



Nick J. Mosby, *President*  
Baltimore City Council

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## **MEMORANDUM**

To: **Honorable Brandon M. Scott, Honorable Bill Henry,  
Mr. James Shea, Mr. Jason Mitchell**  
From: **Council President Nick J. Mosby**  
Date: **June 27, 2022**  
Re: **Board of Estimates Agenda Items for June 29, 2022, at 9:00 am**

The items on the Board of Estimates Agenda for June 29, 2022, are to be assigned as follows:

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

- P 1 Baltimore Development Corporation- Lease Agreement
- P 2 Baltimore Development Corporation- Lease Agreement
- P 3 Baltimore Development Corporation- Capital Projects Grant Agreement
- P 4 Mayor's Office of Children and Family Success- Facilities Use Agreement
- P 5 City Council- Travel Request
- P 6 City Council- Travel Request
- P 7 City Council- Travel Request
- P 8 City Council- Travel Request
- P 9 City Council- Travel Request
- P 10 City Council- Travel Request
- P 11 Employee's Retirement System- Subscription Agreement
- P 12 Employee's Retirement System- Subscription Agreement
- P 13 Department of General Services- Grant Award
- P 14 Department of General Services- Grant Award
- P 15 Department of General Services- Grant Award
- P 16 Department of General Services- Grant Award
- P 17 Department of General Services- Grant Award
- P 18 Department of General Services- Grant Award
- P 19 Mayor's Office of Employment Development- Agreement
- P 20 Bureau of Risk Management/Department of Finance- FY23 Insurance Renewal
- P 21 Bureau of Risk Management/Department of Finance- FY23 Insurance Renewal
- P 22 Fire Department- Travel Request
- P 31 Health Department- Agreement
- P 32 Mayor's Office of Homeless Services- Agreement
- P 33 Mayor's Office of Homeless Services- Agreement
- P 34 Mayor's Office of Homeless Services- Agreement
- P 35 Mayor's Office of Homeless Services- Agreement
- P 36 Mayor's Office of Homeless Services- Agreement
- P 37 Mayor's Office of Neighborhood Safety and Engagement- Agreement
- P 38 Mayor's Office of Neighborhood Safety and Engagement- Agreement
- P 39 Mayor's Office of Neighborhood Safety and Engagement- Agreement
- P 40 Mayor's Office of Neighborhood Safety and Engagement- 1<sup>st</sup> Amendment to Agreement
- P 41 **BOARDS AND COMMISSIONS**
- P 42-44 Department of Public Works- Consultant Agreement
- P 45 Department of Public Works- Transfer of Funds

- P 46-47 Department of Public Works- Partial Release of Retainage
- P 48-89 INFORMAL AWARDS
- P 90 Department of Transportation- Developer's Agreement 1789
- P 91 Department of Transportation- Traffic Mitigation Agreement
- P 92 Department of Transportation- Traffic Mitigation Agreement
- P 93 Department of Transportation- Conduit Lease Agreement
- P 94-95 Department of Transportation- Amendment No 3 to Supplemental Agreement
- P 96 Department of Transportation- Memorandum of Understanding
- P 97 Department of Transportation- Extra Work Order No 1
- P 98 Department of Transportation- Transfer of Funds
- P 99 Department of Transportation- Minor Privilege Application
- P 100 Department of Transportation- Minor Privilege Application
- P 101 Department of Transportation- Minor Privilege Application
- P 102 Office of the Comptroller- Reimbursement
- P 103 DHCD- Grant- CCG- Ashland Community Dev Corp
- P 104 DHCD- Grant- CCG- Southeast Community Development Corp
- P 105 DHCD- Grant- CDBG- Baltimore Green Space
- P 106 DHCD- Grant- Society for the Preservation of Federal Hill and Fells Point
- P 107 DHCD- Property acquisition- Condemnation- 1308 N. Washington Street
- P 108 DHCD- Property acquisition- Condemnation- 2304 Etting Street
- P 109 DHCD- Property acquisition- Option to Purchase- 556 Baker Street
- P 110 DHCD- Property acquisition- LDA- 432 & 450 E. 22<sup>nd</sup> Street
- P 111 DHCD- Property acquisition- LDA- 2110, 2112, 2114 and 2118 Llewelyn Ave
- P 112 DHCD- Transfer of Funds
- P 113 DHCD- Transfer of Funds
- P 114 DHCD- Lease- Amend 5- Ground Lease 700 & 701 Exeter Hall Ave (Oak Hill Apts)
- P 115-120 RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS
- P 121-160 PERSONNEL MATTERS
- P 176 PROPOSALS AND SPECIFICATIONS
- P 176 CLOSING

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

- P 23 Health Department- Agreement
- P 24 Health Department- Agreement
- P 25 Health Department- Agreement
- P 26 Health Department- Agreement
- P 27 Health Department- Agreement
- P 28 Health Department- Agreement
- P 29 Health Department- Consultant Agreement
- P 30 Health Department- Agreement
  
- P 116 # 1 - Bureau of Procurement- B50006466, Street Tree Supply, Delivery, Planting and Maintenance Spring and Fall, 2022  
*A PROTEST WAS RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF LORENZ, INC. A RESPONSE TO PROTEST WAS RECEIVED FROM BALTIMORE TREE TRUST.*

- P 118-119 # 7 - Department of Transportation-TR 17022, Sharp Leadenhall Streetscape  
*A PROTEST HAS BEEN RECEIVED FROM WRIGHT, CONSTABLE & SKEEN,  
LLP ON BEHALF OF CIVIL CONSTRUCTION, LLC.*
- P 161-175 Department of Human Resources- Modifications to AM 205-6 AM 204-10 and  
Establishment of AM 210-2

# Baltimore City Board of Estimates

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## June 29, 2022 | Meeting Agenda

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

### Notices

#### Participation

- For details on how to participate, please visit [Comptroller.BaltimoreCity.gov/BOE](https://Comptroller.BaltimoreCity.gov/BOE).

#### Schedule

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

#### Bid Openings

- The Board of Estimates televises bid openings at 12:00 P.M. on Board meeting days.
- For details on how to watch, please visit [Comptroller.BaltimoreCity.gov/BOE](https://Comptroller.BaltimoreCity.gov/BOE).
- Paper bids will be opened, tabulated and certified by the Clerk of the Board of Estimates.
- Bid tabulation sheets detailing bid proposals received will be publicly posted to the Comptroller's website by close of business on the date of bid opening.

#### Address the Board

##### **Protests (for vendors protesting a contract award)**

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

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

The written Protest shall include:

- the name of the person protesting or, if a spokesperson, the entity or organization protesting;
- A narrative description of the issues and facts supporting the Protest; and

- A description as to how the protestant will be harmed by the proposed Board action.

### **Statements of Opposition (for members of the public)**

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

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

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

The written Statement of Opposition shall include:

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

To submit Protests and/or a Statement of Opposition:

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

## **BOARD OF ESTIMATES' AGENDA – JUNE 29, 2022**

**BDC – Lease Agreement – Shoats Electric**

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

The Board is requested to approve and authorize execution of a Lease Agreement with Shoats Electric Home Improvement Corporation (“Tenant”) for the premises containing 1,225 rentable square feet, at 2901 Druid Park Drive - Suites A100 & 204 (the “Premises”). The period of the agreement is May 1, 2022 through April 30, 2025, with an option to renewal for three years.

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

\$17,522.64 for the Base Rent to the City for the First year, escalating 4% annually during the term. Upon execution of the renewal option, the base rent will increase by an annual amount equal to 4% from prior year of the lease.

### **BACKGROUND/EXPLANATION:**

Shoats Electric Home Improvement Corporation will use the premises for an administrative office/flex space and for no other purpose.

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

**AFFECTED COUNCIL DISTRICT:** 7

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

BDC - Lease Agreement – Neo-Technologies

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Neo-Technologies, Inc. (“Tenant”) for the premises containing 1,780 rentable square feet, at 2901 Druid Park Drive - Suites C104 & D104 (the “Premises”). The period of the lease agreement is April 1, 2022 through March 31, 2023, with an option to renewal for an additional one-year term.

**AMOUNT AND SOURCE OF FUNDS:**

\$6,000.00 Base Rent for the first six month term and \$9,600.00 Base Rent for the second six month term for a total of \$15,600.00 Base Rent to the City for the term. Upon execution of the renewal option, the base rent will increase by an amount equal to 4% from prior year of the lease.

**BACKGROUND/EXPLANATION:**

Neo-Technologies, Inc. will use the premises for an administrative office/flex space and for no other purpose.

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

**COUNCIL DISTRICT:** 7

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

BDC - Capital Projects Grant Agreement – Historic Ships of Baltimore

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Capital Project Grant Agreement between the State of Maryland and Historic Ships of Baltimore Inc., where the City is a beneficiary of this agreement.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,500,000.00

These funds have been allocated in the State’s Fiscal Year 2022 capital budget and are to be disbursed by the State of Maryland Department of General Services.

