of free/low cost materials and technical expertise for vacant lot revitalization and stormwater management installation.

The grant supports the hosting of "pop-up" events that would include free or low cost materials like mulch, salvaged bricks, and trees, as well as workshops and technical information. The Department of Public Works would like to offer small stipends to non-profit and individual workshop leaders and pop-up hosts for space rental, as well as cover small, miscellaneous expenses. The Department of Public Works is requesting that an account be established for in the Baltimore City Foundation and that funds from the USDA Forest Service grant be deposited into this account to cover these expenses.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized the transfer of funds to the Baltimore City Foundation.

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

On the recommendations of the City agencies

hereinafter named, the Board,

UPON MOTION duly made and seconded,

awarded the formally advertised contracts

listed on the following pages:

3210 - 3211

to the low bidders meeting the specifications,

or rejected bids on those as indicated

for the reasons stated.

The Transfer of Funds was approved

SUBJECT to receipt of a favorable report

from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

The Comptroller **ABSTAINED** on item nos. 1, 2, and 3.



**MINUTES****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**Department of General Services

1. GS 16826R, Western District Police Dept.  
Partial Roof Replacement and Structure

Detwiler Roofing \$ 218,000.00

**MBE:** Couser Supply, Inc. \$ 6,540.00 3%

**WBE:** Acorn Supply & Distribution, Inc. \$ 4,360.00 2%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

Department of Public Works/Office  
of Engineering and Construction

2. SC 948, Brooklyn Wastewater Pumping Station Rehabilitation and Thioguard Chemical Feed Facility at Baltimore Street

American Contracting & Environmental Services, Inc. \$4,350,000.00

<b>MBE:</b> Roane's Rigging & Transfer Company, Inc.	\$ 435,000.00	10.00%
Apex Petroleum Corporation	45,000.00	1.03%
Best Fence, LLC	30,000.00	0.68%
SQN Systems, Corp.	100,000.00	2.29%
Proper Staffing, Inc.	105,000.00	2.41%
Horton Mechanical Contractors, Inc.	420,000.00	9.65%

**\$1,135,000.00 26.06%**

**WBE:** Mid-Atlantic Electrical Contracting Inc. \$ 400,000.00 9.19%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

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

3. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$4,138,000.00	9956-925026-9549	
Wastewater	Brooklyn Pumping	
Revenue Bonds	Station	
122,000.00	" "	
County Revenue		
Bonds		
354,079.20	9956-905533-9549	
Wastewater	Annual Facilities	
Revenue Bonds	Improv.	
83,920.80	" "	
Wastewater		
Utility Funds		
<u>\$4,698,000.00</u>	-----	9956-905533-9551-6 Construction

The transfer will cover the costs of SC 948, Brooklyn Station Renovations.

**MINUTES**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Baltimore City Community College (BCCC). The period of the agreement is July 19, 2018 through September 6, 2018.

**AMOUNT OF MONEY AND SOURCE:**

\$29,800.00 - 2071-000000-5521-623301-603020

**BACKGROUND/EXPLANATION:**

The Agreement is for the BCCC to conduct the first year of a three-year Water Treatment Operator Training program for the Bureau of Water and Wastewater. The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the three years that they are employed to successfully complete the Water Treatment Technician Apprenticeship Program. The training provided by the BCCC is for Professional Services.

The BCCC has provided a custom curriculum that enables these employees to be exposed to the technical requirements of the certification process as it relates to the actual work environment of the water industry. The BCCC has provided previous training for the City, and the Board is requested to approve this first session of training for the Water Utility Operator position. The training will take place on-site using existing equipment and materials.

**APPROVED FOR FUNDS BY FINANCE**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Agreement with Baltimore City Community College.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |  |         |         |
|--|---------|---------|
| 1. PITNEY-BOWES, INC   | \$ 0.00 | Renewal |
| Contract No. 07000 - Mailing System for State's Attorney's Office - State's Attorney's Office - P.O. No. P536955 |         |         |

On September 14, 2016, the Board approved the initial award in the amount of \$39,840.60. The award contained four 1-year renewal options. On August 9, 2017, the Board approved the first renewal in the amount of \$39,840.60. This second renewal in the amount of \$0.00 is for the period August 1, 2018 through July 31, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |  |         |         |
|--|---------|---------|
| 2. LAWMAN SUPPLY COMPANY<br>OF NEW JERSEY  | \$ 0.00 | Renewal |
| Contract No. B50003683 - SWAT Uniforms - Baltimore City Police Department - P.O. No. P528602 |         |         |

On September 3, 2014, the Board approved the initial award in the amount of \$35,000.00. The award contained five 1-year renewal options. Three renewal options have been exercised. This fourth renewal in the amount of \$0.00 is for the period September 3, 2018 through September 2, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |  |              |         |
|--|--------------|---------|
| 3. AZTECA SYSTEMS, LLC   | \$245,000.00 | Renewal |
| Contract No. 06000 - Cityworks Master License and Maintenance Agreement - Department of Public Works, Water and Wastewater, IT Division - P.O. No. P532405 |              |         |

On August 12, 2015, the Board approved the initial award in the amount of \$245,000.00. The award contained five 1-year renewal options. Two renewal options have been exercised. This third renewal in the amount of \$245,000.00 is for the period July 1, 2018 through June 30, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. The vendor is the original software developer and sole provider of the license and software maintenance for Cityworks Asset Management Software.

- |   |         |         |
|---|---------|---------|
| 4. SAFETY LEAGUE, INC.<br>t/a ATLANTIC TACTICAL,<br>INC.  | \$ 0.00 | Renewal |
| Contract No. B50003446 - Monadnock Flex Cuffs - Baltimore City Police Department - P.O. No. P527412 |         |         |

On May 28, 2014, the Board approved the initial award in the amount of \$177,000.00. The award contained five 1-year renewal options. Three renewal options have been exercised. This fourth renewal in the amount of \$0.00 is for the period June 1, 2018 through May 31, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

**MBE/WBE PARTICIPATION:**

On April 29, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. There are no services provided under this contract.

**MWBOO GRANTED A WAIVER.**

## 5. BALTIMORE GAS &amp; ELECTRIC

COMPANY	\$ 2,000,000.00	Renewal
Contract No. 08000 - Requirements for Street Lights Rehabilitation - Department of Transportation - P.O. No. P536375		

On July 27, 2016, the Board approved the initial award in the amount of \$2,100,000.00. The award contained four 1-year renewal options. On July 19, 2017, the Board approved the first renewal in the amount of \$1,500,000.00. This second renewal in the amount of \$2,000,000.00 is for the period August 1, 2018 through July 31, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This is a sole source procurement.

## 6. BASF CORPORATION

\$ 300,000.00	Renewal
Contract No. B50004656 - Polymeric Flocculants for GBT for the Back River Wastewater Treatment Plant - P.O. No. P536448	

On August 10, 2016, the Board approved the initial award in the amount of \$700,000.00. The award contained four 1-year renewal options. On July 26, 2017, the Board approved the first renewal in the amount of \$300,000.00. This second renewal

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

in the amount of \$300,000.00 is for the period August 9, 2018 through August 10, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On June 9, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

**MWBOO GRANTED A WAIVER.**

- |   |              |         |
|---|--------------|---------|
| 7. JM TRUCKING LLC  | \$600,000.00 | Renewal |
| Contract No. B50003519 - Hauling of Asphalt - Department of Transportation - P.O. No. P528069 |              |         |

On July 16, 2014, the Board approved the initial award in the amount of \$64,500.00. The award contained three renewal options. Subsequent actions including two increases and two renewals have been approved. This third and final renewal in the amount of \$600,000.00 is for the period August 1, 2018 through July 31, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 12, 2014, MWBOO set goals of 20% MBE and 7% WBE. On July 10, 2018, JM Trucking, LLC was found in compliance.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Unlimited Trucking	20%	\$91,821.00	21.3%
<b>WBE:</b> Julian Trucking, LLC	7%	\$66,541.00	15.5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- |   |              |         |
|---|--------------|---------|
| 8. SB & COMPANY, LLC  | \$ 25,000.00 | Renewal |
| Contract No. B50004686 - Auditing Services for Baltimore Convention Center - Baltimore Convention Center - P.O. No. P536472 |              |         |

On August 11, 2016, the Board approved the initial award in the amount of \$17,500.00. The award contained two renewal options. On December 20, 2017, the Board approved the first renewal in the amount of \$21,000.00. This final renewal in the amount of \$25,000.00 is for the period August 12, 2018 through August 11, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- |   |              |         |
|---|--------------|---------|
| 9. BIOHABITATS, INC.  | \$ 30,818.78 | Renewal |
| Contract No. B50004355 - Master Planning Services for a Citywide Green Network Plan - Department of Planning P.O. P534827 |              |         |

On March 9, 2016, the Board approved the initial award in the amount of \$170,745.00. The award contained six 1-year renewal options. Subsequent actions have been approved. This second renewal in the amount of \$30,818.78 is for the period March 9, 2018 through March 8, 2019, with four 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

MWBOO set goals of 7% MBE and 3% WBE. The vendor committed to 10% MBE and 15% WBE.



## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of Procurement

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Living Design Lab, LLC	10%	\$24,250.00	13.3%
<b>WBE:</b> Floura Teeter Landscape Architects, LLC	15%	\$16,792.00	9.3%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

10. a. TELECOMMUNICATIONS SYSTEMS,  
INC.  
b. TRIGYN TECHNOLOGIES, INC.  
c. KONIAG SERVICES, INC.

	\$20,000,000.00	Renewal
Contract No. B50004056 - Enterprise Technology Staffing Support - Baltimore City Information Technology - Baltimore City Police Department, Department of General Services, Department of Public Works, Department of Transportation, etc. - P.O. Nos. P532842, P5332843 and P532844		

On September 9, 2015, the Board approved the initial award in the amount of \$15,000,000.00. The award contained one renewal option. Subsequent actions have been approved. This extension will assist in meeting City agencies needs by continuing utilization of critical IT staffing support requirements covered by this contract during the solicitation process. The new solicitation is intended to update the job descriptions and increase the number of vendors on contract. This sole renewal in the amount of \$20,000,000.00 is for the period September 9, 2018 through September 8, 2019. The above amount is the City's estimated requirement.

## MINUTES

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONSVENDOR AMOUNT OF AWARD AWARD BASISBureau of ProcurementMBE/WBE PARTICIPATION:

On April 20, 2015, MWBOO set goals of 27% MBE and 10% WBE.

a. TELECOMMUNICATIONS SYSTEMS, INC.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Bithgroup Technologies, Inc.	15%	\$ 585,852.87	17.8%
Serigor, Inc.	9%	437,115.00	13.3%
N. Scott Phillips Legal and Business Consulting Services, LLC	3%	35,424.00	0.01%
	27%	<b>\$1,058,391.89</b>	
<b>WBE:</b> Realistic Consulting, Inc.	10%	<b>\$ 319,691.38</b>	<b>9.7%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**b. TRIGYN TECHNOLOGIES

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> UVS Info Tech, LLC	27%	\$ 0.00	0.00%
<b>WBE:</b> Reco Technology	10%	\$ 0.00	0.00%

**MWBOO FOUND VENDOR IN COMPLIANCE.**c. KONIAG SERVICES, INC.

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> Williams Consulting, LLC	28%	\$ 0.00	0.00%
<b>WBE:</b> P.K.W. Associates, Inc.	10%	\$150,816.43	96.56%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## MINUTES

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

## 11. ARUNDEL SERVICES, INC.

d/b/a ACTION ELEVATOR

COMPANY

\$124,999.00

Increase and

Ratification

Contract No. 06000 - Elevator Services for the Department of General Services - Department of General Services - P.O. No. P518313

The Board is requested to approve a ratification for additional funds required for urgent elevator repairs for City buildings under the contract, which exceeded the contract value. A new contract is in progress. Authority is requested to pay the outstanding invoices and allow sufficient funding for a contract transition. The increase is for the period July 26, 2018 through October 2, 2018. The period of the ratification is April 1, 2018 through July 25, 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 payment of the voice is recommended.

MBE/WBE PARTICIPATION:

Not applicable. Emergency procurement.

UPON MOTION duly made and seconded, the Board approved the foregoing Renewals and the Increase to the Contract.

**MINUTES**

Department of Recreation and Parks - Task Assignment

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 02 to Floura Teeter Landscape Architects, Inc. under Project 1233, On-Call Design Services. The period of the Task Assignment is approximately one year.

**AMOUNT OF MONEY AND SOURCE:**

\$34,976.77 - 9938-929080-9474-900000-703032

**BACKGROUND/EXPLANATION:**

This task will include additional services for a Master Plan of Canton Waterfront Park.

**MBE/WBE PARTICIPATION:**

Including this task, the Contractor has achieved the following percentages:

**MBE: 0%**

**WBE: 5.26%**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

**MINUTES**

Recreation and Parks - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$35,000.00</b>	9938-927080-9475	9938-929080-9474
1 <sup>st</sup> Public &	Canton Waterfront	Canton Waterfront
Parks	Plan (Reserve)	Plan (Active)
Facilities		

This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1233, Task No. 02 to Floura Teeter Landscape Architects, Inc.

UPON MOTION duly made and seconded, the Board approved the assignment of Task No. 02 to Floura Teeter Landscape Architects, Inc. under Project 1233, On-Call Design Services. The Transfer of Funds was approved, SUBJECT to the receipt of a favorable report from the Planning Commission, the Director of Finance having reported favorably thereon, in accordance with the provisions of the City Charter.

**MINUTES**

Department of Recreation and Parks - Performance and Payment Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Performance and Payment Bonds from Baltimore Gas and Electric (Principal) and Atlantic Specialty Insurance Company (Surety) for the granite pipeline construction in Gwynns Falls Leakin Park.

The period of the Bonds will become effective upon Board approval and will remain in effect until the Principal fulfills the Covenant, Terms and Conditions associated with the agreement and until final acceptance of the Granite Pipeline Construction Project by the City.

**AMOUNT OF MONEY AND SOURCE:**

\$328,062.00 - Payment Bond  
\$328,062.00 - Performance Bond

**BACKGROUND/EXPLANATION:**

The Performance and Payment Bond No. 800006031 (Contract No. 01229590) is for the BGE Omnibus Agreement, Gwynns Falls Leakin Park Granite Pipeline Construction Project, which was approved by the Board on September 27, 2017. The Omnibus agreement was executed to allow the BGE to relocate a section of its granite pipeline which runs through City park property. As indicated on page 10 of the Omnibus Agreement, the total cost of the work performed under the agreement will be secured by the submitted Bonds.

UPON MOTION duly made and seconded, the Board approved the Performance and Payment Bonds from Baltimore Gas and Electric and Atlantic Specialty Insurance Company for the granite pipeline construction in Gwynns Falls Leakin Park.

**MINUTES**

Department of Recreation and Parks - Performance and Payment Bonds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Performance and Payment Bonds from Baltimore Gas and Electric (Principal) and Atlantic Specialty Insurance Company (Surety) for the granite pipeline construction in Gwynns Falls Leakin Park.

The period of the Bonds will become effective upon Board approval and will remain in effect until the Principal fulfills the Covenant, Terms and Conditions associated with the agreement and until final acceptance of the granite pipeline construction project by the City.

**AMOUNT OF MONEY AND SOURCE:**

\$13,444,821.00 - Performance Bond

\$13,444,821.00 - Payment Bond

**BACKGROUND/EXPLANATION:**

The Performance and Payment Bond No. 800006032 (Contract No. 01227276) is for the BGE Omnibus Agreement, Gwynns Falls Leakin Park Granite Pipeline Construction Project, which was approved by the Board on September 27, 2017. The Omnibus Agreement was executed to allow the BGE to relocate a section of its granite pipeline which runs through the City park property. As indicated on page 10 of the Omnibus Agreement, the total cost of the work performed under the Agreement will be secured by the submitted bonds.

UPON MOTION duly made and seconded, the Board approved the Performance and Payment Bonds from Baltimore Gas and Electric and Atlantic Specialty Insurance Company for the granite pipeline construction in Gwynns Falls Leakin Park.