**BACKGROUND/EXPLANATION:**

This grant agreement is between the City and the Board of Trustees of the Living Classrooms Foundation and Historic Ships of Baltimore, Inc. for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of the USS Constellation, which is docked at Pier 1 in Baltimore’s Inner Harbor.

The USS Constellation is a City-owned asset and is preserved as a museum ship and is a National Historic Landmark. Accordingly, these funds will primarily be used to maintain and restore the USS Constellation so that it may continue providing educational opportunities to residents and visitors to Baltimore’s Inner Harbor. As the funds are being used to improve and preserve this City-owned property, the City, as beneficiary, must agree to the use of these funds for this purpose.

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

**COUNCIL DISTRICT:** 11

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOCFS - Facilities Use Agreement – Coppin State

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Facilities Use Agreement with Coppin State University to host the Mayor’s Office of African American Male Engagement (MOAAME) Connect 2 Success Summer Rites of Passage Program, July 5-August 5, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$30,888.00 - 1001-000000-1090-771800-603026

**BACKGROUND/EXPLANATION:**

MOAAME’s summer youth program is for participants ages 14-24, to assist disconnected young men of color as they navigate the journey from childhood to adulthood in a supported, mentored way. The program is led by a team of experienced mentors and professionals. Participants will engage in programs and experiences that have interpersonal themes of self-reliance, responsibility to self and others, group dynamics and conflict resolution. The program is designed to address the cultural, career, academic and social needs of the participants.

The Connect 2 Success Summer Rites of Passage Program will be held July 5-August 5, 2022, Monday-Friday 9:00 am-4:00 pm. Breakfast and lunch will be served daily. Each participant will have access to Coppin State University Athletics for physical health and well-being activities. Cultural Enrichment and Education outings are scheduled throughout the 5-week program.

**MBE/WBE PARTICIPATION:**

MBE/WBE goals do not apply as there are no subcontractors.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a travel for request for John Bullock to attend the Maryland Association of Counties (MACo) 2022 Summer Conference. This event is being held in Ocean City, MD on August 17-20, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,363.85 - 1001-000000-1000-107100-603033

**BACKGROUND/EXPLANATION**

Councilman Bullock is traveling to Ocean City, Worcester County, MD for MACo’s 2022 Summer Conference. Mr. Bullock is traveling to network with other elected officials across the state of Maryland to share ideas and proposals. The per diem rate for this location is \$325.00/day as per GSA’s Per Diem rates for FY 2022. Councilman Bullock is driving his City-leased vehicle and does not qualify for mileage or fuel reimbursement. The hotel and registration fee were paid using Hosea T. Chew’s city-issued procurement card.

Mr. Bullock is requesting advance funds for meals and incidental expenses.

Trip related cost:

Registration Fee:	= \$	355.00
Per Diem: \$325/day x 3	= \$	975.00
Local Tax 5%: \$14.70/day x 3	= \$	<u>33.85</u>
		<b>\$1,363.85</b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and a travel request for Mark Conway to attend the Maryland Association of Counties (MACo) 2022 Summer Conference. This event is being held in Ocean City, MD on August 17-20, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,550.73 - 1001-000000-1000-106600-603033

**BACKGROUND/EXPLANATION**

Councilman Mark Conway is traveling to Ocean City, Worcester County, MD for MACO’s 2022 Summer Conference on Aug 17-20, 2022. The councilman is attending to continue building relationships with other local and state officials in Maryland and learn more about local policy options around public safety, environmental protection, economic development and more. The per diem rate for this location is \$325.00/day as per GSA’s Per Diem rates for FY 2022. The hotel and registration were paid using Hosea T. Chew’s city-issued procurement card.

Mr. Conway is requesting advance funds for meals and incidental expenses.

Trip related cost:

Registration:		= \$	355.00
Per Diem:	\$325/day x 3	= \$	975.00
Local Tax 5%:	\$18.90 + 14.95	= \$	33.85
Mileage:	299 x .625	= \$	186.88
			<b><u>\$1,550.73</u></b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a travel request for Antonio Glover to attend the Maryland Association of Counties (MACo) 2022 Summer Conference. This event is being held in Ocean City, MD on August 17-20, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,428.85 - 1001-000000-100-107500-603033

**BACKGROUND/EXPLANATION:**

Councilman Glover is traveling to Ocean City, Worcester County, MD for MACO’s 2022 Summer Conference. Mr. Glover is traveling to network with fellow lawmakers and discuss potential legislation and initiatives. The per diem rate for this location is \$325/day as per GSA’s Per Diem rates for FY 2022. Due to the cost of the hotel on the 3<sup>rd</sup> day (\$339.00) vs. the per diem rate (\$325.00), the Department is requesting an additional \$14.00 to cover the hotel and \$40.00 for meals and incidental expenses. Councilman Glover is driving his City-leased vehicle and does not qualify for mileage or fuel reimbursement. The hotel and registration fee were paid using Hosea T. Chew’s city-issued procurement card.

Mr. Glover is requesting advance funds for meals and incidental expense.

Trip related cost:

Registration Fee:	= \$	355.00
Per Diem: \$325/day x 3	= \$	975.00
Add'l for Hotel	= \$	14.00
Add'l for M&I: \$9/day x 3	= \$	40.00
Local Tax 5%: \$14.70/day x 3	= \$	44.85
		<b>\$1,428.85</b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a travel request for Sharon Middleton to attend the Maryland Association of Counties (MACo) 2022 Summer Conference. This event is being held in Ocean City, MD on August 17-20, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,232.98 - 1001-000000-1000-106800-603033

**BACKGROUND/EXPLANATION:**

Council Vice President Sharon Middleton is traveling to Ocean City, Worcester County, MD for MACO’s 2022 Summer Conference. Ms. Middleton is a member of the MACo Board of Directors and serves on several committees. During this conference she will be exchanging important information with elected officials from around the State of Maryland. As a past president of MACo, Ms. Middleton’s \$355.00 registration fee is complimentary. The per diem rate for this location is \$325.00/day as per GSA’s Per Diem rates for FY 2022. Due to the cost of the hotel (\$294.00) vs. the per diem rate (\$325.00) the Department is requesting an additional \$27.00 for meals and incidental expenses. The hotel was paid using Hosea T. Chew’s city-issued procurement card.

Ms. Middleton is requesting advance funds for meals and incidental expenses.

Trip related cost:

Per Diem:	\$325/day x 3	= \$	975.00
Add'l for M&I:	\$9/day x 3	= \$	27.00
Local Tax 5%:	\$14.70/day x 3	= \$	44.10
Mileage:	299 x .625	= \$	<u>186.88</u>
			<b>\$1,232.98</b>

3<sup>rd</sup> Party Funding: Complimentary Registration = \$355.00

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a travel request for Sharon Middleton to attend the Nation Association of Counties (NACo) 2022 Annual Conference. This event is being held in Denver, Colorado on July 21-24, 2022 and her travel dates are July 21-25, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,781.90 - 1001-000000-1000-106800-603033

**BACKGROUND/EXPLANATION:**

Council Vice President Sharon Middleton is traveling to Denver, Colorado for the 2022 NACo Annual Conference July 21-25, 2022. Ms. Middleton is a member of the NACo Board of Directors and serves on several committees. During this conference she will be exchanging important information with elected officials from around the Nation. The per diem rate for this location is \$278.00/day as per GSA’s Per Diem rates for FY 2022. The hotel, registration and flight were paid using Hosea T. Chew’s city-issued procurement card.

Ms. Middleton is requesting advance funds for meals and incidental expenses.

Trip related cost:

Registration:		= \$ 600.00
Per Diem:	\$278/day x 4	= \$1,112.00
Southwest Air:		= \$ 761.96
City/State Tax:	12.75%	= \$ 109.65
Resort Fee and Tax:	\$23.00+3.51/night	= \$ 106.04
Public Improvement Fee:	2.82%	= \$ 24.25
Destination Fee:	\$2/night	= \$ 8.00
Transportation to/from Hotel:		= \$ 60.00
		<b><u>\$2,781.90</u></b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

City Council – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a travel request for Nicholas J. Mosby to attend the Maryland Association of Counties (MACo) 2022 Summer Conference. This event is being held in Ocean City, MD on August 17-20, 2022 and the Council President’s travel days are August 16-20, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$3,008.16 - 1001-000000-1000-104800-603033

**BACKGROUND/EXPLANATION:**

Council President Nicholas J. Mosby is traveling to Ocean City, Worcester County, MD for MACO’s 2022 Summer Conference. At this conference, MACo and county leaders will explore resources available for recovering and struggling business, creative ways to achieve common goals, and partnerships available to take communities from "surviving" to "thriving." The per diem rate for this location is \$325.00/day as per GSA’s Per Diem rates for FY 2022. Due to the cost of the hotel (\$539.00) the Department is requesting an additional \$214.00/night for the room and an additional \$40.00/night for meals and incidental expenses. Mr. Mosby is leaving a day earlier due to the location of the conference and start times. The Department is requesting \$100.00 for fuel for his City-issued vehicle due to the location of the conference and available City operated fuel locations. The hotel and registration were paid using Hosea T. Chew’s city-issued procurement card.

Mr. Mosby is requesting advance funds for meals and incidental expenses.

Trip related cost:

Per Diem:	\$325/day x 4	= \$1,300.00
Add'l for M&I:	\$40/day x 4	= \$ 160.00
Add't for hotel:	\$214/day x 4	= \$ 856.00
Hotel Taxes 11%:	\$59.29/day x 4	= \$ 237.16
Registration:		= \$ 355.00
Fuel:		= \$ 100.00
		<b><u>\$3,008.16</u></b>

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Employee's Retirement System – Subscription Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve its Subscription Agreement for its investment in Chicago Pacific Founders Fund III, L.P. The period of the agreement is effective upon Board approval.

**AMOUNT AND SOURCE OF FUNDS:**

No General Fund monies are involved in this transaction.

All funds and expenses will be expended from the ERS. Chicago Pacific Founders Fund III, L.P. will be managing an initial investment of \$30,000,000.00 of Employees' Retirement System funds in Chicago Pacific Founders Fund III, L.P. a private equity fund.

**BACKGROUND/EXPLANATION:**

The ERS Board of Trustees voted in May 2022 to allocate funds for a high yield income investment manager for approximately \$30,000,000.00. The selection process was conducted with the assistance and advice of the ERS' investment advisor Meketa Associates. This manager also manages the ERS' Fund II account.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON JUNE 16, 2022.**

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



## AGENDA

### BOARD OF ESTIMATES

6/29/2022

#### Employee's Retirement System – Subscription Agreement

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

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve its Subscription Agreement for the Retiree Benefits Trust (OPEB) investment in Chicago Pacific Founders Fund III, L.P. The period of the agreement is effective upon Board approval.

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

No General Fund monies are involved in this transaction.

All funds and expenses will be expended from the Retiree Benefits Trust (OPEB). Chicago Pacific Founders Fund III, L.P. will be managing an initial investment of \$ 4,000,000.00 of OPEB funds in Chicago Pacific Founders Fund III, L.P. a private equity fund.

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

The ERS Board of Trustees voted in May 2022 to allocate funds for a high yield income investment manager for approximately \$ 4,000,000.00. The selection process was conducted with the assistance and advice of the ERS' investment advisor Meketa Associates. This manager also manages the Retiree Benefits Trust (OPEB) Fund II account.

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

##### **MWBOO GRANTED A WAIVER ON JUNE 16, 2022.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS - Grant Award – MD Energy Administration for Police HQ

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Energy Administration (“MEA”) for the Police Headquarters – First Award. The period of the award is May 18, 2022 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,000.00 - 5000-509222-1914-718200-405001

**BACKGROUND/EXPLANATION:**

The Department of General Services applied for funding from the MEA’s Maryland Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$55,000.00 to the Mayor and City Council of Baltimore to complete a retro-commissioning study for the Police Headquarters Building at 601 E Fayette Street. This is the first award. Two total awards for this project were provided.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 11

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS – Grant Award – MD Energy Administration for Police HQ

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Energy Administration (“MEA”) for the Police Headquarters - Second Award. The period of the award is May 18, 2022 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,000.00 - 5000-509222-1914-718200-405001

**BACKGROUND/EXPLANATION:**

The Department of General Services applied for funding from the MEA’s Maryland Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$55,000.00 to the Mayor and City Council of Baltimore to complete a retro-commissioning study for the Police Headquarters Building at 601 E Fayette St, in two separate awards. This is the second award.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 11

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS – Grant Award – MD Energy Administration for Govans Multipurpose Center

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a grant award from the Maryland Energy Administration (“MEA”) for installing solar at the Govans Multipurpose Center. The period of the grant award is May 18, 2202 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$54,000.00 - 5000-509222-1914-718200-405001

**BACKGROUND/EXPLANATION:**

The Department of General Services applied for funding from the MEA’s Maryland Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$54,000.00 to the Mayor and City Council of Baltimore to install solar photovoltaic equipment at the Govans Multipurpose Center at 5225 York Road.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 4

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS – Grant Award – MD Energy Administration for Govans Multipurpose Center

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Energy Administration (“MEA”) for installing energy efficiency measures at the Govans Multipurpose Center. The period of the grant award is May 18, 2022 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$42,605.00 - 5000-509222-1914-718200-405001

**BACKGROUND/EXPLANATION:**

The Department of General Services applied for funding from the MEA’s Maryland Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$42,605.00 to the Mayor and City Council of Baltimore to install energy efficiency measures at the Govans Multipurpose Center at 5225 York Road.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 4

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS – Grant Award – MD Energy Administration for Baltimore Convention Center

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Energy Administration (“MEA”) for energy measures at the Baltimore Convention Center. The period of the grant award is May 18, 2022 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,000.00 - 5000-509222-1914-718200-405001

**BACKGROUND/EXPLANATION:**

The Department of General Services applied for funding from the MEA’s Maryland Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$55,000.00 to the Mayor and City Council of Baltimore to complete monitoring-based retro-commissioning measures at the Baltimore Convention Center at 1 W Pratt St.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 11

**EMPLOY BALTIMORE:** N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DGS – Grant Award – MD Energy Administration for Ft McHenry Fire Pier

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Energy Administration (“MEA”) for installing lighting at the Fort McHenry Fire Pier. The period of the grant award is May 18, 2022 through December 8, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$24,500.00 - 5000-50922-1914-718200-405001

**BACKGROUND/EXPLANATION:**

DGS applied for funding from the MEA’s Smart Energy Communities Program (MSEC). Funding is awarded to local municipalities for projects that increase energy efficiency, renewable energy, and transportation efficiency. MEA awarded \$24,500.00 to the Mayor and City Council of Baltimore to install energy efficient lighting at the Fort McHenry Fire Pier at 2698 Leahy St.

Unless granted an extension by MEA, all activities shall be completed by no later than November 10, 2023 with all required documentation completed and submitted to MEA by no later than December 8, 2023.

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

**COUNCIL DISTRICT:** 11

**EMPLOY BALTIMORE:** N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOED – Agreement – Goodwill Industries

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Goodwill Industries of the Chesapeake, Inc. The period of the agreement is July 1, 2022 through June 30, 2024, unless terminated earlier pursuant to the terms of this Agreement.

**AMOUNT AND SOURCE OF FUNDS:**

\$260,239.43 - 4001-442208-6312-467200-603051

**BACKGROUND/EXPLANATION:**

The purpose of this subgrant agreement is to secure the services of the subgrantee to provide intensive, neighborhood-based outreach to unemployed and underemployed residents who are in need of training, employment and/or support services and were negatively impacted by the COVID-19 pandemic.

On November 24, 2021, the Board approved an Inter-Agency Agreement in which the Mayor’s Office of Recovery Programs awarded \$30,000,000 of funding provided by the American Rescue Plan Act of 2021 to MOED. That award will fund this subgrant agreement. The Subgrantee may submit a written request to the Department asking for one-year extension to the term of this Agreement; and/or a budget reallocation not to exceed 10% percent of the Grant Funds.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON JANUARY 17, 2022.

**COUNCIL DISTRICT:** citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOF Risk Management - FY 23 Insurance Renewal – MOED Workers Comp

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a policy with the Chesapeake Employers Insurance Company (previously IWIF, a state agency), to provide Workers' Compensation benefits for the Mayor's Office of Employment Development (MOED) trainees program, including Youth Works. The policy period is July 1, 2022, through June 30, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$63,356.00 - 4000-806422-6313-460105-603017

**BACKGROUND/EXPLANATION:**

The Mayor's Office of Employment Development receives federal grant money, a requirement of which is the purchase of Workers' Compensation Insurance for the participants in its various programs. MOED has completed its 27th year under the Chesapeake Employers Insurance Program. The rate/premium offered by Chesapeake Employers Insurance is favorable again this year.

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOF Risk Management - FY 23 Insurance Renewal – Flood Coverage

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of Flood Insurance Coverage for various properties owned by the Mayor and City Council of Baltimore. These policies will be insured through Wright National Flood Insurance Company, effective June 23, 2022 for one year.

**AMOUNT AND SOURCE OF FUNDS:**

\$4,724.00 - 2043-000000-1531-16990-603014

**BACKGROUND/EXPLANATION:**

FEMA mandates the purchase of flood insurance for properties located in SFHA (Special Flood Hazard Areas). The locations listed below represent MCC properties located in these areas that require flood insurance.