MINUTES

EXTRA WORK ORDERS

\* \* \* \* \*

UPON MOTION duly made and seconded,

the Board approved the

Extra Work Orders

listed on the following page:

3226

All of the EWOs had been reviewed and approved

by the

Department of Audits, CORC,

and MWBOO, unless otherwise indicated.



## MINUTES

EXTRA WORK ORDERS

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

Department of Recreation & Parks

1. EWO #09, \$113,100.00 - RP 11864, Rita Church Community  
Center Gymnasium  
\$ 4,540,885.00    \$ 155,670.67    Plano-Coudon,    -    100  
LLC.

This authorization is necessary to provide payment for the final negotiated settlement for soil undercut and suitable replacement granular material consistent with geo-technical reports in the building's foundation area to maintain the project schedule. The project was completed in the contract time.

Including this change order, the contractor has achieved 20.42% for MBE and 3.41% for WBE.

2. EWO #07, \$ 53,277.93 - RP 12813, CC Jackson Recreation  
Center  
\$ 4,220,000.00    \$ 99,095.24    Plano-Coudon,    -    100  
LLC

This authorization is necessary to cover extra costs associated with removal of unsuitable soil material and replacement of the gymnasium extension. The approval amount is a negotiated settlement to the final project.

Including this change order, the contractor has achieved 27.32% for MBE and 6.10% for WBE.

**MINUTES**Department of Human Resources - Group Sales Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Group Sales Agreement (Agreement) with Hotel RL - Baltimore Inner Harbor for the Police Sergeant Promotional Examination. The event is scheduled for August 27 - 31, 2018. The Board is also requested to approve payment by expenditure authorization for airfare, per diem, and ancillary expenses for 38 subject matter experts who will administer the Police Sergeant Promotional Assessment.

**AMOUNT OF MONEY AND SOURCE:**

11,600.00	Rental of Baltimore Convention Center Room Rate 4 Ballrooms @ \$2,900 per room per day @ 1 day (\$2,900.00 x 4)
26,017.20	Hotel RL: Aug. 27 <sup>th</sup> - Aug. 31 <sup>st</sup> Oral Assessment Overnight Guestrooms Aug. 26 <sup>th</sup> - Aug. 31 <sup>st</sup> 40 Guest Suites x 6 nights @ \$99.00 net rate = \$23,760.00 (\$23,760.00 x 9.5% occupancy tax)
6,504.30	Interview/Test Rooms Aug. 27 <sup>th</sup> - Aug. 31 <sup>st</sup> 15 rooms x 4 days @ \$99.00 net rate = \$5,940.00 (\$5,940.00 x 9.5% occupancy tax)
4,800.00	Self-Parking Aug. 26 <sup>th</sup> - Sept. 1 <sup>st</sup> 40 cars x 6 nights @ \$20.00 per day (\$800.00 x 6 days)
295.00	Training/Registration Room 5 days @\$50.00 (set-up fee) per day x 5 days \$250.00 x 18% service fee
0.00	Hospitality Suite 35 guests x 4 days (Complimentary)
0.00	Coffee Service - training day @ (Complimentary) Aug. 27 <sup>th</sup>

**MINUTES**Department of Human Resources - cont'd

159.00	Audiovisual Equipment (training day) Monday Aug. 27 <sup>th</sup> Screen & Projector Rental @ 1 day = \$150.00 (\$150.00 x 6% service/gratuity)
20,900.00	Examiners' Airfare (Roundtrip): Thirty - eight (38) examiners traveling from various locations @ \$550.00
15,732.00	Per Diem Meal Allowance Per Diem Rate - \$69.00 per day x 6 days = \$414.00 38 Examiners - \$414.00 x 38
5,700.00	Ancillary expenses – 38 Examiners x \$150.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)
1,321.60	Coffee Service Beverage/Snack Break Tues. Aug. 28 <sup>th</sup> – Fri. Aug. 31 <sup>st</sup> 35 attendees x \$8.00 per person x 4 days = \$1,120 (\$1,120 x 18%)

\$93,029.10 - 1001-000000-1603-172500-603026

**BACKGROUND/EXPLANATION:**

The Police Sergeant promotional assessment occurs annually. The assessment includes written and oral exam components and is scheduled to take place on June 9, 2018 and August 27 - August 31, 2018 respectively. 57 rooms will be necessary to administer the exam.

40 rooms will be rented for overnight accommodations for the 38 examiners and two assessment administrators.

17 rooms will be rented for administration of the exam. The rooms will be utilized for training of examiners; candidate interview preparation rooms; for candidates to prepare responses to interview questions; and to conduct panel interviews. The number of candidates

**MINUTES**Department of Human Resources - cont'd

who will be scheduled for the oral portion of the exam will not be available until after the written component that was administered on June 9th at the Baltimore Convention Center (BCC) is scored by the Department and the test vendor. A testing schedule for the oral exam will be created after July 1<sup>st</sup> and the number of testing days will be confirmed. Room reservations for this function must be arranged many months in advance.

The Group Sales Agreement is based upon the maximum usage requirements, and may be reduced. Approval of other expenses such as travel (personal vehicle reimbursement, airfare, etc.) and meal allowance (per diem checks) for examiners is also sought.

Most examiners will arrive in Baltimore on Sunday, August 26, 2018. The oral component will begin on Monday, August 27, 2018 with training/orientation and run through Friday, August 31, 2018. Most examiners will depart the hotel the morning of Saturday, September 1, 2018 due to the length of testing on Friday and the distance back to their respective jurisdictions.

Due to the early start time and long working hours (between 6:30 AM and 10:00 PM each day), a beverage break will be made available to the examiners each morning.

Estimated costs for hotel parking for the examiners (at the hotel) is also included as some examiners will have vehicles. Audio visual equipment, which is required for training at the hotel is also included.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## MINUTES

Department of Human Resources - cont'd

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Group Sales Agreement with Hotel RL - Baltimore Inner Harbor for the Police Sergeant Promotional Examination. The Board also approved payment by expenditure authorization for airfare, per diem, and ancillary expenses for 38 subject matter experts who will administer the Police Sergeant Promotional Assessment. The President Voted **NO**.

**MINUTES**

Department of Finance/Office - AM-501-2 Part 1 and AM-501-2  
of Risk Management Part 2

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**ACTION REQUESTED OF B/E:**

The Board is requested to authorize and approve the changes to AM-501-2 Part 1 and AM-501-2 Part 2. The change includes removing the footnote language and changing where the City's Smoke-Free Policy is located, from 500-01 to 501-13.

**AMOUNT AND SOURCE OF FUNDS:**

N/A

**BACKGROUND/EXPLANATION:**

AM Policies 501-2 Part 1 and AM 501-2 Part 2 make reference to policy 501-13, which does not exist. Many years ago, this policy may have existed and probably dealt with smoke free automobiles. The changes listed above are just to get rid of that defunct reference by replacing 501-13 with 500-01.

## MINUTES

  
*a*

AM-501-2 Part 1

***m Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles*****SCOPE**

Except as otherwise stated, this Policy applies to all City employees (civil and non-civil service) who will operate a vehicle for and/or owned by the Mayor and City Council of Baltimore. This policy does not apply to employees of the Baltimore City Sheriff's Office, the Baltimore Police Department, or the Baltimore City Fire Department who have received State certification for operating an emergency vehicle. Eligibility for a City of Baltimore Driver Permit/Authorization (CBDP/A) is contingent upon a City employee having a valid Maryland State driver's license with the appropriate license class code, (employees with licenses from another State not Maryland may be eligible if that State is proven to be their actual state of residency...i.e. commute between the state and City employment each day and evening of employee's work day/shift), and meeting the requirements for such Permit/Authorization as outlined in this policy. A City employee who does not have a valid City of Baltimore Driver Permit will not be allowed to operate any type of City-owned vehicle. A CBDP/A may be suspended or revoked by the Department of Finance, Division of Occupational Safety (DOS), or the employee's agency head when circumstances warrant it.

Failure to maintain (for any reason) a CBDP/A, may result in the immediate transfer, demotion, and/or termination of the affected employee. A current file of individuals who's CBDP/As and/or State drivers' licenses have been suspended or revoked shall be maintained by DOS and at the agency level. Employees who have been approved for a CBDP/A, but reside in another state outside of Maryland must provide DOS with a certified copy of their State Driving Record every six (6) months, in January and July.

Issuance and/or reinstatement of a CBDP/A, upon request of a City Agency shall be solely the discretion of DOS.

**TRAINING**Basic Driver Training

The Basic Driver Training Course provides instruction in basic driving and safety techniques for the Mayor's Motor Vehicle Freeze Committee (MMVFC) and activity-assigned vehicles. DOS and/or their assigned representatives administer this course. DOS designs the course (which currently includes the National Safety Council's Defensive Driving Course, vision examination, and other required elements. Although these may change in the future, all aspects of the course must be passed in order to attain or retain a City Driver's Permit. A MMVFC/activity-assigned vehicle is defined as a car, station wagon, or truck with a 2,000 pound load capacity or less. (See AM-501-2, Part II, *Commercial Driver License* (CDL) policy. Completing this course in full is a prerequisite for obtaining a CBDP/A.

## MINUTES

  
*a*

AM-501-2 Part 1

***M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***Recertification Driver Training

The Recertification Driver Training Course provides an update to the preceding Basic Driver Training Course in driving and safety techniques for the MMVFC and activity-assigned vehicles. DOS and/or their assigned representatives administer this course. This course is designed as an update to the Basis Driver Training Course and must be completed in full every three years to maintain an active and current CBDP/A.

Requirement for Renewals of Basic and Recertification Training

If an employee fails to renew his CBDP/A by participating/complying with the above referenced required training classes, the employee may be subject to the appropriate action which may include suspension of driving privileges by DOS and/or disciplinary action by agency for insubordination (up to and including termination). Please note that if it has been five (5) or more years since an employee has participated/complied with his/her Recertification Driving Training Course, the employee will be required to attend the Basic Driving Training Course again instead of the Recertification Course in order to receive CBDP/A.

Special Purpose Vehicle Training

The Special Purpose Vehicle Training Course is administered by each agency having personnel who are required to use special purpose vehicles. A special purpose vehicle is defined as any vehicle that requires anything other than a Class C license to operate. Prior to special purpose vehicle training, the agency must have an approved training course on file with DOS and special purpose instructors shall maintain and timely keep up to date any and all required and/or suggested credentials authorizing he/she to instruct.

An agency head must notify DOS by memo within five (5) days after employees have completed the course. The memo should state those employees who have been qualified to operate a special purpose vehicle and the type of vehicle each is permitted to operate. DOS will issue the Special Purpose Vehicle Permit to each qualified employee.

**REQUIREMENTS FOR OBTAINING A DRIVER PERMIT**Basic Vehicle Permit

Upon request of a City Agency for an employee to operate a City-owned MMVFC or activity-assigned vehicle, an employee must meet all of the below listed requirements. Upon meeting all of the requirements, an individual (must be a City employee not a contractual employee or volunteer) will be issued a City of Baltimore Driver Permit by DOS. A City of Baltimore Driver Permit is valid for three (3) years and is renewable only if the employee completes the Driver



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AM-501-2 Part 1

***M Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

Recertification Training Course (every three (3) years) and continues to meet all of the following listed requirements.

- Be at least 21 years of age with at least three (3) years of licensed driving experience.
- Possess a current and valid Maryland State driver's license (employees with licenses from another State outside of Maryland may be eligible if that State is proven to be their actual state of residency ... i.e., commute between the state and City employment each day and evening of employee's work day/shift), with the appropriate license class code.
- Have successfully completed the Basic Driver Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY (AM-501-2-2) provided by DOS.

As noted above, employees that have allowed his/her CDBP/A to lapse/expire for five (5) or more years, shall be required to take the BASIC course again in lieu of taking a Recertification course in order to regain their COB driving privileges.

Special Purpose Vehicle Authorization

In order to operate any type of City-owned special purpose vehicle an employee must meet all of the below listed requirements. Upon meeting all of the requirements, a Special Vehicle Permit will be issued by DOS indicating the type of special purpose vehicle he/she is authorized to operate. This authorization is valid for three (3) years and is renewable only if the employee successfully completes an additional Special Vehicle Training Course and continues to meet all of the following requirements.

- Be at least 21 years of age.
- Possess a valid State driver's license with the appropriate license class code.
- Possess a current and valid City of Baltimore Driver Permit.
- Have successfully completed a Special Vehicle Training Course.
- Have reviewed and signed a NOTIFICATION OF CITY VEHICLE POLICY provided by DOS.

Exception to Age Requirement

If an agency head finds it necessary for an employee under age 21 and/or with less than three (3) years of licensed driving experience to operate a City-owned vehicle on a basic or special vehicle permit, a memo detailing the reason(s) for the request should be forwarded to DOS. A certified

## MINUTES

  
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AM-501-2 Part 1

***III Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

copy of the employee's Motor Vehicle Administration driving record must be attached to the memo for evaluation. DOS will notify the agency head of the decision on a case-by-case basis. Any blanket exceptions need approval by the Board of Estimates.

**SUSPENSION OR REVOCATION OF CITY OF BALTIMORE DRIVER PERMIT/  
AUTHORIZATION**

Suspension or revocation of an employee's City of Baltimore Driver Permit/Authorization by the employee's agency head must be reported by memo within three (3) workdays to the MMVFC and to DOS. The memo must cite the reason(s) for the suspension or revocation and specify actions taken to prevent recurrences. DOS may revoke or suspend an employee's CBDP/A even if the employee's agency head elects not to take such action. Further, an agency may request DOS to suspend or revoke an employee's CBDP/A when warranted and agency shall provide documentation and/or communication memorializing that the request is warranted. This documentation shall be noted in the employee's electronic driver's file as well as in his/her hard file, both of which is maintained/housed at DOS.

An employee's City of Baltimore Driver Permit/Authorization may be suspended or revoked for any of the following reasons, which include but are not limited to:

- Driving any vehicle (City owned or privately owned) while under the influence of alcohol or drugs.
- Any violation to the Maryland State Driver's Handbook or restriction placed on a State driver's license (including but not limited to refusing a chemical test, interlock device restriction, even when employer vehicle exempted, if an alcohol related restriction code is on and/or added to our state license, etc...)
- Leaving the scene of an accident or failure to report an accident in accordance with AM-501-10.
- Operating or ordering the operation of City-owned vehicle with the knowledge that the vehicle has safety deficiencies.
- Unsafe driving practices or persistent violation of safety rules. Negligence, misuse, and/or abuse of City-owned vehicle.
- Frequent accidents, i.e. more than two (2) accidents in a year.
- Failure to properly secure a City-owned vehicle, i.e. runaway vehicle.
- Suspension, revocation, or expiration of State driver's license.

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AM-501-2 Part 1

***m Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

- Failure to inform supervisor and DOS of the suspension, revocation, or expiration of State driver's license.
- Failure to pay traffic or parking fines for violations incurred while using a City-owned vehicle.
- Any points on State driving record.
- Failure to perform vehicle safety and operating checks.
- Using a City-owned vehicle (or privately owned vehicle while on duty for the City) for pleasure, to conduct personal business, and/or to transport passengers not engaged in official City business.
- Medical problems which may interfere with the safe operation of a City-owned vehicle, as determined by the City of Baltimore Occupational Medical Services (Mercy Clinic).
- Failure to inform supervisor and DOS of the medical problems which may interfere with the safe operation of a City-owned vehicle.
- Alteration/forgery of a CBDP/A by employee.
- Obtaining fuel while City driver permit is suspended.
- Use of personal communication devices (hand-held or hands-free) in accordance with AM-501-12.
- Smoking in a City-owned vehicle in accordance with AM-500-01.
- Failure to wear seat belts by anyone in the vehicle in accordance with AM-501-14
- Expiration and/or lapsing of CBDP/A permit and/or any other licenses required to fulfill employee's job responsibilities;
- Failure to comply/show-up at scheduled medical appointments at City clinic that are scheduled by agency, DOS and/or any other agency in order to maintain relevant licenses to fulfill job responsibilities;
- Failure to comply/show up for random drug and/or alcohol random testing;
- By request of authorized personnel of employee's City agency, and/or other authorized City personnel and/or authorized personnel and when warranted and documentation has been forwarded to DOS identifying why the suspension/revocation is warranted;

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AM-501-2 Part 1

***m Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

- Per recommendation and/or request by a professional within the City of Baltimore Employee Assistance Program;
- For out of State licensed approved drivers/employees of the City of Baltimore, if an updated Motor Vehicle Report is not provided to DOS every 6 months;
- Other reasons or circumstances which are deemed as unsafe operation of a City-owned vehicle by DOS or the department head.

The Law and Police Departments are also responsible for reporting any of the above instances within three (3) workdays to DOS.

**REPORTING SUSPENSION, REVOCATION OR EXPIRATION OF STATE DRIVER'S LICENSE**

An employee must officially notify, either in person or in writing, his supervisor and DOS of the suspension, revocation, or expiration of his/her State driver's license within one (1) workday. Failure to notify as required may result in suspension of the employee from work.

DOS and the agency head will periodically obtain and review the Maryland State driving record of each employee who possesses a City of Baltimore Driver Permit in order to monitor compliance with the *Administrative Manual* policy. Employers who have been approved for a CBDP/A but reside in another State outside of Maryland must provide DOS with a certified copy of their State Driving Record every six (6) months, in January and July. Appropriate action will be initiated as required for employees who are in violation of this policy. The appropriate action may include suspension of driving privileges by DOS and/or disciplinary action by agency for insubordination (up to and including termination).

**RELATED POLICIES**

AM-106-1,	CITY OF BALTIMORE SAFETY PROGRAM
AM-500-01,	SMOKE-FREE WORKPLACE
AM-501-1,	CITY-OWNED VEHICLES
AM-501-2, PART II,	COMMERCIAL DRIVER LICENSE (CDL)
AM-501-2-1,	OBTAINING A DRIVER PERMIT FOR CITY-OWNED VEHICLES
AM-501-2-2,	NOTIFICATION OF CITY VEHICLE POLICY
AM-501-6,	VEHICLE MAINTENANCE/REPAIRS
AM-501-8,	ACTIVITY-ASSIGNED VEHICLES
AM-501-10,	MOTOR VEHICLE ACCIDENT
AM-501-11,	VEHICLE DAMAGE AND MALFUNCTION
AM-501-12,	USE OF COMMUNICATIONS DEVICES PROHIBITED WHEN OPERATING A CITY OWNED MOTOR VEHICLE OR

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AM-501-2 Part 1

***m Training Courses, Driver Permits, Authorizations  
and Licenses for City-Owned Vehicles***

AM-501-14

DRIVING A PERSONAL VEHICLE ON CITY BUSINESS  
SAFETY BELT

## MINUTES

  
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AM-501-2 Part II

*m****Commercial Driver License*****SCOPE**

This policy applies to all City employees (Civil Service and non-Civil Service) who will operate Commercial Motor Vehicles (CMV) for and/or owned by the Mayor and City Council of Baltimore. The purpose of this policy is to outline the requirements for all Commercial Driver License (CDL) holders to maintain a City of Baltimore Driver Permit and the specifics of the physical examinations and testing procedures, according to the federal Department of Transportation (DOT) regulations.

**REQUIREMENTS**

In order to operate a City-owned Mayor's Motor Vehicle Freeze Committee (MMVFC) or activity-assigned vehicle, an employee must meet all of the requirements of AM-501-2, Part I. Upon meeting all of the requirements, an employee will be issued a City of Baltimore Driver Permit by the Department of Finance, Division of Occupational Safety (DOS).

In addition, all City drivers operating a CMV for and/or owned by the Mayor and City Council of Baltimore are subject to the provisions of the federal DOT regulations. The regulations require that all CDL holders be randomly tested for alcohol and drugs and successfully complete a physical examination every two (2) years, effective January 1, 1995.

A City of Baltimore Driver Permit is valid for three (3) years and is renewable, only if the employee completes a Driver Re-certification Training Course and continues to meet all of the requirements of the Motor Vehicle policies in the *Administrative Manual* Section 501. Drivers are to notify their immediate supervisor of conditions that adversely change their driving status.

A CMV, according to 49 CFR 382.107, means "a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating if more than 10,000 pounds; or
- has a gross vehicle weight rating of 26,001 or more pounds; or
- is designated to transport 16 or more passengers, including the driver; or
- is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR part 172, subpart F)."

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AM-501-2 Part II

*m**Commercial Driver License***CDL BIENNIAL PHYSICAL EXAMINATION**

The purpose of this examination is to determine a driver's physical qualifications to operate a CMV according to requirements and guidelines in 49 CFR 391.41-49. All City drivers are required to successfully complete this examination and obtain a two-year Medical Examiner's Certificate (i.e.: DOT Card) from the City of Baltimore Occupational Medical Services (Mercy Clinic). The City of Baltimore does not recognize Medical Examiner's Certificates (DOT Cards) obtained from any outside medical facility.

The CDL biennial physical examination will consist of:

- Reviewing medical history.

Checking for the following:

- Limbs (foot, leg, hand and arm) and their corresponding motion and function (including fingers & hands for power grasping);
- Insulin dependent diabetes;
- Cardiovascular disease;
- Respiratory functions;
- High blood pressure;
- Vascular, rheumatic, arthritic, orthopedic, muscular, or neuromuscular disease;
- Epilepsy or any condition likely to cause a loss of consciousness;
- Mental, nervous, organic, or functional disease or psychiatric disorder;
- Vision disorder;
- Hearing function; and also
- Substance use.
- Performing breath alcohol and urine drug tests, according to City policy.

Failure to successfully meet any of the requirements of the CDL biennial physical examination will result in disqualification from receiving the Medical Examiner's Certificate (DOT Card) and the driver will be considered as "Does Not Meet Standards (DMS)."

Depending upon the outcome of the employee's physical examination, the employee may receive a Medical Examiner's Certificate (DOT Card) for either three (3) months, six (6) months or one (1) year in place of the two-year Medical Examiner's Certificate and is considered "Temporarily Qualified (TQ)".

An employee may also be "Deferred (DEFF)" from receiving a Medical Examiner's Certificate (DOT Card) until additional required information is forwarded to the Mercy Clinic by the

## MINUTES

  
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AM-501-2 Part II

*m****Commercial Driver License***

employee. It is required that this information be received by the Mercy Clinic within fourteen (14) workdays.

If an employee is classified as “Temporarily Disqualified (TD)”, the employee must recover from the physical condition(s) that lead to the limitation(s) prior to being issued the Medical Examiner’s Certificate (DOT Card). Employees are required to closely follow all medical directions for rapid full recovery.

**CDL DRUG TESTING PROCEDURE**

DOS maintains the listing of CDL drivers from which random selections are made for drug and/or alcohol testing. Agencies must supply the names of employees and any subsequent changes with CDL to DOS within 10 workdays.

DOS may notify the agency of the names of employees requiring CDL biennial physicals prior to the expiration of the two-year Medical Examiner’s Certificate (DOT Card). . At that point, the agency human resources/personnel designee must contact the Mercy Clinic to schedule examinations. Agencies will receive a daily list from the Mercy Clinic with the names of CDL holders that need to report for testing on the scheduled day.

The agency human resources/personnel designee will notify the employee selected to be at the Mercy Clinic, 323 North Calvert Street, at the beginning of the employee’s shift. The employee will report to the Mercy Clinic with the following: a completed Request for Services Form (#28-1608-5151), a completed Supervisory Drug/Alcohol Testing Order form (#28-1608-5157), and City photo identification. (*Note: The drug/alcohol testing order form does not have to be signed by a Substance Abuse Control Officer, SACO*).

**RANDOM TESTS**

All CDL employees shall be subject to regulated drug and alcohol testing as enumerated in the Baltimore City Substance Abuse Control Policy.

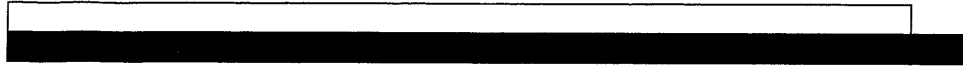
**TEST RESULTS**

Negative Test Results: DOS will receive a written report stating negative test results. . The employee will continue to work and will be subject to future testing if selected again by the random selection process.

Positive Test Results: DOS will receive a written report stating positive test results. DOS will suspend the employee’s driving privileges.



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AM-501-2 Part II

*m****Commercial Driver License*****RELATED POLICES**

- AM-106-1, City of Baltimore Safety Program
- AM-500-01, Smoke-Free Workplace
- AM-501-1, City-Owned Vehicles
- AM-501-2, Part I Training Courses, Drivers Permits, Authorizations, and Licenses for City-Owned Vehicles
- AM-501-2-1, Obtaining a Driver Permit for City-Owned Vehicles
- AM-501-2-2, Notification of City Vehicle Policy
- AM-501-6, Vehicle Maintenance/Repairs
- AM-501-8, Activity-Assigned Vehicles
- AM-501-10, Motor Vehicle Accident
- AM-501-11, Vehicle Damage and Malfunction
- AM-501-12, Use of Communication Devices Prohibited When Operating City Motor Vehicles or Driving Personal Vehicles for City Business
- AM-501-14, Seat Belt Use

**MINUTES**

Department of Finance/Office - cont'd  
Risk Management

UPON MOTION duly made and seconded, the Board approved the changes to AM-501-2 Part 1 and AM-501-2 Part 2.

**MINUTES**

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

**ACTION REQUESTED OF B/E:**

The Board is requested to authorize and approve edits to seven new Administrative Manual ("AM") Policies, eight revised AM Policies, and a request to abolish thirty-three AM Policies as further outlined below. The new and revised policies and abolishments will be effective upon Board approval. The Department acknowledges that the correct language, approved by the Board on December 13, 2017 is as follows: "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. The policies will include the corrected language.

**AMOUNT OF MONEY AND SOURCE:**

There are no costs associated with these actions.

**BACKGROUND/EXPLANATION:**

On December 13, 2017, the Department of Human Resources ("DHR") submitted and received approval for the inclusion, revision, and abolishment of thirty-four AM policies. As part of our standard policy review process, DHR has completed review of forty-eight policies. The policies were revised 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. Below is a list of policies that are presented for your approval.

**AM 200-2 Work Hours and Employee Status**

- AM 200-2 was revised to reflect new changes in law and best practices in guidelines for determining the work hours and status, benefit eligibility, and concurrent employment of City employees. The Policy was also renumbered to reflect the new numbering system in the AM 200 series.

**MINUTES**

Department of Finance - cont'd

**AM 200-3 Moving Expenses**

- *AM 200-3* was revised to reflect current practices when providing prospective employees with financial assistance to cover the cost of specific expenses incurred when moving to start a new position with the City. The Policies were also renumbered to reflect the new numbering system in the AM 200 series.

**AM 200-4 Positions of Trust****AM 200-4-1 Criminal Background Check****AM 200-4-2 Criminal Background Check: Sample Adverse Action Letters**

- *AM 200-4* was revised to update the requirements for identifying positions of trust in the City for the purposes of conducting criminal background investigations. *AM 200-4-1* and *AM 200-4-2* were revised and created, respectively, to reflect current practices when conducting a criminal background check on employees identified as holding a position of trust in the City. The Policies were also renumbered to reflect the new numbering system in the AM 200 series.

**AM 208-3 Non-Line of Duty Injury****AM 208-3-1 Non-Line of Duty Options Letter**

- *AM 208-3* and *AM 208-3-1* were revised to reflect best practices when determining the most effective means for an employee to return to work after incurring a non-line of duty illnesses or diseases. The Policies were also moved from the PM to the AM and renumbered to reflect the new numbering system in the AM 200 series.

**AM 211-2 New Employee Checklist****AM 211-2-1 New Employee Checklist Form**

- *AM 211-2* and *AM 211-2-1* were revised to provide an updated guideline for Agencies to inform employees of all essential policies and procedures prior to the employee's start date. The Policies were also moved from the PM to the AM and renumbered to reflect the new numbering system in the AM 200 series.

## MINUTES

Department of Finance - cont'd

**AM 241-1 Employee Layoff****AM 241-1-1 Employee Layoff Checklist****AM 241-1-2 Employee Layoff: Layoff Letter**

- AM 241-1, AM 241-1-1, and AM 241-1-2 were revised to reflect best practices for Agencies who may encounter situations such as lack of work, lack of funds, abolishment of positions, or other similar causes, that may cause the need to lay off a City employee. The Policies were also renumbered to reflect the new numbering system in the AM 200 series.

**AM 241-2 Exit Interview****AM 241-2-1 Employee Clearance on Termination****AM 241-2-2 Employee Clearance Checklist**

- AM 241-2, AM 241-2-1, and AM 241-2-2 were revised to better acquire valuable information from departing City employees about their work experience so the City can hone its energy to address areas of improvement with respect to its basic operations. The Policies were also moved from the PM to the AM and renumbered to reflect the new numbering system in the AM 200 series.

As we go 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:

**AM 204-12 Length of Service**

- AM 205-15-1 is recommended for abolishment because the process is updated periodically through the employees' respective MOUs and is tracked through HRIS.

**AM 204-17 Attendance Record****AM 204-17-1 Completing an Attendance Record****AM 205-7-1 Cut-Off Notice**

- AM 205-15-1 is recommended for abolishment because the processes in the Policy have been replaced with HRIS.

**MINUTES**

Department of Finance - cont'd

**AM 205-5 Employee Clearance on Terminations****AM 205-5-1 Employee Clearance on Terminations**

- AM 205-5 and AM 205-5-1 are recommended for abolishment because the revised Policies are renumbered in the AM 200 series as, respectively, AM 241-2-1 and AM 241-2-2.

**AM 205-7-2 Employee Exit Interview**

- AM 205-7-2 is recommended for abolishment because the form is moving to a new online platform in order to better capture metrics of an employee when separating from City employment.

**AM 205-8 Employee Layoffs****AM 205-8-1 Employee Layoff Procedures**

- AM 205-8 and AM 205-8-1 are recommended for abolishment because the revised Policies are renumbered in the AM 200 series as, respectively, AM 241-1 and AM 241-1-1.

**AM 205-18 Portal-to-Portal Pay****AM 205-19 Environmental Differential Pay**

- AM 205-18 and AM 205-19 is recommended for abolishment because the process is updated periodically through the employees' respective MOUs.

**AM 207-1 Work Hours**

- AM 207-1 is recommended for abolishment because the revised Policy is renumbered in the AM 200 series as AM 200-2.

**AM 221-4 Moving Expenses**

- AM 221-4 is recommended for abolishment because the revised Policy is renumbered in the AM 200 series as AM 200-3.

## MINUTES

Department of Finance - cont'd**AM 237-1 Positions of Trust****AM 237-1-1 Initiating a Criminal Background Investigation****AM 237-1-2 Processing Results of a Criminal Background Investigation**

- *AM 237-1, AM 237-1-1, and AM 237-1-2 are recommended for abolishment because the revised Policies are renumbered in the AM 200 series as, respectively, AM 200-4, AM 200-4-1, and AM 200-4-2.*

**AM 290-1 City Union of Baltimore Salary Scales****AM 290-1-1 City Union of Baltimore Salary Scale Flat Grades****AM 290-2-1 Local 44 Full-Time Salary Scale****AM 290-2-2 Local 44 Hourly Wage Scale****AM 290-2-3 Local 44 Part-Time Salary Scale****AM 290-2-4 Local 44 Flat Scales****AM 290-3 Local 2202 Full-Time Salary Scale****AM 290-5 Salary Scale for City Agencies Governed by State of Maryland Salary System****AM 290-6 Nurses, Local 558, Salary Scale****AM 290-7-1 Managerial and Professional Society, MAPS, Graded Salary Scale****AM 290-7-2 Managerial and Professional Society, MAPS, Flat Grade Salary Scale****AM 290-7-3 Managerial and Professional Society, MAPS, Flat Grade Salary Scale****AM 290-9 Fire Officers Salary Scale Local 964 IAFF****AM 290-10 Fire Officers Salary Scale Local 734 IAFF****AM 290-11 Police Salary Scale - Unit I (Non-Supervisory)****AM 290-12 Police Salary Scale - Unit II (Supervisory)****AM 290-13 Salary Scales for Grade 800 & 900**

- *AM 290-1, AM 290-1-1, AM 290-2-1, AM 290-2-2, AM 290-2-3, AM 290-2-4, AM 290-3, AM 290-5, AM 290-6, AM 290-7-1, AM 290-7-2, AM 290-7-3, AM 290-9, AM 290-10, AM 290-11, AM 290-12, and AM 290-13 are recommended for abolishment because the Policies are periodically updated through the employees' respective Memorandum of Understandings ("MOUs").*

**MINUTES**

Department of Finance - cont'd

Therefore, the Department of Human Resources respectfully requests Your Honorable Board's approval of the attached new/revised AM policies and AM policies recommended for abolishment.