<b><u>Address</u></b>	<b><u>Renewal Premium</u></b>
805 S. Caroline Street	\$4,724.00

**MBE/WBE PARTICIPATION:**

There are no MBE/WBE goals for the purchase of this insurance policy.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Fire Department – Travel Request

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Travel for Niles Ford to attend the Black Chief Officers Committee Symposium and Conference 2022, in St. Louis, MO, from June 26-July 2, 2022. The Subsistence Rate for this location is \$205.00 per day.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,040.91 -1001-000000-2101-225900-603001

\$ 293.38 -1001-000000-2101-225900-603020

**BACKGROUND/EXPLANATION:**

The Baltimore City Fire Department, (BCFD) requests that the Board authorize Niles Ford to attend the Black Chief Officers Committee Symposium and Conference 2022. The Subsistence Rate for this location is \$205.00 per day. Travel Advance requested is \$156.00. The Subsistence rate for this location is \$205.00 however, because meals are included subsistence is calculated based on hotel rate only (\$154.00 per night for 8 nights for a total of \$1,232.00). A partial meal allowance of \$96.00 will be given for days that meals are not included (2 days breakfast @ \$28.00 total and 2 days dinner and M&IE @ \$68.00) and hotel taxes of \$233.21.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – Baltimore Medical System

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the Baltimore Medical System, Inc. (BMS). The period of the Agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$54,115.00 - 4000-480622-3080-291900-404001

**BACKGROUND/EXPLANATION:**

Baltimore Medical Systems is a community-based, independent non-profit dedicated to improving the health and wellness of medically underserved communities in the greater Baltimore area. This Federally Qualified Health Center (FQHC) facility is the largest in Maryland. BMS is a Title X site under the Baltimore City Health Department. The purpose of the BMS's work on this project is to implement the U Choose Healthy Adolescents & Teens (UCHAT) curriculum within its settings.

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

**MBE/WBE PARTICIPATION:**

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**MWBOO GRANTED A WAIVER ON OCTOBER 28, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – St Ambrose Housing

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with St. Ambrose Housing Aid Center, Inc. The period of the agreement is October 1, 2021 through September 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$8,500.00 - 4000-433522-3024-761400-603051

**BACKGROUND/EXPLANATION:**

St. Ambrose Housing Aid Center, Inc. will assist elderly adults with housing needs through the Homesharing Program. The program is designed to be an alternative to the institutionalization of frail and elderly residents in Baltimore City. The program will identify and match elderly residents with senior homeowners living alone in single family dwellings in Baltimore City.

The Provider will promote program services, screen and interview applicants, complete home assessments, recruit appropriate housemates to refer to the applicants, and provide counseling as appropriate. Home-sharing will provide socialization for the participants, and will allow the individuals to age in place.

The agreement is late due to administrative delays.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – Baltimore City Board of School Commissioner

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Baltimore City Board of School Commissioners (BCBSC), Baltimore City Public School System. The period of the Agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$280,000.00 - 4000-480622-3080-291900-603051

**BACKGROUND/EXPLANATION:**

The BCBSC is committed to ensuring that all students graduate from high school ready for college, career training and life success. Under this agreement, the funds will be utilized to integrate the U Choose Evidence-Based Teen Pregnancy Prevention Program curricula within the middle and high schools in Baltimore City and develop and implement strategies to ensure sustainability.

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

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**MWBOO GRANTED A WAIVER ON DECEMBER 18, 2021.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – Johns Hopkins University

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Johns Hopkins University. The period of the Agreement is July 1, 2021 through July 31, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,706,845.00 - 5000-522322-3030-271500-603051

**BACKGROUND/EXPLANATION:**

The Johns Hopkins University's Bayview Medical Center will conduct surveillance, screening and treatment services, and provide health promotion and prevention education.

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

**MBE/WBE PARTICIPATION:**

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State founded resources.

**MWBOO GRANTED A WAIVER ON MARCH 28, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – Johns Hopkins University

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Johns Hopkins University. The period of the Agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$40,700.00 - 5000-569722-3023-273350-603051

**BACKGROUND/EXPLANATION:**

Johns Hopkins University will provide limited short-term assistance to support emergency, temporary, or traditional housing or utility assistance to enable a client or family to gain or maintain outpatient ambulatory health services.

The agreement is late because revisions delayed processing.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – AIDS Interfaith Residential Services

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with AIDS Interfaith Residential Services, Inc. The period of the agreement is July 1, 2021, through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$321,844.00 - 5000-569722-3023-273302-603051

**BACKGROUND/EXPLANATION:**

AIDS Interfaith Residential Services, Inc. will provide assisted living services for ten clients living with HIV/AIDS who require 24 hour care.

The agreement is late because revisions delayed processing.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**MWBOO GRANTED A WAIVER ON JANUARY 25, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Consultant Agreement – Sage Wellness Group

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Non-Construction Consultant Agreement with Sage Wellness Group, LLC. The period of the agreement is July 1, 2021, through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$340,000.00 - 1000-000000-3160-795900-603051

**BACKGROUND/EXPLANATION:**

Sage Wellness Group will support the pilot and implementation of all-staff trainings and provide technical assistance, using the Enoch Pratt Library System as the piloting agency. Sage Wellness Group will help establish metrics, provide tools to track progress and will prepare progress reports for the City to deliver updates to the Elijah Cummings Healing City Act (ECHCA) Taskforce and its Subcommittees. Additionally, Sage Wellness Group will work closely with the City’s Office of Youth and Trauma Services to further the aims of the ECHCA on behalf of the City.

The agreement is being presented late due to a delay in the completion of the required documentation.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**MWBOO GRANTED A WAIVER ON APRIL 22, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Agreement – Black Mental Health Alliance

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Black Mental Health Alliance for Education & Consultation, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$95,000.00 - 5000-570322-3041-605800-603051

**BACKGROUND/EXPLANATION:**

The Black Mental Health Alliance for Education & Consultation, Inc., will work with the Baltimore City Health Department (BCHD) on tobacco control issues that relate to illegal sale of tobacco products.

The agreement is late due to administrative delays.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**MWBOO GRANTED A WAIVER ON MARCH 21, 2022.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health – Grant Award – NOA – Health & Human Services & CDC

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of the Notice of Award (NoA) for the project titled “Strengthening STD Prevention and Control for Health Departments (STD PCHD)”. Funding is provided by the Department of Health and Human Services., Centers for Disease Control and Prevention (CDC). The period of the Agreement is January 1, 2022 through December 31, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$155,949.00 - 4000-422522-3030-271500-404001

**BACKGROUND/EXPLANATION:**

The NoA provides funding to support STD prevention, screening and treatment services. The Department will conduct STD surveillance, respond to STD-related outbreaks, identify persons with STDs and link them and their partners to care to treatment through targeted disease investigation and intervention.

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

**MBE/WBE PARTICIPATION:**

N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOHS – Agreement – St Vincent de Paul

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with St. Vincent de Paul of Baltimore. The period of the agreement is April 1, 2022 through March 31, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,158,628.68 - 4000-407022-3573-789300-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Vincent de Paul of Baltimore will provide rental assistance and supportive services to 68 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its BHSB SRA Multi Grant S+C Program. The delay in submission is due to a delay in the receipt of the grant award from HUD.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON NOVEMBER 28, 2021.

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOHS – Agreement – Marian House

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Marian House Inc. The period of the agreement is March 1, 2022 through February 28, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$91,831.00 - 4000-407022-3573-758300-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, Marian House Inc. will provide supportive services to 24 clients experiencing homelessness in the City of Baltimore. The Provider will offer services under ITS TAMAR 2 Permanent Housing Program.

The delay in submission is due to a delay in the receipt of the grant award from HUD.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON NOVEMBER 28, 2021.

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOHS – Agreement – St Ambrose Housing

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with St. Ambrose Housing Aid Center, Inc. The period of the agreement is February 1, 2022 through January 31, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$428,261.00 - 4000-407022-3573-759100-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Ambrose Housing Aid Center, Inc. will provide rental assistance and supportive services to 19 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Permanent Housing Program. The delay in submission is due to a delay at the administrative level.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON NOVEMBER 28, 2021.

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOHS – Agreement – St Vincent de Paul

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with St. Vincent de Paul of Baltimore, Inc. The period of the agreement is May 1, 2022 through April 30, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$86,247.00 - 4000-407022-3573-759200-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, St. Vincent de Paul of Baltimore, Inc. will provide supportive services to 68 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Home Connections Plus program.

The delay in submission is due to a delay in receiving the award from HUD.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON NOVEMBER 28, 2021.

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MOHS – Agreement – Womens Housing Coalition

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Provider Agreement with Women’s Housing Coalition, Inc. The period of the agreement is May 1, 2022 through April 30, 2023.