## MINUTES

  
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AM 200-2

*m**Work Hours and Employee Status*

This Policy establishes the guidelines for determining the work hours and status for employees of the City of Baltimore ("City"). This Policy also establishes guidelines for benefit eligibility according to employee status as well as a prohibition on concurrent employment. The City complies with all Federal, State, and Local laws applicable to this Policy.

**I. PURPOSE**

The purpose of this Policy is to establish the guidelines for benefit eligibility and the prohibition of concurrent employment.

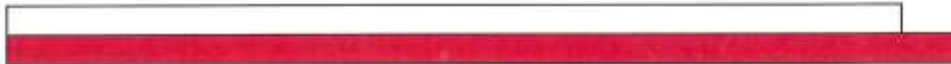
**II. SCOPE**

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. DEFINITIONS**

- A. Civil Service Employee** – Employees holding positions in the municipal service of the City of Baltimore required by Section 99 of the Baltimore City Charter to be classified under the Civil Service Commission.
- B. Concurrent Employment** – Employees holding two positions with the City of Baltimore, either full-time or part-time.
- C. Full-Time Employee** – An individual appointed to a position that consistently requires the employee to work full-time work hours.
- D. Part-Time Employee** – An individual appointed to a position and works only part-time work hours of fewer than twenty-eight (28) hours in a week as established by this Policy.
- E. Regular Employee** – An individual, who has been appointed to a budgeted, fully-funded Civil Service or non-Civil Service position, and is assigned to a group of duties and responsibilities that continually requires the full-time employment of one person.
- F. Non-Civil Service Employee** – Employees holding positions with the City that have been excluded from the Civil Service pursuant to Section 99 of the Baltimore City Charter.
- G. Temporary Employee** – An individual appointed to a position on a part-time basis that results from unusually heavy workloads or seasonally heavy workloads, short-term grant funding or hired on a contractual basis. Temporary appointments are generally for a period of two years or less. Temporary employees are non-exempt, non-Civil Service employees, do not serve probationary periods, and generally occupy positions that are funded but not budgeted.
- H. Contractual Employees** - Individuals engaged to render services to the City on a contractual basis when the requesting Agency can establish a need for the individual's services and the individual possesses the qualifications necessary to satisfy the requirements of the services to be rendered.

## MINUTES

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AM 200-2

*m**Work Hours and Employee Status***IV. WORK HOURS**

- A. The hours of operation for City business hours are Monday through Friday, from 8:30 am to 4:30 pm. Employees are entitled to a forty (40) minute unpaid or paid lunch break unless otherwise covered in the employee's collective bargaining unit for every eight (8) hours worked, except Public Safety. The Board of Estimates has the authority, in its discretion, to modify or change the City's hours of operations for municipal offices whenever necessary. With the Mayor's approval, Agency heads may establish hours of operation other than those specified for such employees as may be needed to promote public service or as needed to meet emergencies.
- B. Covered employees must be paid for all hours worked in a workweek. In general, "hours worked" includes all time an employee must be on duty, or on the employer's premises or at any other prescribed place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday. Also included is any additional time the employee is allowed (i.e., suffered or permitted) to work.

**V. WORK WEEK**

A workweek is a period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day established by the employer. Generally, for purposes of minimum wage and overtime payment, each workweek stands alone; there can be no averaging of 2 or more workweeks. Employee coverage, compliance with minimum wage payment requirements, and the application of most exemptions are determined on a workweek basis. A full work week shall also be defined according to what is stated within the employee's MOU which will be consistent with FLSA guidelines.

**VI. EMPLOYEE STATUS**

- A. Employees are appointed into either Civil Service or non-Civil Service positions, and serve as regular or temporary employees with full-time or part-time hours.
- B. At the time of hire, the Agency shall identify the employee as either full-time or part-time and enter the designation into the City's Human Resources Information System ("HRIS").
- C. Temporary employees are part-time employees and shall not work more than twenty-eight (28) hours per week or fifty-six (56) hours per bi-weekly pay period.
- D. Agencies must obtain approval from the Director of Human Resources before an employee's status is changed from part-time to full-time. In addition, any change in status from exempt to non-exempt or Civil Service to non-Civil Service shall be in writing. The employee shall be notified in advance of the effective date of action.

## MINUTES

  
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AM 200-2

*m**Work Hours and Employee Status***VII. BENEFIT ELIGIBILITY****A. In General**

Eligibility for City sponsored benefits is determined by an employee's status. Regular full-time employees are eligible to receive all benefits offered by the City. Temporary and part-time employees are not eligible to participate in benefits offered by the City.

**B. Bargaining Units (except Public Safety)**

1. Part-time employees who are represented by the City Union of Baltimore ("CUB") Local 800 Unit I and Unit II, and the American Federation of State, County, and Municipal Employees ("AFSCME") Local 44, 558, and 2202 are eligible to receive City benefits in accordance with the provisions of their respective Agreements.
2. Employees who are represented by the Managerial and Professional Society of Baltimore, Inc. ("MAPS") that are appointed to regular positions and working less than full-time work hours on a continuous basis as of the effective date of this policy will continue to receive City benefits. MAPS employees that working less than a full-time work week after the effective date of this policy or employees that become members of MAPS after the effective date of this policy that are working less than a full-time work week are not eligible for City benefits.

**VIII. CONCURRENT CITY EMPLOYMENT PROHIBITION**

Employees of the Mayor and City Council of Baltimore may have concurrent employment with the City of Baltimore as long as it is approved by the Board of Estimates. City employees may have additional employment outside of City government provided such employment does not violate any other City policies, rules, and ordinances, such as the City's Ethics Code.

**IX. CONSEQUENCES OF POLICY VIOLATION**

Violation of this Policy may create liability under the Affordable Care Act. The City has zero tolerance for violations of this Policy. A violation of this Policy may result in disciplinary action, up to and including termination from employment. Employees are strongly encouraged to promptly report all violations of this Policy to the appropriate Agency personnel.

**X. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

## MINUTES

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AM 200-2

*m**Work Hours and Employee Status***XI. CONFLICTS WITH OTHER CITY POLICIES**

To the extent that provision(s) of any City Policy conflict with *Section V* of this Policy, those provisions are superseded by *Section V* of this Policy.

**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**

MOUs <http://labor-commissioner.baltimorecity.gov/contract-agreements>



## MINUTES

  
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AM 200-3

*m**Moving Expenses*

The City of Baltimore ("City") recognizes the need to provide prospective employees with financial assistance to cover the cost of specific expenses incurred in moving themselves and their families to a new position with the City.

**I. PURPOSE**

The purpose of this Policy is to establish the requirements for providing financial assistance to new employees who have been approved for monies to minimize the costs of their move to start their new job.

**II. SCOPE**

This Policy establishes responsibility for certain moving expenses, when an individual is moving personal belongings and/or family in order to assume a position with the City. Under no circumstances will the City consider or approve reimbursement of moving expenses, unless the charges are approved by the Board of Estimates ("BOE") in advance. A move of less than fifty (50) miles in radius from the City will not be approved for reimbursement.

**III. COVERED COSTS**

In circumstances which may arise from the level of position being filled and the costs of an interstate move, an Agency Head may request the BOE to defray the costs of certain moving expenses in order to secure the services of an individual. In such cases, the move must involve a radius of more than fifty (50) miles and be limited to the costs of the move of personal belongings.

**IV. COST DETERMINATION**

It is the responsibility of the Agency Head to secure from the individual accepting City employment two (2) estimates of the move costs. Such cost estimates must detail the scope of the estimate, i.e., move is limited to costs of personal belongings. The BOE, at its own discretion, shall stipulate the amount of moving expenses to be covered in its approval.

**V. REIMBURSEMENT PRICES**

An individual who has received reimbursement approval of moving expenses for personal belongings must present the original bill of lading which details transport weight, hourly costs of flat rate charge, etc., to their direct supervisor or designee. Reimbursement of approved expenses will be obtained by preparing an Expenditure Authorization (28-1428-5035), which must be approved for available funds by the appropriate analyst in the Bureau of the Budget and Management Research. The original bill of lading is to be processed with the Expenditure Authorization and the letter of approval by the BOE. The budget analyst should forward the request approval to the Bureau of Accounting and Payroll Services.

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AM 200-3

*m**Moving Expenses***VI. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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 303-1 Expenditure Authorizations (EAs)

## MINUTES

  
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AM 200-4

*m**Positions of Trust*

The City of Baltimore ("City") recognizes the importance of establishing guidelines used to identify positions of trust within the City's classification system. The City is committed to providing a safe working environment for its employees and citizens. The City will follow all applicable Federal, State, and Local laws governing all aspects of employment and background screenings.

**I. PURPOSE**

The purpose of this Policy is to identify positions of trust within the City for the purposes of conducting criminal background investigations. A position of trust is created when an individual is permitted to exercise certain authorities without close supervision, which, if abused, could lead to either direct or indirect personal or financial gain. A position of trust also is created when an individual works with children.

**II. SCOPE**

This Policy applies to all City employees, including regular full and part-time, probationary, seasonal, temporary, , and elected officials and their appointed staff who are appointed, reinstated, transferred, and/or promoted to a position of trust. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

This Policy does not apply to sworn members of the Baltimore City Police Department, or positions covered by the Public Local Laws ("PPL") adopted by the General Assembly (Sec. 16-16A, 16B, and 16C), such as Special Traffic Enforcement Officers. PPL gives the Police Commissioner the authorization to appoint such officers and to remove them, and thus to set the criteria used for such actions.

**III. GUIDELINES**

In accordance with the following guidelines, the Agency Head is responsible for identifying those positions of trust which exist within the Agency. The Director of Human Resources or his/her designee shall convene and chair a panel of Human Resources and Agency representatives to review the designation made by the Agency Head. The panel may, after consultation with the Agency Head, and in accordance with the following guidelines, determine that a position is not a position of trust. Position of trust categories include:

**A. Category 1**

Category 1 consists of senior officials whose positions involve a significant degree of responsibility and authority. This group includes Agency, Bureau, and Department Heads and their senior deputies. In some instances, it is appropriate to include Division Heads and their deputies, as well as individual senior advisors where such officials have, because

## MINUTES

  
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AM 200-4

*m**Positions of Trust*

of specialization, significant opportunity to influence the decision-making process in the City.

**B. Category 2**

Category 2 consists of individuals who can significantly influence the financial interest of third parties. This group includes those involved in procurement, licensing, benefits eligibility, loans, settlements, property valuation and use, and employment eligibility.

**C. Category 3**

Category 3 consists of individuals who have access to resources highly susceptible to loss or conversion. This includes individuals who handle cash, checks, and other receipts (other than imprest funds of less than \$100); individuals who collect rent; individuals who have custody of inventories; individuals who sell surplus property; and individuals who authorize payroll and other disbursements.

**D. Category 4**

Category 4 consists of individuals who are responsible for the financial and related systems of the City. This group includes accountants, budget officers, and ADP/HRIS system designers, programmers and operators.

**E. Category 5**

Category 5 consists of other sensitive officials who establish or enforce controls regarding environmental or other hazards, and individuals who investigate safety and various code violations.

**F. Category 6**

Category 6 consists of individuals who work with children, such as school nurses, recreation leaders, outreach workers or counselors who serve children, or individuals who work in youth opportunity programs.

**G. Category 7**

Category 7 consists of individuals who have access to other's personal information. This group includes persons with access to personal identifiable health information, financing information, educational information, or personnel information.

**IV. POLICY IMPLEMENTATION**

Positions are flagged as confidential in HRIS based on whether the position requires a criminal background investigation. Prior to either employment with the City or promotion within the City, applicants are required to receive an Applicant Release and Authorization



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AM 200-4

*m**Positions of Trust*

Form from the Agency's Human Resources Practitioner in accordance with *AM 200-4-1 Criminal Background Check* ("AM 200-4-1").

**A. Exception**

With the exception of employees working with children, employees filling positions of trust in an out-of-title status will be exempt from the requirement to complete the Applicant Release and Authorization Form. Additionally, a criminal background investigation is not required when an employee is reinstated to a previously held position of trust, provided that an investigation has been completed within one year of the reentry date.

**B. Non-Positions of Trust**

Employment for non-positions of trust shall not require disclosure of prior convictions or any other criminal history information. Such employees are not subject to a criminal background check.

**V. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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**

AM 200-4-1	Criminal Background Check
AM 200-4-2	Criminal Background Check: Sample Adverse Action Letters

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AM 200-4-1

*m**Criminal Background Check*

The City of Baltimore ("City") is committed to protecting the security, safety, and health of employees, citizens, and individuals conducting business with the City. As a public employer, the City has a vested interest in verifying that City employees have not engaged in behavior that could adversely affect any of its services to the public or otherwise interfere with the workplace. As a result, pre-employment background checks for all positions of trust shall be required to work for the City.

**I. PURPOSE**

The intent of the Policy is to ensure that the integrity of the City and the safety of its employees and residents are not compromised. The Policy's mandatory pre-employment criminal background check is required to ensure that City Agencies remain compliant with the guidelines outlined by the Equal Employment Opportunity Commission ("EEOC") and is subject to federal, state, and local laws and regulations. To the extent this Policy conflicts with any such laws, the Federal, State, or Local law shall prevail.

**II. SCOPE**

This Policy applies to all City employees, including regular full and part-time, probationary, seasonal, and temporary employees who are appointed, reinstated, transferred, and/or promoted to a position of trust. Though not considered employees, volunteers are bound by the restrictions of this Policy.

This Policy does not apply to sworn members of the Baltimore City Police Department, or positions covered by the Public Local Laws ("PPL") adopted by the General Assembly (Sec. 16-16A, 16B, and 16C), such as Special Traffic Enforcement Officers. PPL gives the Police Commissioner the authorization to appoint such officers and to remove them, and thus to set the criteria used for such actions.

**III. APPLICANT RELEASE AND AUTHORIZATION FORM**

Prior to either employment with the City or promotion within the City, applicants are required to receive an Applicant Release and Authorization Form from the Agency's Human Resources Practitioner. The Agency's Human Resources Practitioner may only initiate a criminal background check once the Authorization Form is completed and received by the applicant. When the Agency's Human Resources Office receives the Authorization Form, the Authorization Form must immediately be forwarded to the authorized background check vendor, who will conduct a Background Report and send the applicant's result to the Department of Human Resources ("DHR") Recruitment Division. DHR's Director and/or designee is solely responsible for the preliminary review of all Background Reports.

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AM 200-4-1

*m**Criminal Background Check***IV. REVIEW OF BACKGROUND REPORTS**

The DHR's Director and/or designee is solely responsible for the preliminary review of all Background Reports. The Agency's Human Resources Office will be notified once the Background Report is reviewed by DHR. In the event there is adverse information in the Background Report, DHR will send without enclosures to the applicant: (1) a Pre-Adverse Letter; (2) the FCRA Summary of Rights; (3) the Noncriminal Justice Applicant's Privacy Act; and (4) the Background Report. DHR will simultaneously send the Agency's Human Resources Office a cover sheet regarding the adverse information in the Background Report and the Pre-Adverse Letter sent to the applicant. During this time, the applicant has five (5) business days from receipt to dispute the contents of the report.

**V. REVIEW OF ADVERSE BACKGROUND REPORTS**

If the applicant chooses to dispute the contents in the Background Report, a panel consisting of the Chief of DHR's Recruitment Division, a representative from DHR's Policy Division, and a representative from the Agency's Human Resources Office will meet with the applicant to discuss the report. After the scheduled meeting, DHR will provide a recommendation to the Agency. If the Agency accepts a recommendation to not hire the applicant, the Agency's Human Resources Office will send an Adverse Action Letter to the applicant with a copy of the letter sent to DHR.

**VI. CONFIDENTIALITY**

Due to the sensitive nature of criminal history information, only employees who are authorized to review background checks can review information contained in the report. All persons receiving criminal information regarding an applicant shall maintain the confidentiality of such information in accordance with applicable law. Failure to do so may result in disciplinary action, up to and including termination.

**VII. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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.

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AM 200-4-1

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*Criminal Background Check*

**IX. RELATED POLICIES**

AM 200-4 Positions of Trust

AM 200-4-2 Criminal Background Check: Sample Adverse Action Letters

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AM 200-4-2

*m****Criminal Background Check:  
Sample Adverse Action Letters*****SAMPLE ADVERSE ACTION PRELIMINARY LETTER TO THE APPLICANT**

Applicant/Employee  
Address 1  
City, State, Zipcode

Dear Applicant/Employee,

Enclosed is a consumer report that we requested in connection with your application for employment with the City of Baltimore's **Agency** ("**Agency Abbreviation**"). In accordance with the Federal Fair Credit Reporting Act, also enclosed is a copy of your rights under the Act.

Based on our hiring criteria and the contents of your Criminal Background Report, we have made a preliminary recommendation to **Agency** not to consider you further for employment.

Unless you choose to contest this preliminary recommendation within five (5) business days of the date of this notice to explain any negative information found in your Criminal Background Report, a final decision will be issued by **Agency** regarding your employment with the City of Baltimore. If you choose to explain any negative information, please contact me at **Chief of Recruitment's Phone Number**.

You have the right to dispute the accuracy of the information in this report by directly contacting [the authorized background check vendor ], the consumer agency in connection with your report. [The authorized background check vendor] did not, however, make this employment decision. [The authorized background check vendor] can be reached by mail at [address of the authorized background check vendor], or by phone at [phone number of the authorized background check vendor ].

Sincerely,

**Name of DHR's Chief of Recruitment**  
Chief, Recruitment

cc: **HR Business Partner, Agency** (w/o encls.)

Enclosures: Copy of Criminal Background Report  
FCRA Notice of Rights  
Noncriminal Justice Applicant's Privacy Rights



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AM 200-4-2

*m****Criminal Background Check:  
Sample Adverse Action Letters*****SAMPLE ADVERSE ACTION LETTER TO THE APPLICANT****Applicant Name  
Address  
City, State, Zipcode****Dear Applicant,**

We regret to inform you that based on our hiring criteria, we are unable to consider you further for the position applied for/an employment opportunity with the City of Baltimore's **Name of Agency ("Abbreviation")**. This decision was made in part from the information we received from [the authorized background check vendor], our employment screening vendor. [The authorized background check vendor] does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting [the authorized background check vendor] at the address and telephone number below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting [the authorized background check vendor].

[The authorized background check vendor's] forms for the reinvestigation can be found at [domain address of the authorized background check vendor]. If you do not have internet access, you may alternatively contact [the authorized background check vendor] by mail or telephone.

[Address and phone number of the authorized background check vendor]

Thank you for your interest in employment with the City of Baltimore.

Sincerely,

**Signature of Agency HR Representative  
HR Representative Name  
HR Representative Title**

cc: Chief, DHR Recruitment

## MINUTES

  
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AM 208-3

*m**Non-Line of Duty Injury*

The City of Baltimore ("City") endorses the return to work of employees who sustain non-line of duty injuries, illnesses, or diseases as soon as they are able to perform their assigned duties safely, efficiently and effectively.

**I. PURPOSE**

The Return-To-Work Program is designed to ensure the most effective utilization of employees who have incurred non-line of duty illnesses or diseases. Whenever possible, the City's goal will be to return the affected employee to regular permanent employment where the employee can satisfactorily perform all the essential functions of the position.

**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.

**III. SERIOUS OR CATASTROPHIC NON-LINE OF DUTY INJURY, ILLNESS, OR DISEASE**

When an employee has acquired a serious or catastrophic non-line of duty injury, illness, or disease and is absent for more than sixty (60) workdays, the Agency's Human Resources Practitioner shall contact the employee to ensure that all return-to-work options have been considered early in the recovery process.

**IV. RETURN TO WORK PROCESS**

- A. When a supervisor suspects that an employee is not satisfactorily performing the position's essential duties because of an injury, illness or disease, the supervisor through the Agency's Human Resources Office may request through the Department of Human Resources ("DHR") that the Medical Director arrange for a "fitness-for-duty" examination.
- B. If a non-line of duty injury, illness, or disease has prevented an employee from performing one or more of the regular job's essential functions for more than sixty (60) workdays, the City will begin the Return-to-Work Process.
  1. On the 61st workday following the inception of the employee's performance limiting injury, illness or disease, or the conclusion of the employee's FMLA, whichever occurs first, the Agency HR Practitioner should begin the ADA interactive process as outlined in *AM 203-5 Reasonable Accommodations*.

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AM 208-3

*m**Non-Line of Duty Injury*

- a. If the employee can be returned to work utilizing a Reasonable Accommodation, the employee should be returned to work.
  - b. If the employee cannot be accommodated through the ADA process, then the Agency must begin the "Options" process as outlined below (See *Section V Options Process*).
- C. An employee with non-line of duty injuries, illness, or disease shall be advised in writing of the several options available after FMLA expires and, if appropriate, the conclusion of an ADA analysis (as to any available disability and reasonable accommodations).

**V. OPTIONS PROCESS**

- A. The options process shall begin with written notice to the employee from the Agency HR Practitioner regarding continuing employment with the City, based on the medical reports received indicating that the employee is unable to perform the position's essential function. The employee must be advised by letter of the several options available; once a selection is made, it is binding. The options available are:
  1. The employee can apply for disability or retirement service benefits. The initial application must be received within forty-five (45) calendar days from the date of the letter.
  2. The employee can seek and obtain alternative employment within and outside City government within 60 calendar days after the receipt of the letter; or
  3. The employee may submit a letter of resignation to the Agency.
- B. A meeting must be scheduled with the employee within seven (7) calendar days after the receipt of the letter to discuss the letter's contents.
- C. The employee must respond in writing within seven (7) calendar days after the date of the meeting with the Agency's HR Practitioner to inform the Agency of which option the employee wishes to select. If there is no response within seven (7) calendar days of the scheduled meeting, the employee will be recommended for termination in accordance with *PM 560 Discharge* and *Civil Service Rule 56 (2)(g) Cause for Discharge, Demotion, or Suspension*.



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AM 208-3

*m**Non-Line of Duty Injury***VI. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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 208-3-1	Non-Line of Duty Options Letter
AM 203-5	Reasonable Accommodations
AM 204-12-1	Job-Related Injury and Illness
PM 560	Discharge
Civil Service Rule 56(2)(g)	Cause for Discharge, Demotion, or Suspension

## MINUTES

  
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AM 208-3-1

*m**Non-Line of Duty  
Options Letter*

CERTIFIED MAIL NO:

Month XX, 20XX

Employee Name  
Employee Address  
City, State, Zipcode

Dear Employee Name:

According to the medical evaluation received from the City of Baltimore-Occupational Medical Services at Mercy Clinic, you are unable to perform the essential job functions of your position. The City of Baltimore does not provide restricted or light duty assignments on a permanent basis. Consequently, you are no longer qualified to continue in your current job classification.

You can resign at any time or you can select one of the three (3) options available to you in order to resolve your work status. On the 46<sup>th</sup> day, if you have not done one of the three (3) options below, you will be recommended for termination. **You may pursue only one (1) of the following options:**

1. Apply for disability or service retirement benefits and complete the initial application by insert date [DATE IS 45 CALENDAR DAYS FROM THE DATE OF THIS LETTER]. To determine what documents and/or medical information is required, your eligibility, and to obtain assistance in filing your application, please contact the Employees' Retirement System ("ERS") at 443-984-3200 to set up an appointment with a Retirement Benefits Analyst;
2. Seek and obtain alternative employment within and outside City government by insert date [DATE IS 45 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER]; or
3. **[Only members of either the City Union of Baltimore or AFSCME Locals 44, 558 and 2202]** Contest the medical determination and request an evaluation by an independent Board certified physician with the Office of the Labor Commissioner and the Union by insert date [DATE IS 45 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER].

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AM 208-3-1

*m**Non-Line of Duty  
Options Letter*

A meeting has been scheduled on insert date and time [DATE IS 7 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER] in insert meeting location for you to discuss the contents of this letter; potential alternative employment within and outside the City government; as well as possible eligibility for retirement benefits.

Please note that you must respond in writing by insert date [DATE IS 7 CALENDAR DAYS AFTER THE SCHEDULED MEETING DATE WITH AGENCY HR PRACTITIONER] to inform the [insert Agency Name's] Human Resources Office of which avenue you intend to pursue. Once you make your selection, you are bound by your selection. If you fail to respond to this correspondence by insert date [DATE IS 7 CALENDAR DAYS AFTER THE SCHEDULED MEETING DATE WITH AGENCY HR PRACTITIONER], you will be recommended for termination in accordance with *PM 560 Discharge and Civil Service Rule 56 (2)(g) Cause for Discharge, Demotion, or Suspension*.

Sincerely,

Agency HR Practitioner Name  
Agency HR Practitioner Title

cc: Office of the Labor Commissioner  
Employees Retirement System  
Union Representative

## MINUTES

  
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AM 211-2

*m**New Employee Checklist*

The City of Baltimore ("City") acknowledges the need for consistency when hiring new employees. City Agencies are required to use the New Employee Checklist to ensure that new employees are knowledgeable of essential City policies prior to the start date.

**I. PURPOSE**

The purpose of this Policy is to ensure that employees are informed of all essential policies and procedures prior to the employee's start date. Employees will indicate their understanding of policies by signing the Acknowledgement Forms associated with all policies listed in *AM 211-2-1 New Employee Checklist Form ("AM 211-2-1")*.

**II. SCOPE**

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, and appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

**III. CHECKLIST PROCEDURE**

On the employee's start date, but no later than three (3) days after employment with the City, the employee's Agency Human Resources Practitioner will hold an orientation to inform the new employee of all pertinent City policies and procedures. During the orientation, the employee will fill out all paperwork as indicated in *AM 211-2-1*. Some items on the list apply to all new hires; some items will only apply to a select group of employees (i.e., employees who are issued City-owned electronics, such as cell phones and laptops, and the select few who have additional ethic obligations). Agency Human Resources Practitioners are responsible for providing orientation for new employees and ensuring that employees sign, retain, and provide copies of all required paperwork. Signed paperwork shall be retained in the employee's personnel files, as well as any other file as applicable (e.g., Form I-9 Verification Form file).

**IV. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

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AM 211-2

*m**New Employee Checklist***V. 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.

**VI. RELATED POLICIES**

AM 211-2-1      New Employee Checklist Form

## MINUTES

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AM 211-2-1

*m**New Employee Checklist Form***Section I: Checklist of Relevant Policies and Procedures**

The following items and/or documents listed below are to be reviewed with all new employees during the first three (3) days of employment with the City. Provide a copy of all policies discussed and of all signed documents at the time of review. Retain copies of signed documents in the employee's personnel file.

**I. General Information**

- |  |   |
|--|---|
| <input type="checkbox"/> Welcome/Introduction to Agency Staff  | <input type="checkbox"/> Health Insurance Exchange Notice   |
| <input type="checkbox"/> Agency Tour – Schedule date/time  | <input type="checkbox"/> Voicemail  |
| <input type="checkbox"/> Work Hours  | <input type="checkbox"/> Keycard/Key Sign-Off Sheet   |
| <input type="checkbox"/> Building/Work Location Rules & Regulations                                    | <input type="checkbox"/> Expenditure Protocols  |
| <input type="checkbox"/> Employment Eligibility Verification Form (I-9) – within 3 days                | <input type="checkbox"/> Payroll Information  |
| <input type="checkbox"/> W-4 forms   | <input type="checkbox"/> FLSA Exempt v. Non-Exempt Status   |
| <input type="checkbox"/> Dress Code  | <input type="checkbox"/> Confidentiality Statement (HIPAA, if applicable)                                 |
| <input type="checkbox"/> Emergency Contact Information Form  | <input type="checkbox"/> Notification of New Employee Orientation   |
| <input type="checkbox"/> Secondary Employment with the City  | <input type="checkbox"/> City Photo ID  |
| <input type="checkbox"/> Benefits  | <input type="checkbox"/> Union Membership   |
| <input type="checkbox"/> Leave Policies  | <input type="checkbox"/> Overview of the Administrative Manual, Personnel Manual, and Civil Service Rules |
| <input type="checkbox"/> Leave Request and Postings  | <input type="checkbox"/> Probationary Employee Status (if applicable)                                     |
| <input type="checkbox"/> Cancer Screening & Permission Leave   | <input type="checkbox"/> Safety Requirements/Recommendations  |
| <input type="checkbox"/> Mandatory Sign-Off Forms for equipment (i.e., cell phone, laptop, etc.)       | <input type="checkbox"/> Essential or Non-Essential Status  |
| <input type="checkbox"/> City-Issued Property (i.e., ID, keys, computers, etc.)                        | <input type="checkbox"/> Parking (if applicable)  |
| <input type="checkbox"/> Required Training (i.e., HRIS, CitiBuy, e-Time, driving, etc.)                | <input type="checkbox"/> Receipt of Strike Information  |
| <input type="checkbox"/> Ethics Obligations (as applicable)  |   |
| <input type="checkbox"/> File entry financial disclosure statement within 30 days;                     |   |
| <input type="checkbox"/> Attend ethics training course and file a conflicts affidavit within 6 months. |   |

**II. POLICIES**

- |  |  |
|--|--|
| <input type="checkbox"/> Attendance Standards      | <input type="checkbox"/> Substance Abuse                     |
| <input type="checkbox"/> Sexual Harassment         | <input type="checkbox"/> Arrest                              |
| <input type="checkbox"/> Electronic Communications | <input type="checkbox"/> Overtime/Comp Time                  |
| <input type="checkbox"/> Workplace Violence        | <input type="checkbox"/> Cell Phone                          |
| <input type="checkbox"/> Business Continuity       | <input type="checkbox"/> Telework                            |
| <input type="checkbox"/> Seat Belt                 | <input type="checkbox"/> Nepotism & Consensual Relationships |
| <input type="checkbox"/> Inclement Weather         | <input type="checkbox"/> Agency-Specific Policies            |



## MINUTES

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AM 211-2-1

*m**New Employee Checklist Form***Section II: Acknowledgement of Policies and Procedures**

I acknowledge that I have received the policies and procedures listed above in *Section I* and signed all relevant documents. I also acknowledge that I have been provided a copy of the policies and procedures, as well as a signed copy of all documents.

\_\_\_\_\_  
Employee's Name\_\_\_\_\_  
Date\_\_\_\_\_  
Employee's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Agency HR Practitioner's Name\_\_\_\_\_  
Date\_\_\_\_\_  
Agency HR Practitioner's Signature\_\_\_\_\_  
Date

## MINUTES

  
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AM 241-1

*m**Employee Layoff*

The City of Baltimore ("City") recognizes that an Agency may need to lay off an employee due to a lack of work, lack of funds, abolishment of position, or other similar causes. The City's process, outlined below, allows for Agencies to make infrastructure decisions and, when possible, providing alternative solutions in lieu of laying off affected employees. Federal, state and local laws prohibit an employer from considering factors such as age, gender, race, physical or mental disability, sexual orientation, marital status, national origin, or religion as criteria for layoff. This Policy is subject to amendment and interpretation as determined by the employee's Contractual Agreement or Memorandum of Understanding ("MOU").