**AMOUNT AND SOURCE OF FUNDS:**

\$ 912,165.00 - 4000-407022-3573-591400-603051

**BACKGROUND/EXPLANATION:**

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Continuum of Care (CoC) Program. As a sub-recipient, The Women's Housing Coalition, Inc. will provide rental assistance and supportive services to 95 individuals and/or families experiencing homelessness in the City of Baltimore. The Provider will offer services under its Scattered Site Housing S+C Program.

The delay in submission is due to a delay at the administrative level.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON NOVEMBER 28, 2021.

**COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MONSE – Agreement – Baltimore Civic Fund

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with the Baltimore Civic Fund. The period of the agreement is December 1, 2021 through December 31, 2024.

**AMOUNT AND SOURCE OF FUNDS:**

\$75,000.00 - 4001-442207-2254-843800-601029

**BACKGROUND/EXPLANATION:**

The purpose of this Agreement is to engage the Grantee to hold funding and disburse stipends to community grant reviewers, collect IRS Form W-9s and deliver IRS Form 1099s as required for the stipends.

The agreement is late due to administrative delays.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MONSE – Agreement – Sinai Hospital

**ACTION REQUESTED OF B/E:**

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

**AMOUNT AND SOURCE OF FUNDS:**

\$59,135.00 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

The purpose of this agreement is for the provider to plan and launch a comprehensive hospital-based violence intervention program that complements existing violence prevention efforts of the Safe Streets Program.

The agreement is late due to administrative delays.

**MBE/WBE PARTICIPATION:**

The requirements of the Baltimore City Code, Article 5, Subtitle 28 (pertaining to Minority and Women's Business Enterprise), as amended, are incorporated by reference into this Agreement.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MONSE – Agreement – St Agnes

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with St. Agnes Hospital. The period of the agreement is July 1, 2012 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$202,049.37 - 5000-511019-2255-702300-603051

**BACKGROUND/EXPLANATION:**

The purpose of this agreement is for the provider to plan and launch a comprehensive hospital-based violence intervention program that complements existing violence prevention efforts of the Safe Streets Program.

The agreement is late due to administrative delays.

**MBE/WBE PARTICIPATION:**

The requirements of the Baltimore City Code, Article 5, Subtitle 28 (pertaining to Minority and Women's Business Enterprise), as amended, are hereby incorporated by reference into this Agreement.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

MONSE – First Amendment to Agreement – BonSecours Baltimore Community Works

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a First Amendment to agreement with Bon Secours Baltimore Community Works, Inc. The period of the agreement is July 1, 2021 through June 30, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

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

**BACKGROUND/EXPLANATION:**

On April 6, 2022, the Board approved the original agreement in the amount of \$500,000.00, for the period July 1, 2021 through June 30, 2022. This First Amendment increases the funding by \$17,830.96, making the total award amount \$517,830.96.

The first amendment to agreement is late due to administrative delays.

**MBE/WBE PARTICIPATION:**

MWBOO GRANTED A WAIVER ON FEBRUARY 8, 2022.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**BOARDS AND COMMISSIONS**

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Hunt Consulting Limited Liability Company	\$8,000,000.00
S & J Service, Inc.	\$1,500,000.00

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:

Alpha Construction and Engineering Corporation	Engineer
Brightfields, Inc.	Engineer
Delon Hampton & Associates, Chartered	Engineer
Dewberry Engineers, Inc.	Landscape Architect Engineer Property Land Survey
Leuterio Thomas, LLC	Architect Engineer
Woolpert, Inc.	Engineer

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

#### DPW – Consultant Agreement – KCI Technologies

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

The Board is requested to approve and authorize execution of a Consultant Agreement with KCI Technologies, Inc. for Interactive Dashboard for Improved Operations Monitoring and Cityworks Support Services. The period of the agreement is for one-year or until the upset limit is reached. The City, at its sole discretion, and for fees to be negotiated, reserves the right to extend this Agreement for two additional one-year periods or until the upset limit is reached, upon the same terms and conditions as set forth herein.

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

\$149,999.53 - 2070- 000000 -5531- 398600- 603026 (50%)

\$149,999.52 - 2071- 000000 -5531- 398600- 603026 (50%)

**\$299,999.05**

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

DPW requests approval to contract with KCI Technologies, Inc. for the development of a web-based interactive mapping dashboard that will allow managers to view DPW vehicle locations and current work and personnel assignments. The dashboard will leverage information from DPW's established business systems such as Esri's Geographic Information System (GIS), Cityworks work order management, and Navman Automated Vehicle Location (AVL) tracking. In addition, this agreement will provide support for continuing with Cityworks needed software upgrades, maintenance, and support.

For effective management, DPW senior leadership believes a visualization tool and single point of reference that pulls information from various business systems (e.g. GIS, Cityworks, Salesforce, AVL) is a critical need. Such a tool will quickly provide situational awareness in an easily consumable format and allow leaders to make quick, informed decisions.

This contract will specifically provide the needed resources for the following activities:

- Project initiation and stakeholder coordination
- Requirements gathering and user story development
- Process change support
- Dashboard development and deployment

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

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

- User acceptance testing
- Creation of user guides and on-site user training
- Cityworks administration and upgrade support
- On-call Cityworks support for DPW user groups
- Salesforce-Cityworks interface support and enhancement.

Cityworks is a GIS-centric asset management software that has been used by DPW since 2005 as the primary tool for work order management. Cityworks is used on a day-to-day basis by over 400 DPW maintenance and operations staff to initiate, assign, complete, and report work orders in response to both internal and external service requests. DPW uses this information in both internal and external reporting for productivity rates, KPIs, Citistat, regulatory reporting, and capital improvement planning. In addition, Cityworks is integrated with the City's 311 Salesforce system so that citizen requests are automatically routed to Cityworks and once resolved, responses are returned to the 311 system for citizens to view. The current Cityworks instance also includes domains for use by DOT, BCRP, and PABC. Since it was first implemented, DPW IT has been responsible for the support and maintenance of Cityworks, but as it has grown in usage the demands have exponentially increased beyond what DPW IT resources can provide alongside other priorities. With an RFP (#B50005794) published in 2019, BCIT had intended to assume the responsibility for the management of Cityworks and provide the dedicated resources necessary to administer, maintain, and enhance the system as an enterprise system. KCI was the only team to respond to the RFP. No contract has been executed from this RFP and DPW has continued to assume responsibility for the administration of Cityworks. Due to other responsibilities and lack of resources, DPW has not been able to perform updates, enhancements, change control, training, and end-user support. KCI Technologies, Inc. (KCI) is a Gold Level Cityworks Implementation Partner with several staff in the local area ready and able to support DPW as needed. Since 2010, the KCI Cityworks team has been a trusted partner for the City of Baltimore, helping several agencies including DPW, DOT, PABC, and BCRP with a wide variety of Cityworks needs including new implementations, enhancements, data migration, software upgrades, and integration with the City's 311 Salesforce citizen portal. Over the years, KCI has helped the City expand its Cityworks implementation from a single user group (wastewater maintenance) with less than 100 users, to a City-wide enterprise system with well over 1,000 licensed users. KCI has led nearly all of these Cityworks implementations at the City. This has given them an intimate knowledge and understanding of the entire Cityworks ecosystem at the City and associated stakeholders in the City that no other person, group, or company would have. This knowledge and experience are paramount to the successful execution of this



## AGENDA

### BOARD OF ESTIMATES

6/29/2022

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

task. KCI is also a Silver Level Esri Business Partner and has been working with Esri products since 2005. For over eight years, KCI supported the City's DPW on various GIS data tasks with both onsite and offsite staff. During this time KCI has also incorporated GIS into dashboards, public-facing maps, mobile field applications, a network utility tracing tool, and DPW's utility GIS viewer. Not only does KCI bring the Esri expertise, but it brings a strong knowledge of DPW's GIS data and infrastructure that will increase the efficiency of this potential task.

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

In consideration for receiving fiscal assistance from or through the City of Baltimore, the Company covenants and agrees to comply with Article 5, Subtitle 28-51 of the Baltimore City Code (4/5/2021 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) for the project known as Interactive Dashboard Development for Improved Operations Monitoring and Cityworks Support Services. The Company covenants and agrees to use all reasonably good faith efforts to meet the following MBE and WBE participation goals for this project:

**MBE:** 11%

**WBE:** 11%.

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

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DPW – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Transfer of Funds for TR11013 Loch Raven Culverts.