**I. PURPOSE**

The purpose of this Policy is to ensure that City Agencies who may encounter situations such as lack of work, lack of funds, abolishment of positions, or other similar causes, have a way to restructure the Agency to fit the current goals and needs.

**II. SCOPE**

This Policy is limited to all regular full-time and part-time employees involved in the City's operations. This Policy may affect, but is inapplicable, to temporary employees, probationary employees, contractual employees, and appointed employees. For example, this group of employees may be the first to be separated before layoff of regular employees.

**III. DEFINITIONS**

- A. Lay-Off:** Suspension or termination of employment, of no fault of the employee, due to a lack of work, lack of funds, abolition of position, or other similar causes.
- B. Organizational Unit:** Any City department or part of a department, declared by regulations duly adopted by the Commission, to be a unit for purposes of administration. A current description of layoff organizational units is on file at the Office of the Labor Commissioner ("OLC").
- C. Transfer:** A transfer shall mean the appointment of an employee: (1) to a position in the same class outside the authority of the original appointing officer, or (2) to a position under the authority of the same appointing officer in a comparable class which require similar knowledge, skills, and abilities.

**IV. ALTERNATIVES TO LAYOFFS**

Agency Heads must consider alternative measures prior to laying off affected employees. Any alternatives which involve line item budget changes require the approval of the Bureau of the Budget and Management Research ("BBMR").

- A. Departing Employees.** Agency Heads should first consult with the Agency's HR Practitioner to identify employees who will retire, separate from City employment, transfer to other City employment, or are scheduled to take a leave of absence. Once identified, Agency Heads may proceed with removing the abovementioned employees.

- 1. Retiring Employees.** If the employee is eligible for a retirement benefit, the Agency Head should contact Employees' Retirement Systems or Fire and Police Employees' Retirement



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*m**Employee Layoff*

System. The Agency Head must consult with the Mayor's Office, the Director of Human Resources, and the Law Department prior to certifying the job removal.

**B. Existing Employees.** Agencies may also reduce the impact or number of layoffs by performing one or more of the following actions:

1. Obtain other sources of funding for existing positions;
2. Reduce other personnel costs, such as overtime;
3. Accept requests for voluntary lay-off (Agency Head approval is required);
4. Transfer employees assigned to expiring grant programs;
5. Transfer employees to positions in other qualified classifications at the same or lower grade level; or
6. Terminate temporary and probationary employees. Terminations of temporary and probationary employees are not considered layoffs. Temporary and probationary employees who have been terminated are not eligible for benefits and privileges available to regular full-time and part-time employees being laid off.

**V. SELECTION OF LAID OFF EMPLOYEES**

- A.** Agency Heads must select those classifications from which layoffs will occur. Selection of classifications may be based on the need for supervision, the performance of the duties of classification, or special types of employees such as departing employees (*see Section IV(A)* above).
- B.** Within the selected layoff organizational units and classifications, Agency Heads must primarily consider the good of the public service when selecting affected employee(s). The following employee characteristics govern such selection, subject to the employee's current negotiated contractual agreement or MOU:
1. For an employee whose job classification is not of an executive, administrative, technical, or professional nature:
    - a. Work performance (must be at least satisfactory).
    - b. Length of service in present classification and in present organizational unit.
  2. For an employee whose job classification is of an executive, administrative, technical, or professional nature:
    - a. Work performance (must be at least satisfactory).
    - b. Characteristics of the individual that contribute to the efficient operation of the organizational unit.
    - c. Skills and education compared to agency needs.
    - d. Length of service in present classification.
    - e. Length of service in previous classification(s) in the series.

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AM 241-1

*m**Employee Layoff***VI. OFFICIAL DATE OF LAYOFF**

- A.** If a position is abolished in the budget process, the position must be vacated no later than two (2) weeks after the budget is finalized, with at least thirty (30) day notice to the affected employees. If a position is abolished or unfunded by a special action of the Board of Estimates, the effective date of the layoff is at least two (2) weeks after the Board's action. Agency Heads must ensure the positions are vacated through layoff or transfer. Transfers are subject to approval of the BBMR and DHR. Changes from full-time to part-time employment are also subject to the approval of the BBMR.

**VII. LAYOFF TIMELINE****A. Sixty (60) Days Before Layoff**

1. Agency Heads shall determine job classifications and organizational units from which employee(s) will be laid off. The layoff lists are developed using the criteria specified in this Policy or current contractual agreement or MOU, as applicable.
2. For each organizational unit, develop a list of employees in each classification from which layoffs will occur. List employees in order of their promotion dates beginning with the least senior employee. Agency files shall retain the seniority list.

**B. Thirty (30) Days Before Layoff**

1. Send to the OLC, DHR, Agency Equal Opportunity Officer ("Agency EEO"), and Law Department a Memorandum containing the following information on the employee(s) to be laid off:
  - a. Organizational Unit;
  - b. Class number and title;
  - c. Employee Name;
  - d. Employee Identification Number;
  - e. Position number;
  - f. Entry Date;
  - g. Length of service in present classification;
  - h. Length of service in organizational unit;
  - i. Reason for layoff;
  - j. Date of layoff;
  - k. Union or employee organization;
  - l. Date of Birth;
  - m. Gender; and
  - n. Race.Retain a copy of the Memorandum in the affected employee's official personnel file and the Agency's file.
2. Upon receipt of the Agency's Memorandum, the OLC shall verify the layoff list and notify the appropriate union or bargaining unit of the proposed layoff; the OLC shall also verify that selection rules are followed for Civil Service positions. When a selection is invalid, the

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AM 241-1

*m****Employee Layoff***

Agency must provide the OLC with new name(s) within two (2) working days. The OLC shall also notify Employee Retirement System and DHR of the affected employee's status.

3. Upon receipt of the Agency's Memorandum, the Agency's EEO must review the proposed layoff and determine its impact on the Agency's Affirmative Action Plan.
4. Once the list of affected employee(s) is approved, the Agency's HR Practitioner shall create a layoff package for distribution to affected employees. The following material should be included in the layoff package:
  - a. The signed layoff letter;
  - b. Layoff brochure;
  - c. Your Rights Under COBRA and Notice of privacy practices;
  - d. Maryland Unemployment Insurance Brochure;
  - e. Retirement System brochure; and
  - f. Signed memo regarding employee's indebtedness, if applicable.

**C. Three (3) Weeks Before Layoff**

1. The Agency's EEO shall provide written comments, if any, to the Agency Head regarding the impact of the proposed layoff on the Agency's affirmative action plan.
2. The OLC will verify that the selection of employees for layoff conforms to provisions of the contractual agreements, layoff organizational units and other selection criteria. The Labor Commissioner shall notify the appropriate unions or employee organizations of the proposed layoffs.
3. DHR's Employee Benefits Division shall, if requested, confer with the affected employee(s) on eligible health benefit plan options. An employee's existing active health benefits coverage ends at the end of the month in which the layoff date occurs, unless informed otherwise by DHR.
4. DHR's Recruitment Division shall, if requested, confer with the affected employee(s) on eligibility for other City positions.

**D. Two (2) Weeks Before Layoff**

1. The Agency HR Practitioner shall meet with the affected employee, and the employee's union representative, if applicable, to discuss the layoff and pertinent information related to the layoff;
2. The Agency HR Practitioner shall mail via certified mail, return receipt requested, the layoff letter to the affected employee's last known home address. The layoff letter shall include the following information:
  - a. Date of layoff;
  - b. Reason for layoff; and
  - c. A statement that the separation from service is a result of a layoff and is through no fault of the employee.



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*m**Employee Layoff*

Attached to this letter must be a copy of Information for Laid-Off Employees. A copy of the signed employee layoff letter shall be sent to DHR's Policy and Compliance Division.

**E. Day of Layoff**

1. The Agency HR Practitioner shall conduct an Exit Interview with the employee;
2. The Agency HR Practitioner shall inform the employee of any due compensation for unused vacation leave, personal leave, sick leave, compensatory leave, as applicable, and that payment will be received in a lump sum.
3. The Agency HR Practitioner shall, if applicable, discuss the employee's indebtedness to the City. Follow the procedure outlined in *AM 205-4 Employee Indebtedness*.
4. Complete an Employee Termination Checklist;
5. Advise the employee to confer with the Municipal Employees Credit Union Inc. (MECU) regarding any outstanding loans and membership entitlement, if applicable. Notify MECU accordingly of employee status.
6. Inform employee that COBRA notification will be mailed directly to the employee's last known address and that the employee has 60 (sixty) days from the date of separation to apply for COBRA benefits.
7. Enter termination information in HRIS. The reason code should indicate layoff.
  - a. **For employees eligible to retire:** The reason code should indicate both retired and lay-off.
8. Send Central Payroll a completed and signed termination checklist and a copy of *AM 205-4-1 Notification of Employee Indebtedness (Memo to Employee)*, if applicable.
9. **For Civil Service Employees only:** No later than the affected employee(s) last day, DHR's Recruitment Division shall place the affected employee(s) on the reemployment list(s) in accordance with Civil Service Rules 39 and 52.
10. **For Retiring Employees only:** No later than the affected employee(s) last day, the employee shall confer with either Employees' Retirement System or Fire or Police Employees' Retirement System so that appropriate paperwork regarding benefits is processed.

**F. After Layoff**

1. Central Payroll shall record the following information about the laid off employee:
  - a. Conversion of sick leave days to cash;
  - b. Number of sick leave days not converted to cash;
  - c. Unused compensatory leave if applicable (employees should refer to their respective MOU) before payment for accumulated compensatory leave as applicable;
  - d. Total length of City service;
  - e. Length of service in level of current salary grade; and
  - f. Subject to FLSA requirements, any accrued leave may be subject to withholding due to indebtedness with the City.

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*m**Employee Layoff*

Once recorded, Central Payroll shall, with the consultation of the Law Department, Collections Division, prepare and issue the employee's final paycheck and payment for unused leave, minus any amount of the employee's indebtedness to the City, within thirty (30) calendar days. If an employee is indebted to the City, the employee should be advised to contact the Law Department, Collection Division.

2. The Agency's HR Practitioner shall retain a copy of Central Payroll's record in the employee's official personnel file and the Agency's file.

**VIII. SECURITY**

- A. Prior to giving the notice of layoff to affected employees, the Agency Head or designee must review access to the various City systems including, but not limited to, email, e-time, and HRIS. The Agency Head or designee must determine if access to any of the systems should be revoked prior to the employee's last day. MOIT must be notified of the Agency's decision in accordance with *AM 118-1 Electronic Communications Policy* and *AM 509-2 Pagers and Cellular Phones*.
- B. If personal safety is a concern, the employee to be laid off may be granted administrative leave with pay from the date of notice is received until the effective date of layoff. The OLC must authorize all requests for administrative leave with pay.

**IX. MANDATORY SEPARATION FROM ABOLISHED OR UNFUNDED POSITIONS**

- A. The Agency must remove incumbent employees from positions which are abolished or unfunded. DHR shall perform the following actions:
  1. Compare final layoff list to BOE's action. If there are any position numbers for abolishment without an employee listed on the layoff list, ascertain whether the job is vacant. If vacant, no other action will be taken. If filled, BBMR will notify the Agency to place the employee on the layoff list or laterally transfer employee to a funded vacant position with another position number.
  2. If the appointing officer has not processed the lay off for the affected employee by the official date of layoff, DHR will inform the Agency Head.

**X. USE OF LEAVE PRIOR TO DATE OF LAYOFF**

- A. Vacation, Personal, and Compensatory Leave: Use must comply with the City's policies governing such leave and the applicable contractual agreement or MOU.
- B. Sick Leave: Employees may use accumulated sick leave prior to the date of layoff, provided that the employee presents satisfactory medical documentation for the days used or the Agency Head is satisfied with such usage.

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AM 241-1

*m**Employee Layoff***XI. UNEMPLOYMENT COMPENSATION CLAIM**

Laid off employees may apply for unemployment compensation from the State of Maryland. To obtain information about eligibility, compensation benefits, and the application process, laid off employees should contact the Maryland State Department of Labor Licensing and Regulation.

**XII. 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.

**XIII. 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.

**XIV. RELATED POLICIES**

MOUs	<a href="http://labor-commissioner.baltimorecity.gov/contract-agreements">http://labor-commissioner.baltimorecity.gov/contract-agreements</a>
AM 241-1-1	Employee Layoff Checklist
AM 241-1-2	Employee Layoff: Layoff Letter
AM 204-4	Vacation and Personal Leave
AM 204-14	Sick Leave
AM 205-4	Employee Indebtedness
AM 205-4-1	Notification of Employee Indebtedness (Memo to Employee)
AM 118-1	Electronic Communications Policy
AM 509-2	Pagers and Cellular Phones
RULE 39	Re-Employment Lists
RULE 52	Lay-Off

## MINUTES

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AM 241-1-1

*m**Employee Layoff Checklist*

Effective Date and Initial	Layoff Action
<div data-bbox="315 653 526 680">Date</div> <div data-bbox="315 737 553 793">Agency HR Practitioner Initial</div>	<div data-bbox="613 600 922 627"><b>Sixty (60) Days Before Layoff</b></div> <div data-bbox="683 632 1344 905"> <ol style="list-style-type: none"> <li>1. Agency Heads shall determine job classifications and organizational units from which employee(s) will be laid off. The layoff lists are developed using the criteria specified in this Policy or current contractual agreement or MOU, as applicable.</li> <li>2. For each organizational unit, develop a list of employees in each classification from which layoffs will occur. List employees in order of their promotion dates beginning with the least senior employee. Agency files shall retain the seniority list.</li> </ol> </div>
<div data-bbox="315 997 526 1024">Date</div> <div data-bbox="315 1081 553 1138">Agency HR Practitioner Initial</div>	<div data-bbox="613 945 938 972"><b>Thirty (30) Days Before Layoff</b></div> <div data-bbox="683 976 1344 1640"> <ol style="list-style-type: none"> <li>1. Send to the OLC, DHR, Agency Equal Opportunity Officer ("Agency EEO"), and Law Department a Memorandum containing the following information on the employee(s) to be laid off:               <ol style="list-style-type: none"> <li>a. Organizational Unit;</li> <li>b. Class number and title;</li> <li>c. Employee Name;</li> <li>d. Employee Identification Number;</li> <li>e. Position number;</li> <li>f. Entry Date;</li> <li>g. Length of service in present classification;</li> <li>h. Length of service in organizational unit;</li> <li>i. Reason for layoff;</li> <li>j. Date of layoff;</li> <li>k. Union or employee organization;</li> <li>l. Date of Birth;</li> <li>m. Gender; and</li> <li>n. Race.</li> </ol> <p>Retain a copy of the Memorandum in the affected employee's official personnel file and the Agency's file.</p> </li> <li>2. Upon receipt of the Agency's Memorandum, the OLC shall verify the layoff list and notify the appropriate union or bargaining unit of the proposed layoff; the OLC shall also verify that selection rules are followed for Civil Service</li> </ol> </div>



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AM 241-1-1

*m**Employee Layoff Checklist*

	<p>positions. When a selection is invalid, the Agency must provide the OLC with new name(s) within two (2) working days. The OLC shall also notify Employee Retirement System and DHR of the affected employee's status.</p> <ol style="list-style-type: none"> <li>3. Upon receipt of the Agency's Memorandum, the Agency's EEO must review the proposed layoff and determine its impact on the Agency's Affirmative Action Plan.</li> <li>4. Once the list of affected employee(s) is approved, the Agency's HR Practitioner shall create a layoff package for distribution to affected employees. The following material should be included in the layoff package: <ol style="list-style-type: none"> <li>a. The signed layoff letter;</li> <li>b. Layoff brochure;</li> <li>c. Your Rights Under COBRA and Notice of privacy practices;</li> <li>d. Maryland Unemployment Insurance Brochure;</li> <li>e. Retirement System brochure; and</li> <li>f. Signed memo regarding employee's indebtedness, if applicable.</li> </ol> </li> </ol>
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p><b>Three (3) Weeks Before Layoff</b></p> <ol style="list-style-type: none"> <li>1. The Agency's EEO shall provide written comments, if any, to the Agency Head regarding the impact of the proposed layoff on the Agency's affirmative action plan.</li> <li>2. The OLC will verify that the selection of employees for layoff conforms to provisions of the contractual agreements, layoff organizational units and other selection criteria. The Labor Commissioner shall notify the appropriate unions or employee organizations of the proposed layoffs.</li> <li>3. DHR's Employee Benefits Division shall, if requested, confer with the affected employee(s) on eligible health benefit plan options. An employee's existing active health benefits coverage ends at the end of the month in which the layoff date occurs, unless informed otherwise by DHR.</li> <li>4. DHR's Recruitment Division shall, if requested, confer with the affected employee(s) on eligibility for other City positions.</li> </ol>