**AMOUNT AND SOURCE OF FUNDS:**

From Account:

9960-906068-9558 (Watershed Rd & Culvert Maint.)	\$ 30,000.00	(Revenue Bond)
9960-906068-9558 (Watershed Rd & Culvert Maint.)	<u>\$ 20,000.00</u>	(County Revenue)
	<b>\$ 50,000.00</b>	

To Account:

9960-904648-9557-9 (Administration)	\$ 50,000.00
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**BACKGROUND/EXPLANATION:**

This transfer will cover miscellaneous small expenses in the account for TR 11013 Loch Raven Culverts, which is nearly in deficit.

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

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

DPW – Partial Release of Retainage – Metra Industries

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

The Board is requested to approve and authorize execution of a Partial Release of Retainage to Metra Industries for Sanitary Contract No. 963 - Improvements to the Sanitary Sewer in the Southwest Area of Baltimore City & Maiden Choice Pressure Sewer Assessment Uplands Sewer Replacement.

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

\$627,226.00 - 9956-902576-9551-900020-703032

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

This construction completion date was November 19, 2021. This project is currently within its one-year warranty period.

As of April 25, 2022, Metra Industries has completed 100% of all work for SC963. The Contractor has requested a Release of Retainage for \$627, 226.00. Currently the City is holding \$822,726.85. After negotiations, the Contractor and DPW agreed that the City will withhold \$195,500.85 in retainage for the referenced project to resolve a settlement.

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

The vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement are MBE: 18% WBE: 16%.

Date of most recent MWBOO Compliance Review:

N/A - This is a State Funded project. MWBOO did not assign goals. MOE performed a review of the DBE subcontractor participation and payment and as of 5/16/2022, they stated that they have no concerns regarding the compliance status and the City can release the retainage.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Department of Public Works – cont'd

**COUNCIL DISTRICT: N/A**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**INFORMAL AWARDS**

\* \* \* \* \*

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

49 - 89

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

**Bureau of Procurement**

1. The Board is requested to approve a renewal of **Contract Number 08000 – Provide Annual Maintenance and Support for Juvenile Case Management System** to Gottlieb & Wertz Inc. at 12821 E. New Market Street, Suite 308, Carmel, NJ 46032. Period covered is July 1, 2022 through June 30 2023, with no renewal options remaining.

**AMOUNT AND SOURCE OF FUNDS:**

\$30,000.00                      Account No.: Various

**BACKGROUND/EXPLANATION:**

On August 5, 2020, the Board approved an initial award and subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the final renewal option.

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

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

**P.O. No.: P552067**

**Agency: Circuit Court for Baltimore City**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the Board on August 5, 2020	\$30,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on July 28, 2021	\$30,000.00
3. 2 <sup>nd</sup> Renewal pending Board approval	<u>\$30,000.00</u>
Total Contract Value	<b>\$90,000.00</b>

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

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

**LOCAL HIRING:**

Not applicable.

**LIVING WAGE:**

Not applicable.

- 2. The Board is requested to approve a renewal of **Contract Number B50005589 – Decorative LED Fixtures and Poles** with Signify North America Corporation, at 200 Franklin Square Drive, Somerset, New Jersey 08873. Period covered is June 29, 2022 through July 25, 2023, with one, one-year renewal option.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,500,000.00	Account No.: Various
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**BACKGROUND/EXPLANATION:**

On July 24, 2019, the Board approved an initial award with the subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the first renewal option.

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

**P.O. No.: P549551**

**Agency: Department of Transportation**

AGENDA

BOARD OF ESTIMATES

6/29/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on July 24, 2019	\$ 2,500,000.00
2. 1 <sup>st</sup> Renewal pending Board approval	\$ 1,500,000.00
Total Contract Value	<b>\$ 4,000,000.00</b>

**MBE/WBE PARTICIPATION:**

On February 12, 2019, MWBOO determined no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Applicable.

- 3. The Board is requested to approve a renewal of **Contract Number B50005554 – Management of Parking Garages Group IV** with SP Plus Corporation d/b/a SP+ Municipal Services at 1225 Eye Street, Suite 500, Washington, DC 20005. Contract period is June 1, 2022 to May 31, 2023 with one, one-year renewal option remaining.

**AMOUNT AND SOURCE OF FUNDS:**

No additional funding requested.

Account No.: Various

**BACKGROUND/EXPLANATIONS:**

On June 5, 2019, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the first renewal of this contract for continuity of services for the department.

**P.O. Nos.: P548571**

**Agency: Parking Authority of Baltimore**



AGENDA

BOARD OF ESTIMATES

6/29/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on June 5, 2019	\$	36.00
2. Ratification and increase approved by the Board on June 23, 2021		\$7,500,000.00
3. 1 <sup>st</sup> Renewal pending Board approval	\$	<u>0.00</u>
Total Contract Value		<b>\$7,500,036.00</b>

**MBE/WBE PARTICIPATION:**

On April 3, 2019, MWBOO set goals at 10% MBE and 4% WBE. On June 7, 2022, MWBOO found SP Plus Corporation d/b/a SP+ Municipal Services compliant.

**EMPLOY BALTIMORE:**

Applicable.

**LIVING WAGE:**

Not applicable

- The Board is requested to approve a renewal of **Contract Number B50004822 — Employee Assistance Program** with Janus Associates, Inc. t/a BHS at 6225 Smith Avenue, Suite 203, Baltimore, MD 21209. Period covered is June 28, 2022 through June 27, 2023 with one, one-year renewal option.

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

\$200,000.00                      Account Nos.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

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

On July 12, 2017, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the fourth renewal option.

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

**P.O. No.: P540079**

**Agency: BPD & BFD**

**CONTRACT VALUE SUMMARY:**

1. Initial Award approved by the Board on July 12, 2017	\$ 200,000.00
2. Increase approved by the CPA on October 15, 2017	\$ 50,000.00
3. 1 <sup>st</sup> Renewal approved by the Board on April 17, 2019	\$ 189,084.00
4. 2 <sup>nd</sup> Renewal approved by the Board on September 30, 2020	\$ 300,000.00
5. 3 <sup>rd</sup> Renewal approved by the Board on June 29, 2021	\$ 300,000.00
6. 4 <sup>th</sup> Renewal pending Board approval	<u>\$ 200,000.00</u>
Total Contract Value	<b>\$1,239,084.00</b>

**MBE/WBE PARTICIPATION**

On May 17, 2017, MWBOO set goals of 9% MBE and 6% WBE and found the Vendor compliant on June 13, 2022.

**EMPLOYEE BALTIMORE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**LIVING WAGE:**

Not applicable.

- 5. The Board is requested to approve a renewal of **Contract Number B50005154 – Citywide Violation Towing Services** with three of the four vendors listed below. Period covered is April 1, 2022 through March 31, 2023, with no renewal options remaining. This request meets the condition that there is no advantage in seeking competitive responses.

Item I: Central Business District Sector  
 McDel Enterprises, Inc.  
 8813 Philadelphia Road  
 Rosedale, MD 21237

Item II: East Sector  
 C&S Towing and Transport, LLC  
 164W. 41<sup>st</sup> Street  
 Baltimore, MD 21211

Item III: North Sector  
 Lilith, Inc. d/b/a Jim Elliot’s Towing  
 5600 York Road  
 Baltimore, MD 21237

Item IV & V: West Sector & Heavy  
 Equipment  
 The AutoBarn Inc.  
 2930 James Street  
 Baltimore, MD 21230

**AMOUNT AND SOURCE OF FUNDS:**

\$0.00 Account No.: Various

**BACKGROUND/EXPLANATION:**

On April 4, 2018, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the first renewal option with McDel Enterprises, Inc., C& S Towing and Transport, LLC and Lilith, Inc. dba Jim Elliot’s Towing.

The Bureau of Procurement is not making a recommendation to approve the renewal of services for The AutoBarn Inc., Item IV & V: West Sector & Heavy Equipment services, in the best interest of the City.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

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

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

**P.O. No.: P543315, P553316, P553317, P553318**

**Agency: Dept. of Transportation**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on April 4, 2018	\$4,000,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on June 16, 2021	\$ 0.00
3. 2 <sup>nd</sup> Renewal pending Board approval	\$ 0.00
Total Contract Summary	<b>\$4,000,000.00</b>

**MBE/WBE PARTICIPATION:**

On September 29, 2017, MWBOO set goals of 8% MBE and 2% WBE. The vendors listed above were all found compliant on March 28, 2022.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

- 6. The Board is requested to approve an increase of **Contract Number B50006240 – Heavy Equipment Rentals & Operator Services** to Potts & Callahan, Inc., at 500 West 29<sup>th</sup> Street, Baltimore, MD 21211. Contract expires November 2, 2024 with two, one-year renewals at the City’s option.

**AMOUNT AND SOURCE OF FUNDS:**

\$ 684,000.00 Account No.: 1001-000000-5161-389800-603041

**BACKGROUND/EXPLANATION:**

On November 3, 2021, the Board approved an initial award that amounts to only a year cost of the contract. This action was due to an administrative error. The Board is requested to approve an increase for the remaining two-year period of the contract.