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*m**Employee Layoff Checklist*

<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p><b>Two (2) Weeks Before Layoff</b></p> <ol style="list-style-type: none"> <li>1. The Agency HR Practitioner shall meet with the affected employee, and the employee's union representative, if applicable, to discuss the layoff and pertinent information related to the layoff;</li> <li>2. The Agency HR Practitioner shall mail via certified mail, return receipt requested, the layoff letter to the affected employee's last known home address. The layoff letter shall include the following information:               <ol style="list-style-type: none"> <li>a. Date of layoff;</li> <li>b. Reason for layoff; and</li> <li>c. A statement that the separation from service is a result of a layoff and is through no fault of the employee.</li> </ol> <p>Attached to this letter must be a copy of Information for Laid-Off Employees. A copy of the signed employee layoff letter shall be sent to DHR's Policy and Compliance Division.</p> </li> </ol>
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p><b>Day of Layoff</b></p> <ol style="list-style-type: none"> <li>1. The Agency HR Practitioner shall conduct an Exit Interview with the employee;</li> <li>2. The Agency HR Practitioner shall inform the employee of any due compensation for unused vacation leave, personal leave, sick leave, compensatory leave, as applicable, and that payment will be received in a lump sum.</li> <li>3. The Agency HR Practitioner shall, if applicable, discuss the employee's indebtedness to the City. Follow the procedure outlined in <i>AM 205-4 Employee Indebtedness</i>.</li> <li>4. Complete an Employee Termination Checklist;</li> <li>5. Advise the employee to confer with the Municipal Employees Credit Union Inc. (MECU) regarding any outstanding loans and membership entitlement, if applicable. Notify MECU accordingly of employee status.</li> <li>6. Inform employee that COBRA notification will be mailed directly to the employee's last known address and that the employee has 60 (sixty) days from the date of separation to apply for COBRA benefits.</li> <li>7. Enter termination information in HRIS. The reason code should indicate layoff.               <ol style="list-style-type: none"> <li>d. <b>For employees eligible to retire:</b> The reason code should</li> </ol> </li> </ol>

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AM 241-1-1

*m**Employee Layoff Checklist*

	<p>indicate <b>both</b> retired and lay-off.</p> <p>8. Send Central Payroll a completed and signed termination checklist and a copy of <i>AM 205-4-1 Notification of Employee Indebtedness (Memo to Employee)</i>, if applicable.</p> <p>9. <b>For Civil Service Employees only:</b> No later than the affected employee(s) last day, DHR's Recruitment Division shall place the affected employee(s) on the reemployment list(s) in accordance with Civil Service Rules 39 and 52.</p> <p>10. <b>For Retiring Employees only:</b> No later than the affected employee(s) last day, the employee shall confer with either Employees' Retirement System or Fire or Police Employees' Retirement System so that appropriate paperwork regarding benefits is processed.</p>
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p><b>After Layoff</b></p> <p>1. Central Payroll shall record the following information about the laid off employee:</p> <ul style="list-style-type: none"> <li>a. Conversion of sick leave days to cash;</li> <li>b. Number of sick leave days not converted to cash;</li> <li>c. Unused compensatory leave if applicable (employees should refer to their respective MOU) before payment for accumulated compensatory leave as applicable;</li> <li>d. Total length of City service;</li> <li>e. Length of service in level of current salary grade; and</li> <li>f. Subject to FLSA requirements, any accrued leave may be subject to withholding due to indebtedness with the City.</li> </ul> <p>Once recorded, Central Payroll shall, with the consultation of the Law Department, Collections Division, prepare and issue the employee's final paycheck and payment for unused leave, minus any amount of the employee's indebtedness to the City, within thirty (30) calendar days. If an employee is indebted to the City, the employee should be advised to contact the Law Department, Collection Division.</p> <p>2. The Agency's HR Practitioner shall retain a copy of Central</p>

## MINUTES

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AM 241-1-1

*m**Employee Layoff Checklist*

	Payroll's record in the employee's official personnel file and the Agency's file.
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## MINUTES

  
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AM 241-2-1

*m****Employee Clearance on Termination***

The City of Baltimore ("City") recognizes the importance of maintaining all City-owned property used to complete City operations. When an employee leaves the City, an *AM 241-2-2 Employee Clearance Checklist* ("AM 241-2-2") must be completed by the Agency HR Practitioner and employee.

**I. PURPOSE**

The purpose of this Policy is to ensure that all City-owned equipment, records, and City-issued items are returned to the City. In addition, custodian accounts must be accounted for and reconciled, and employee access and user privileges (as applicable) must be revoked for future use.

**II. SCOPE**

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, elected officials, and appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

**III. COMPLETION INSTRUCTIONS**

AM 241-2-2 shall be completed on the last day of employment, but no later than three (3) days after separation from the City. The Agency HR Practitioner filling out AM 241-2-2 shall initial next to all items that have been returned by the departing employee. Once complete, the Agency HR Practitioner and employee shall sign AM 241-2-2. One (1) signed copy shall be provided to the employee, one (1) signed copy shall be sent to Department of Finance - Central Payroll, and one (1) signed copy shall be retained in the employee's personnel file.

**IV. REPORTED SHORTAGES**

Restitution is required when the departing employee is responsible for a shortage of equipment or funds. The amount owed may be paid by adjusting the final paycheck. 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.

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AM 241-2-1

*m****Employee Clearance on Termination*****V. REPORTED LOSSES**

Any loss of keys, key cards, fuel cards, credit cards, or drug prescription cards should be reported to the Agency's HR Practitioner, who will contact the issuing City Agency.

**VI. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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 241-2	Exit Interview
AM 241-2-2	Employee Clearance Checklist



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AM 241-2

*m****Exit Interview***

The City of Baltimore ("City") recognizes the need to attract and maintain a competitive workforce. Exit Interviews shall be used as a mechanism by Agencies to identify problems in the work environment and assist Agencies in achieving the City's overall goal.

**I. PURPOSE**

The purpose of this Policy is to acquire valuable information from City employees who are leaving the City about their work experience. Information from the Exit Interview will be used to highlight areas of improvement with respect to the City's basic operations, such as workload, management, and supervision. Information acquired from the Exit Interview will also inform the City of the primary reasons employees leave the City, which will, in turn, help Agencies develop retention strategies for its current and future workforce.

**II. SCOPE**

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, as well as the appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

**III. INTERVIEW PROCEDURE**

Exit Interviews shall be conducted on the employee's last day with the City, but no later than five (5) business days after the employee's departure. The Exit Interview shall be performed by the Agency's Human Resources Practitioner using the survey platform provided by the Department of Human Resources ("DHR"), which can be found on DHR's Intranet page under "HR Tools." Interviews are to be held in a private location with ample time to allow for the Agency HR Practitioner and employee to discuss comments provided in the interview.

**IV. CONFIDENTIALITY**

The information received through the Exit Interviews will be confidential. No specific information that could possibly be traced back to a former employee will be disseminated or discussed.

**V. AUTHORITY**

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual*

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AM 241-2

*m**Exit Interview*

*Revision Process*, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

**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**

AM 241-2-1	Employee Clearance on Termination
AM 241-2-2	Employee Clearance Checklist

## MINUTES

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AM 241-1-2

*m****Employee Layoff:  
Layoff Letter***

Certified Mail #

Date

Employee Name

Employee Address

Employee City, State, Zipcode

Dear Employee,

**[Introduction]:** I regret to inform you that you are being laid off effective insert date. You are being laid off because insert reason for the layoff. Your layoff with the City is through no fault of your own.

**[Paragraph One]:** In accordance with Civil Service Rule 39, your name will be placed on the re-employment list.

**[Paragraph Two]:** [Add for Civil Service Employees ONLY] The enclosed bulletin, "Information for Laid-Off Employees," will assist in answering some questions which might arise. If additional information is needed, please contact insert name of Agency HR Practitioner at insert phone number.

Sincerely,

Name of Agency Head or designee

Title of Agency Head or designee

cc: Name of Agency HR Representative, Title of Agency HR Representative  
Office of the Labor Commissioner  
Department of Human Resources  
Union  
Personnel File



## MINUTES

*a*

AM 241-2-2

*m**Employee Clearance Checklist***Section I: Separation Checklist**

Please complete this form when an employee separated from the City. Forward a completed and signed copy to Department of Finance – Central Payroll.

Employee's Name \_\_\_\_\_

ID # \_\_\_\_\_

Agency/Department \_\_\_\_\_

Work-Related Equipment	Serial #/Identifying Information	Date Received/Completed
Vehicle		
Communicative Equipment		
<input type="checkbox"/> Cell Phone		
<input type="checkbox"/> Pager		
<input type="checkbox"/> Other:		
Office Equipment		
<input type="checkbox"/> Laptop		
<input type="checkbox"/> iPad		
<input type="checkbox"/> Camera		
<input type="checkbox"/> Other:		
Hand Tools		
Uniforms		
Parking Pass		
Other:		
Custodianship	Serial #/Identifying Information	Date Received/Completed
Funds (petty cash, etc.)		
Files/Records (including inspection reports)		
Other:		

## MINUTES

*a*

AM 241-2-2

*m**Employee Clearance Checklist*

Employee Access Privileges	Serial #/Identifying Information	Date Received/Completed
Keys and Key Cards		
Employee Identification		
City Driver's Permit		
Fuel Card		
Credit Cards		
Passwords for all devices		
Other:		

Action Items	SR#	Date Received/Completed
Call 311 to create Service Request (SR)		
Agency HR Practitioner must complete form at: <a href="https://cob/moit/acct">https://cob/moit/acct</a> to disable employee's access to City accounts. Use your computer log-in and password to open this document.		
Other:		

## MINUTES

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*a*

AM 241-2-2

*m**Employee Clearance Checklist***Section II: Acknowledgement**

I acknowledge that I have turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in my possession.

\_\_\_\_\_  
Employee's Name\_\_\_\_\_  
Date\_\_\_\_\_  
Employee's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Agency HR Practitioner's Name\_\_\_\_\_  
Date\_\_\_\_\_  
Agency HR Practitioner's Signature\_\_\_\_\_  
Date

☐ Employee is unavailable for signature      Reason: \_\_\_\_\_

Agency HR Practitioner Certification: The employee is unavailable to sign the form. I have verified that the employee turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in their possession.

\_\_\_\_\_  
Agency HR Practitioner's Name\_\_\_\_\_  
Date\_\_\_\_\_  
Agency HR Practitioner's Signature\_\_\_\_\_  
Date

MINUTES



*a*

AM 204-12

*m*

*Length of Service*

ABOLISHED

MINUTES



*a*

AM 204-17

*m*

*Attendance Record*

ABOLISHED

MINUTES



*a*

AM 204-17-1

*m*

*Completing an Attendance Record*

ABOLISHED

MINUTES



*a*

AM 205-7-1

*m*

*Cut-Off Notice*

ABOLISHED

MINUTES



*a*

AM 205-5

*m*

*Employee Clearance on Terminations*

ABOLISHED



MINUTES



*a*

AM 205-5-1

*m*

*Employee Clearance on Terminations*

ABOLISHED

MINUTES



*a*

AM 205-7-2

*m*

*Employee Exit Interview*

ABOLISHED

MINUTES



*a*

AM 205-8

*m*

*Employee Layoffs*

ABOLISHED

MINUTES



*a*

AM 205-8-1

*m*

*Employee Layoff Procedures*

ABOLISHED

MINUTES



*a*

AM 205-18

*m*

*Portal-to-Portal Pay*

ABOLISHED

MINUTES



*a*

AM 205-19

*m*

*Environmental Differential Pay*

ABOLISHED

MINUTES



*a*

AM 207-1

*m*

*Work Hours*

ABOLISHED

MINUTES



*a*

AM 221-4

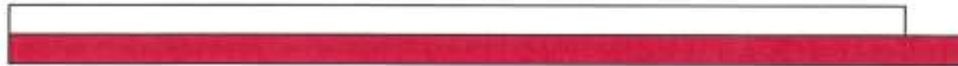
*m*

*Moving Expenses*

ABOLISHED



MINUTES



*a*

AM 237-1

*m*

*Positions of Trust*

ABOLISHED

MINUTES



*a*

AM 237-1-1

*m*     *Initiating a Criminal Background Investigation*

ABOLISHED

MINUTES



*a*

AM 237-1-2

*m*

*Processing Results of a  
Criminal Background Investigation*

ABOLISHED

MINUTES



*a*

AM 290-1

*m*

*City Union of Baltimore Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-1-1

*m*      *City Union of Baltimore Salary – Flat Grades*

ABOLISHED

MINUTES



*a*

AM 290-2-1

*m*

*Local 44 Full-Time Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-2-2

*m*

*Local 44 Hourly Wage Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-2-3

*m*

*Local 44 Part-Time Salary Scale*

ABOLISHED



MINUTES



*a*

AM 290-2-4

*m*

*Local 44 Flat Scales*

ABOLISHED

MINUTES



*a*

AM 290-3

*m*

*Local 2202 Full-Time Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-5

*m*

*Salary Scale for City Agencies Governed by  
State of MD Salary System*

ABOLISHED

MINUTES



*a*

AM 290-6

*m*

*Nurses, Local 558, Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-7-1

*m*      *Managerial and Professional Society, MAPS,  
Graded Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-7-2

*m*      *Managerial and Professional Society, MAPS,  
Flat Grade Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-7-3

*m*      *Managerial and Professional Society, MAPS,  
Flat Grade Salary Scale*

ABOLISHED

MINUTES



*a*

AM 290-9

*m*

*Fire Officers Salary Scale  
Local 964 IAFF*

ABOLISHED



MINUTES



*a*

AM 290-10

*m*

*Fire Officers Salary Scale  
Local 734 IAFF*

ABOLISHED

MINUTES



*a*

AM 290-11

*m*     *Police Salary Scale – Unit I (Non-Supervisory)*

ABOLISHED

MINUTES



*a*

AM 290-12

*m*

*Police Salary Scale – Unit II (Supervisory)*

ABOLISHED

MINUTES



*a*

AM 290-13

*m*

*Salary Scales for Grade 800 and 900*

ABOLISHED

**MINUTES**

Department of Finance - cont'd

UPON MOTION duly made and seconded, the Board authorized and approved edits to seven new Administrative Manual ("AM") Policies, eight revised AM Policies, and the request to abolish the foregoing thirty-three AM Policies as previously outlined.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Tina L. Smith	AAU Junior Olympics Sports Stacking July 26 - 28, 2018 Des Moines, IA (Reg. Fee. \$14.00*)	Accessory Account	\$1,143.84

The subsistence rate for this location is \$168.00 per day. The hotel cost is \$184.00 per night, plus hotel taxes in the amount of \$22.08 per night. The costs of the hotel was prepaid on a City-issued credit card assigned to Mr. Cecil Green.\*

The airfare in the amount of \$545.67 was prepaid on a City-issued credit card assigned to Mr. Kenn King.\* The registration fee in the amount of \$14.00 was prepaid on a City-issued credit card assigned to Mr. Devon Brown.\*

The Department is requesting additional subsistence in the amount of \$16.00 per night for the hotel and \$40.00 per day for meals and incidentals.

Pursuant to AM 240-8, the Department is requesting approval for the use of a rental vehicle by Ms. Smith in the amount of \$405.60. Ms. Smith will serve as a Coach and Chaperone during this event and will help transport the team members to and from the events and eateries.

\*These costs are included in the costs of the other Coach, Mr. Phillip Blackwell. Therefore, Ms. Smith will be disbursed \$525.60.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
2. Vaughn DeVaughn Lutalo Bakari	2018 AAU Junior Olympics Games Track and Field Des Moines, IA July 27 - Aug. 5, 2018 (Reg. Fee \$ 0.00)	Youth and Adult Special Funds	\$1,930.24

The subsistence rate for this location was \$168.00 per day. The hotel rate is \$144.00 per night, plus \$17.28 per night for hotel taxes. The hotel costs and the hotel taxes were prepaid on a City-issued credit card assigned to Mr. Robert Wall.

Mr. Bakari will share the hotel room with Mr. DeVaughn. Therefore, he is requesting subsistence in the amount of \$40.00 per day for meals and incidentals. Mr. Bakari will be disbursed \$320.00.

The Department is requesting additional subsistence in the amount of \$16.00 per day for Mr. DeVaughn to cover the cost of meals and incidentals. Therefore, Mr. DeVaughn will be disbursed \$320.00.

Messrs. DeVaughn and Bakari will travel to Des Moines, Iowa with Mr. Garfield Thompson in the rental vehicle.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
3. Jabari Bush John Davenport Raynard Bennett	2018 AAU Junior Olympics Games Track and Field Des Moines, IA July 29 - Aug. 4, 2018 (Reg. Fee \$ 0.00)	Youth and Adult Special Funds	\$1,687.68
<p>The subsistence rate for this location was \$168.00 per day. The hotel rate is \$144.00 per night, plus \$17.28 per night for hotel taxes. The hotel costs and the hotel taxes were prepaid on a City-issued credit card assigned to Mr. Robert Wall.</p> <p>Messrs. Davenport and Bennett will share the hotel room with Mr. Bush. Therefore, each attendee is requesting subsistence in the amount of \$40.00 per day for meals and incidentals. Therefore, Messrs. Davenport and Bennett will be disbursed \$240.00 each.</p> <p>The Department is requesting additional subsistence in the amount of \$16.00 per day for Mr. Bush to cover the cost of meals and incidentals. Therefore, Mr. Bush will be disbursed \$240.00.</p> <p>Messrs. Bush, Davenport, and Bennett will travel by motor coach to Des Moines, Iowa at no expense to the City.</p>			
4. Mary Haynes Duane Downer	AAU Junior Olympic Games Des Moines, IA July 29 - Aug. 4 2018 (Reg. Fee \$103.68 ea.)	Youth and Adult Special Funds	\$2,415.36



**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
<p>The subsistence rate for this location is \$168.00 per night. The hotel rate is \$144.00 per night, plus hotel taxes of \$17.28 per night. The Department is requesting additional subsistence of \$24.00 per day for meals and incidentals.</p> <p>The hotel cost of \$864.00, plus hotel taxes of \$103.68 for each attendee were prepaid using a City-issued procurement card assigned to Robert Wall. Therefore, the disbursement to Ms. Haynes and Mr. Downer is \$240.00 each.</p>			
5. Phillip Blackwell	AAU Junior Olympics Sport Stacking Des Moines, IA July 26 - 28, 2018 (Reg. Fee \$1,216.00)	Accessory Account	\$10,619.89

Mr. Blackwell is one of the coach's that will serve as a chaperone for this travel. He and another coach will be transporting team members to and from the different events.

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$184.00 per night, plus tax cost of \$22.08 per night.

The required hotel reservation fee for the team members was prepaid using a City-issued credit card assign to Cecil Green. The airfare cost in the amount of \$8,185.05 was prepaid on a City-issued procurement card assigned to Mr. Kenn King. The registration cost of \$1,216.00 was prepaid using a City-issued procurement card assigned to Devon Brown. The costs of the registration and airfare will cover all team members and both coach's attending the events.

**MINUTES****TRAVEL REQUESTS**

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

The full hotel cost of \$618.24 for Mr. Blackwell was prepaid using a City-issued procurement card assigned to Cecil Green.

The Department is requesting an additional subsistence of \$48.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

Mr. Blackwell will also require a rental car to transport team members to and from different events. The cost of the rental vehicle is \$405.60. Pursuant to AM-240-8 if official City business at the event site will require extensive inspection trips, tours, or other unusual but necessary land travel, the Board must approve funds for such expenses in advance of the trip.

Therefore, the disbursement to Mr. Blackwell is \$525.60.

6. Racquel Jones	AAU Junior Olympics	Young	\$1,207.68
	Track and Field	Adult and	
	Des Moines, IA	Special	
	July 28 -	Funds	
	Aug. 4, 2018		
	(Reg. Fee \$0.00)		

The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$144.00 per night, plus tax cost of \$17.28 per night. The Department is requesting additional subsistence of \$16.00 per day for meals and incidentals.

The hotel costs of \$967.68 was prepaid using a City-issued procurement card assigned to Mr. Robert Wall. Therefore, the disbursement to Ms. Jones is \$240.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
7. Tynisha Sewell	AAU Junior Olympics Track and Field Des Moines, IA July 28 - Aug. 4, 2018 (Reg. Fee \$0.00)	Young Adult and Special Funds	\$ 240.00

Ms. Swell will be sharing a room with Ms. Racquel Jones and is only requesting \$40.00 per day for meals and incidentals.

8. Garfield Thompson	AAU Junior Olympics Track and Field Des Moines, IA July 28 - Aug. 4, 2018 (Reg. Fee \$0.00)	Young Adult and Special Funds	\$2,100.84
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The subsistence rate for this location is \$168.00 per night. The cost of the hotel is \$144.00 per night, plus tax cost of \$17.28 per night. The Department is requesting additional subsistence of \$16.00 per day for meals and incidentals.

The hotel costs of \$967.68 was prepaid using a City-issued procurement card assigned to Mr. Robert Wall. The Rental van will paid using a City-issued procurement assigned to Robert Wall. Therefore, the disbursement to Mr. Thompson is \$320.00.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks - cont'd</u>			
9. Jonathan Fulton	AAU Junior Olympics Track and Field Des Moines, IA July 28 - Aug. 4, 2018 (Reg. Fee \$0.00)	Young Adult and Special Funds	\$ 240.00

Mr. Fulton will be sharing a room with Mr. Garfield Thompson and is only requesting \$40.00 per day for meals and incidentals.

Department of Public Works

10. Kristyn Oldendorf	NACWA 2018 Utility Leadership Conference & 48 <sup>th</sup> Annual Meeting July 24 - 26, 2018 Boston, MA (Reg. Fee \$995.00)	General Funds	\$2,138.59
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The subsistence rate for this location is \$336.00 per night. The cost of the hotel is \$279.00 per night, plus hotel taxes of \$40.32 per night. The airfare in the amount of \$330.96 and the registration fee of \$995.00 were prepaid on a City-issued procurement card assigned to Binta Gallman. Therefore, the disbursement to Ms. Oldendorf is \$812.63.

## MINUTES

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
11. Catherine Pugh	MACo Summer Conference Ocean City, MD Aug. 16 - 18, 2018 (Reg. Fee \$440.00)	General Funds	\$2,198.96

The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/16/2018 and 8/17/2018 is \$440.00, plus taxes of \$46.20 per night. The hotel cost for 8/18/2018 is \$474.00, plus taxes of \$49.77.

The Mayor's Office is requesting additional subsistence of \$137.00 each day on 8/16/2018 and 8/17/2018 and \$171.00 for 8/18/2018 to cover hotel costs, and \$120.00 for meals and incidentals.

The hotel cost of \$1,496.17 and registration fee of \$440.00 were prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Pugh is \$262.79.

12. Karen Stokes	MACo Summer Conference Ocean City, MD Aug. 16 - 18, 2018 (Reg. Fee \$440.00)	General Funds	\$1,414.17
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The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/16/2018 is \$289.00, plus hotel taxes of \$35.60. The hotel cost on 8/17/2018 is \$389.00, plus hotel taxes of \$35.60.

**MINUTES****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office - cont'd</u>			

The Mayor's Office is requesting additional subsistence of \$86.00 to cover the hotel cost on 8/18/2018, \$66.00 for meals and incidentals. The hotel cost in the amount of \$678.00 and registration fee of \$440.00 were prepaid on the City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Ms. Stokes is \$224.97.

13. Poetri Deal	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$440.00)	General Funds	\$1,773.51
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The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$289.00 per night, plus hotel taxes of \$33.85 per night. The hotel cost for 8/18/2018 is \$389.00, plus hotel taxes of \$33.84.

The Mayor's Office is requesting additional subsistence of \$86.00 to cover the hotel cost on 8/18/2018, plus \$92.00 for meals and incidentals. The hotel cost in the amount of \$1,068.54 and registration fee of \$440.00, were prepaid on the City-issued procurement card assigned to Renee Newton. Therefore, the disbursement to Poetri Deal is \$264.97.

**RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

Office of the State's Attorney for Baltimore City (SAO)

14. Catherine Chen	Northwest Regional Internet Crimes Against Children (ICAC) Training Conference Redmond, WA Sept. 25 - 28, 2017 (Reg. Fee \$835.00)	State Grant	\$1,489.15
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## MINUTES

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>SAO</u> - cont'd			

Ms. Chen traveled to Redmond, Washington on September 25 - 28, 2017 for the Northwest Regional ICAC Conference. The hotel rate was \$205.00 per night, plus \$25.43 per night for hotel taxes.

The airfare in the amount of \$515.86, the hotel costs in the amount of \$615.00, and the hotel taxes in the amount of \$76.29 were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. Ms. Chen personally incurred the costs of meals and incidentals and ground transportation. The Department requested that the remaining balance of Ms. Chen's subsistence in the amount of \$58.63 be added to her allowed \$60.00 ground transportation. Therefore, Ms. Chen will be reimbursed \$282.00.

TRAVEL REIMBURSEMENT

\$163.47 - Meals and incidentals  
118.53 - Ground Transportation (\$60.00 + \$58.53)  
**\$282.00 - Reimbursement**

The retroactive travel approval is late because receipt of the grant award, Board of Estimates award acceptance, and time to schedule the trip prevented submission to the Board of Estimates for approval prior to travel. The Department apologizes for the delay.

**APPROVED FOR FUNDS BY FINANCE**

**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
15. Cynthia Mobley	American Academy of Pediatrics (AAP) Prep the Course 2019 Las Vegas, NV Mar. 9 - 14, 2018 (Reg. Fee \$1,535.00)	Family Planning Foundation Account (Special Needs)	\$2,860.44

Ms. Mobley traveled to Las Vegas, Nevada on March 9 - 15, 2018 for the AAP Prep the Course 2019.

The subsistence rate for this location was \$198.00 per day. The hotel rate was \$180.00 per night, plus \$25.20 per night for hotel taxes, and \$22.80 per night for the resort fee.

Ms. Mobley personally incurred the costs of the hotel, the hotel taxes, the resort fees, the registration fee, and meals and incidentals. Therefore, Ms. Mobley will be reimbursed \$2,860.44.

**TRAVEL REIMBURSEMENT**

\$ 900.00 - Hotel (@ \$180.00 x 5)
126.00 - Hotel Taxes (@ \$25.20 x 5)
114.00 - Resort Fees (@ \$22.80 x 5)
185.44 - Meals and incidentals
<u>1,535.00</u> - Registration
<b>\$2,860.44 - Reimbursement</b>

The retroactive travel approval is late because the Department was waiting for the original travel receipts to be submitted.



**MINUTES****RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT**

UPON MOTION duly made and seconded, the Board approved and authorized execution of the foregoing Travel Requests and the Retroactive Travels approvals and Reimbursements. The Mayor **ABSTAINED** on item nos. 11, 12, and 13.

**MINUTES**

Department of Transportation - Memorandum of Understanding  
- Arts + Parks

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with the Department of Transportation and Elise Victoria and Justin Nethercut DBA Arts + Parks. The period of the MOU is effective upon Board approval for two years, with an option to renew for an additional two years.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

The MOU establishes the framework for the Arts + Parks to install right of way art at North Curley Street between East Madison and East Monument Street, all at its sole cost and subsequently for the Arts + Parks will perform ongoing maintenance of all aspects of the Project during the term of the MOU.

UPON MOTION duly made and seconded, the Board approved and authorized execution of the Memorandum of Understanding with the Department of Transportation and Elise Victoria and Justin Nethercut DBA Arts + Parks.

## MINUTES

PROPOSAL AND SPECIFICATIONS

1. Department of Public Works/Office - WC 1363 - Allendale Neighbor-  
of Engineering and Construction hood & Vicinity Water Main  
Rehabilitation  
**BIDS TO BE RECV'D: 08/15/2018**  
**BIDS TO BE OPENED: 08/15/2018**

There being no objections, the Board, UPON MOTION duly made and seconded, approved the above Proposal and Specifications to be advertised for receipt and opening of bids on the date indicated.

**MINUTES**

President: "There being no more business before the Board, we will recess until bid opening at 12:00 noon. Thank you."

\* \* \* \* \*

**MINUTES**

Clerk: "Good afternoon. The Board of Estimates is now in session for the opening and receiving of bids."

**BIDS, PROPOSALS, AND CONTRACT AWARDS**

Prior to the reading of bids received today and the opening of bids scheduled for today, the Clerk announced that the following agencies had issued addenda extending the dates for receipt and opening of bids on the following contracts. There were no objections.

Department of Public Works

- SDC 7777, Drainage Repairs and Improvements at Various Locations  
**BIDS TO BE RECV'D: 08/08/2018**  
**BIDS TO BE OPENED: 08/08/2018**

Bureau of Procurement

- B50005495, Parts Service and Maintenance for in Ground and Above Ground Lifts  
**BIDS TO BE RECV'D: 08/08/2018**  
**BIDS TO BE OPENED: 08/08/2018**

Bureau of Procurement

- B50005474, Ten Wheel Dump Trucks  
**BIDS TO BE RECV'D: 08/08/2018**  
**BIDS TO BE OPENED: 08/08/2018**

## MINUTES

Thereafter, UPON MOTION duly made and seconded, the Board received, opened and referred the following bids to the respective departments for tabulation and report:

Bureau of Purchases - B50005472, Janitorial Services -  
Group 1 - 6

ABM Industry Groups, LLC  
GLOW-MD (Sam Ankrah)  
Broadway Services, Inc.  
CJ Maintenance, Inc.  
Multicorp, Inc.  
Golden Gate Service, Inc.  
Associated Building Maintenance Co., Inc.  
Williams & Hunter  
MOTIR Services, Inc.  
NayTy, Inc.  
T2 Cleaning Services LLC  
Industrial Commercial Cleaning Group, Inc.  
PrimeStar Industries, Inc.  
Merit Building Contracting Services  
CMS, LLC  
Big Dog's Detailing, LLC  
LGC Global FM  
(Lakeshore Healthcare)

Bureau of Purchases - B50005491, Regular Cab and Chassis  
with Van Body

Bayshore Ford Truck Sales, Inc.\*  
Hertrich Fleet Services, Inc.\*\*  
Chapman Ford Sales\*\*\*

\*UPON FURTHER MOTION, the Board found the bid of Bayshore Ford Truck Sales, Inc. **NON-RESPONSIVE** because of the company's failure to submit a bid guarantee as required in the bid instructions.

## MINUTES

\*\*UPON FURTHER MOTION, the Board found the bid of Hertrich Fleet Services Inc. **NON-RESPONSIVE** because of the company's failure to submit a bid guarantee as required in the bid instructions.

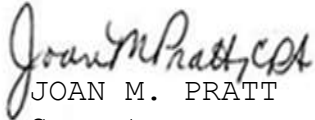
\*\*\*UPON FURTHER MOTION, the Board found the bid of Chapman Ford Sales **NON-RESPONSIVE** because of the company's failure to submit an original bid guarantee as required in the bid instructions.

Apple Ford L/M Inc.  
Department of Public Works - SDC 7777, Drainage Repairs and  
Improvements at Various Locations

NO BIDS RECEIVED

\* \* \* \* \*

There being no objections, the Board, UPON MOTION duly made and seconded, adjourned until its next regularly scheduled meeting on Wednesday, August 8, 2018.

  
JOAN M. PRATT  
Secretary