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

**P.O. No.: P555942 Agency: Department of Recreation and Parks**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on November 3, 2021	\$ 342,000.00
2. Increase pending Board approval	\$ 684,000.00
Total Contract Value	<b><u>\$1,026,000.00</u></b>

**MBE/WBE PARTICIPATION:**

On May 24, 2021, MWBOO set a goal of 11% MBE and 6% WBE. On June 9, 2022 Potts & Callaghan, Inc., was found to be compliant.

**EMPLOY BALTIMORE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**LIVING WAGE:**

Applicable.

- 7. The Board is requested to approve an increase of **Sourcewell Contract Number 121218 – Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies & Services** for W.W. Grainger, Inc. located at 8200 Citation Road, Baltimore, Maryland 21221. Contract expires January 23, 2023, with one, one-year renewal option at the discretion of the Lead Agency.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,000,000.00

Account No.: Various

**BACKGROUND/EXPLANATION:**

On December 18, 2019, the Board approved an initial award as shown in the Contract Value Summary below. An increase is being requested to continue to supply industrial and building supplies to agencies citywide.

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

**P.O. No.: P549960**

**Agency: Citywide**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on December 18, 2019	\$6,500,000.00
2. Increase pending Board approval	<u>\$1,000,000.00</u>
Total contract value	<b>\$7,500,000.00</b>

**MBE/WBE PARTICIPATION:**

Not applicable. This is a cooperative contract.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

8. The Board is requested to approve an increase of **Contract Number B50006413 – Supply & Install Solar Gain Control Films (SGCF)** with Absolute Perfection Corporation, at 5397 Enterprise Street, Sykesville, MD 21784. Contract expires March 7, 2025 with two, one-year renewals at the City's option.

**AMOUNT AND SOURCE OF FUNDS:**

\$154,212.97

Account No.: Various

**BACKGROUND/EXPLANATION:**

This solicitation was advertised as a formal bid. Two bids were received and evaluated. The lowest, responsive and responsible bid was below the threshold for BOE approval. An award was made by the CPA on March 4, 2022. The Department of General Services (DGS) currently intends to use the vendor to install solar gain control films (SGCF) on additional city buildings. The Board is therefore requested to approve this increase to enable the implementation of this project. A Contract Value Summary is provided below for ease of reference.

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

**P.O. No.: P556566**

**Agency: Department of General Services**

AGENDA

BOARD OF ESTIMATES

6/29/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the CPA on March 44, 2022	\$ 20,787.03
2. Increase pending Board approval	\$ 154,212.97
Total Contract Value	<b>\$ 175,000.00</b>

**MBE/WBE PARTICIPATION:**

On January 7, 2022, it was determined that no goals would be set because of no opportunity to segment the contract. Also, DGS has received additional funds of which 80% are grants.

**EMPLOY BALTIMORE:**

Applicable.

**LIVING WAGE:**

Applicable.

- 9. The Board is requested to approve an award of **Contract Number 06000 – Non-Emergent Air Transportation Services** with PHI Medical LLC., 2800 N 44<sup>th</sup> Street, Suite 800, Phoenix, AZ 85008. Period covered is June 1, 2022 through May 31, 2023, with two, one-year renewal options.

**AMOUNT AND SOURCE OF FUNDS:**

\$800,000.00 Account No.: 5000-524022-3150-271300-603026

**BACKGROUND/EXPLANATION:**

Medical air transportation services for critical care patients are provided by the Maryland Department of Health (MDH) through the Transportation Grants Program. MDH protocol states, "All Air Ambulance transport costs for Maryland Medicaid Recipient will be paid by the Baltimore City Health Department," through the Transportation Grants Program.



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the Maryland Department of Health (MDH). MDH protocol further states, "This unit [City Health Department] will screen all calls as to eligibility and medical necessity, and the appropriate transportation will be arranged when approved."

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

**Req. No.: R895239**

**Agency: Health Department**

**MBE/WBE PARTICIPATION:**

On April 3, 2019, it was determined that no goals would be set because of no opportunity to segment the contract.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

10. The Board is requested to approve an extension of **Contract Number B50005269 – Aftermarket Parts and Service for Heavy Trucks and Equipment** with the vendors listed below. Contract expired on May 31, 2022. The extension period covered is June 1, 2022 through December 31, 2022 with no renewal options. This request meets the condition that there is no advantage in seeking competitive responses.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Correlli Incorporated  
9810 Correlli Lane  
Perry Hall, MD 21128

Johnson & Towers, Inc.  
500 Wilson Point Road  
Baltimore, MD 21220

Maryland Industrial Trucks, Incorporated  
21 W. Susquehanna Avenue #100  
Towson, MD 21204

Waste Equipment Sales and  
Service, LLC  
3300 Transway Road  
Halethorpe, MD 21227

**AMOUNT AND SOURCE OF FUNDS:**

\$800,000.00

Account Nos: Various

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

On May 16, 2018, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to approve the 3<sup>rd</sup> extension of the contract for the vendors listed above. The extension will allow time to source requirements covered by the current contract while new bids received per advertised solicitation B50006440 are being evaluated to recommend the award of a new contract.

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

**P.O. Nos.: P543902, P543904, P543905 & P543906**

**Agency: DGS - Fleet**

AGENDA

BOARD OF ESTIMATES

6/29/2022

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

Bureau of Procurement – cont'd

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on May 16, 2018	\$ 2,500,000.00
2. Increase approved by the Board on December 19, 2019	\$ 6,000,000.00
3. 1 <sup>st</sup> Extension approved by the Board on June 9, 2021	\$ 1,200,000.00
3. 2 <sup>nd</sup> Extension approved by the Board on January 19, 2022	\$ 0.00
4. 3 <sup>rd</sup> Extension pending approval by the Board	\$ 800,000.00
Total Contract Value	<b>\$10,500,000.00</b>

**MBE/WBE PARTICIPATION:**

On December 18, 2017, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Applicable.

- 11. The Board is requested to approve an award for **Contract 06000 - Teaching Strategies LLC** located at 4500 East West Hwy Ste 300, 3<sup>rd</sup> FL. Bethesda, MD 20814.

**AMOUNT AND SOURCE OF FUNDS:**

\$25,956.00 Account No.: 4000-486322-1772-180300-603051

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**STATEMENT OF PURPOSED AND RATIONAL FOR NON-COMPETITIVE PROCUREMENT:**

The board is requested to approve an award to Teaching Strategies LLC. Teaching Strategies provides educational services to include preschool teaching guides and study kits. The agency previously purchased the preschool curriculum on P556297. This request is to purchase additional teacher guides and study kits to go along with the initial curriculum.

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

**Req. No. R896565**

**Agency: MOCFS**

**MBE/WBE PARTICIPATION:**

Not Applicable. This does not meet MBE/WBE threshold of \$50,000.00.

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

12. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,562,211.29

Account No.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendors listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Dempster Sales, Inc.	Emergency Procurement of Dempster Dumpster Model LFW 1603 - C for the Wastewater Treatment Plants	\$9,560.00
All About Doors	Emergency Approval for Confirming Invoice Payment - All About Doors	\$122,564.18
Professional Restorations	EMERGENCY - COVID-19 PROFESSIONAL RESTORATION - REPLACE P553075	\$150,000.00
Carroll Independent Fuel Company	Emergency Procurement: Carroll Fuels Invoices	\$513,188.11
Chesapeake Ford Truck Sales, Inc.	Emergency - OEM Parts and Service for Ford Vehicles	\$300,000.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

NORRIS FORD	Emergency - OEM Parts and Service for Ford Vehicles	\$400,000.00
First Potomac Environmental Corp.	EMERGENCY - Comptroller's 2nd 3rd floor Interior Renovation Administration Offices	\$66,899.00
	Total	\$1,562,211.29

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. General Services**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

13. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$55,842.00

Account No.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendors listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Hampton Inn & Suites Baltimore inner Harbor	Hampton Inn & Suites (Fire Pump Operator and Emergency Vehicle Driver exam) 2022	\$10,842.00
Evergreen Solutions, LLC	Emergency - Job Classification Study for DPW	\$45,000.00
	<b>Total</b>	<b>\$55,842.00</b>

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. of Human Resources**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

14. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,683,612.82

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendors listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Homeland Security Group dba Easter's Lock and Access	Emergency Approval - Montebello Water Treatment Plant 1 - Easter's Lock - Replace doors, jams, locks	\$83,400.00
Heyward Incorporated	EMERGENCY PROCUREMENT Waste Water - Backriver Polymer Replacement	\$109,254.00
C&D Municipal Sales, Inc.	Emergency Procurement Patapsco Wastewater Treatment Plant - Large Equipment to Replenish Stock	\$98,231.00



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

EESCO Pump & Valve, Inc.	EMERGENCY: Water facilities (Pumping)- EESCO - Pump repairs at Sheerwood PS	\$8,520.00
Reuter & Hanney, Inc.	Water Facility Emergency Replace needed at Pikesville PS #2 Sub Station	\$7,957.00
Teledyne Instruments Inc dba Teledyne Isco	Water Facility EMERGENCY AUTHORIZATION - Teledyne ISCO - Replace aging analyzer - Mont	\$11,385.00
Martel Laboratories JDS, Inc.	EMERGENCY- Wastewater -455- Emergency influent & Sludge Sample Testing URGENT REQUEST FUNDS	\$440.00
Wilmot Modular Structures	EMERGENCY PROCUREMENT - Wilmot Modular - Trailer for workspace - Meter shop	\$183,932.00
Arundel Services, Inc dba Action Elevator Company	EMERGENCY FUNDING Water Treatment. - Action Elevator - Repair freight elevator BC0571 - Mont	\$8,784.88
Merrick Industries Inc	EMERGENCY FUNDS - Water Facilities Replacement parts for O.M.E. parts for Merrick Alum Feeder - Mont	\$28,710.88

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Fisher Scientific	EMERGENCY - Waste Water - 458-Back River Lab- Emergency Request	\$4,398.45
Kappe Associates, Inc.	455-Patapsco URGENT EMERGENCY LETTER REQUEST(Wastewater)	\$3,880.00
Uline, Inc.	Patapsco Emergency Request Items- Wastewater Treatment Facility: Miscellaneous	\$4,666.01
Fireline Corporation	455-EMERGENCY FUNDS REQUEST	\$4,662.20
Bluestar Technologies Inc.	Waste Water 455- Patapsco EMERGENCY FUNDS REQUEST	\$26,639.76
Mid-Atlantic Electrical Contracting, Inc.	455-Patapsco Emergency request- Waste Water	\$2,200.00
MettlerToledo	456-EMERGENCY REQUEST PURCHASE	\$4,725.00
TEAM Service Corporation	Emergency repairs: Leakin Park - Pumping (Water Facilities)	\$908.63
Atkins North America, Inc.	EMERGENCY PROCUREMENT - WWW Back River	\$149,217.71
Flottweg Separation Technology Inc	451-Backriver EMERGENCY REQUEST: Waste Water Facilities-Pump & Pump Repairs	\$193,747.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Edwin Elliot & Co Inc	Waste Water Emergency 455- EMERGENCY FUNDS REQUEST	\$2,895.00
Polydyne Inc.	Emergency Procurement: Back River Emulsion Polymer -Miscellaneous (Chemicals): Wastewater Facilities	\$258,440.00
Guidehouse Inc.	Emergency: Consultant Support for DPW Fiscal	\$900,000.00
Jobe & Company, Inc.	Emergency funding - JOBE - Communications switches - Ashburton - - WTP	\$4,964.04
Kershner Environmental Technologies, LLC	EMERGENCY PROCUREMENT - Filter Inspection and Process Audit Back River	\$12,250.00
DSI, Inc	EMERGENCY FUNDING - DSI - Repack 3 pumps at Stratford PS - Pumping	\$2,993.12
TEAM Service Corporation	EMERGENCY AUTHOTRIZATION - TEAM Service - Inferred testing - Pumping **Water Facility**	\$5,780.00
TEAM Service Corporation	EMERGENCY -Water Facility- Inferred Testing - Falls PS - Pumping	\$4,280.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Cross Technologies, Inc.	URGENT EMERGENCY FUNDS REQUEST- Wastewater Patapsco: Maintenance Facility	\$300,000.00
Optimum Controls Corporation	Emergency - Waste Water -Back River Services & Parts Wastewater Collections	\$49,000.00
Industrial Monitoring And Control Systems	EMERGENCY FUNDING - IMACS - Repairs for control circuits at Fullerton - Pumping - Water Fac	\$460.00
Hach	EMERGENCY FUNDING - Replacement of Turbidimeters - Mont WTP: Water Facilities	\$200,373.02
United Rentals North America, Inc	EMERGENCY FUNDS REQUEST Wastewater	\$6,518.12
	Total	\$2,683,612.82

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. of Public Works**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – cont’d

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 15. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$3,500.00 Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
L&G Exclusive Cleaning Services, Inc.	EMERGENCY SEWAGE CLEANUP BR#28	\$3,500.00
	Total	\$3,500.00

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – cont'd

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Enoch Pratt Library**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 16. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$104,349.00

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – cont'd

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
CoreIntegrator, LLC	Emergency Consultant Agreement - Transition to Workday	\$104,349.00
	Total	\$104,349.00

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. of Finance**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 17. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,187,803.23

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
AllSafe Industries. Inc.	Hazmat Chlorine Institute Emergency Kits A, B, and C	\$7,684.23
Herc Rentals Inc.	Approved EMERGENCY EXCAVATION WORK	\$7,310.00
Hart to Heart Ambulance Service, Inc	Master blanket for Emergency Procurement of Hart to Hart Covid surge	\$0.00
University of Maryland Emergency Medicine Associates, PA	FY22 Services of Emergency Medical Physicians	\$516,204.00
Edge Hill Fire Company	Emergency Purchase - Used Edge Hill Fire Truck FY22 Amoss funds	\$150,000.00
Delmarva Pump Center (DPC Emergency Equipment)	Delmarva Pump Center (DPC Emergency Equipment)	\$0.00
Azova Inc	Emergency - COVID-19 employee at home tests	\$506,605.00
	<b>Total</b>	<b>\$1,187,803.23</b>



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Fire Dept.**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 18. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,606,391.93

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Vendor	Service Description	Cost
Good Shepherd Septic Service, Inc. DBA: Bobbys Pottys	COVID 19- Winter Portable restrooms	\$6,358.08
Abacus Corporation	Emergency Abacus Corporation	\$344,339.64
Johns Hopkins University	COVID-19 Emergency Procurement Johns Hopkins University (JHU)-HEAT \$599,900	\$599,900.00
Meals on Wheels of Central Maryland, Inc.	COVID-19 MOW Food Delivery	\$996,468.75
United Way of Central Maryland	Emergency Procurement Covid-19 United Way of Central Maryland .	\$89,999.57
iCARRe Foundation	Emergency Procurement - iCarre Foundation \$90,000	\$90,000.00
Elev8 Baltimore	Emergency Provider Agreement- Elev8 Baltimore, Inc.	\$80,000.00
iConnect Consulting	EMERGENCY PROCUREMENT - iConnect Consulting COVID-19	\$261,900.00
Authentic Promotions.com	COVID-19 Authentic Promotions-Backpacks JAN 2022	\$5,549.00
4imprint	COVID EMERGENCY: 4imprint-Masks	\$17,716.79

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Authentic Promotions.com	COVID: Authentic P-Wristbands-MRT-JAN 2022	\$9,600.00
The House of Restoration LLC .	Emergency Procurement- Distribution of Pediatrics & Adolescent Covid-19 Vaccine Education Content	\$90,000.00
4imprint	COVID-19:4imprint-Sports Bottles--MRT-JAN 2022	\$15,277.36
4imprint	COVID:4imprint-Hand Sanitizers-MRT-JAN 2022	\$46,713.86
4imprint	COVID: 4imprint-Stickers-FEB 2-2022	\$1,158.52
Michael Family Dental	Emergency Procurement - BCHD / Michael Family Dental	\$200,000.00
Imagine Me Ministries	Emergency Provider Agreement (Professional Services) - VALUE Expansion Program	\$90,000.00
Screenvision Direct	Emergency Procurement Screenvision Media	\$5,750.00
	<b>Total</b>	<b>\$2,950,731.57</b>

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Health Dept. (BCHD)**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 19. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$6,000,000.00

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. "Jack" Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Lewis Construction LLC	Emergency Lead Hazard Reduction	\$750,000.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

PJC Construction Co., LLC	Emergency Lead Hazard Reduction	\$750,000.00
MAC-PAR SERVICES, LLC -General Environmental Contractors	Emergency Lead Hazard Reduction	\$750,000.00
Goel Services	Emergency Lead Hazard Reduction	\$750,000.00
Geo Environmental Services LLC	Emergency Lead Hazard Reduction	\$750,000.00
First Potomac Environmental Corp.	Emergency Lead Hazard Reduction	\$750,000.00
Green & Healthy Homes Initiative, Inc.	Emergency Lead Hazard Reduction	\$750,000.00
John H. Ware, Sr., Inc.	Emergency Lead Hazard Reduction	\$750,000.00
	Total	\$6,000,000.00

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. of Housing**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 20. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$356,368.64

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

Vendor	Service Description	Cost
HASA	SELECT SOURCE - 2nd Call Emergency ASL - HASA Secondary Vendor	\$24,595.00
Joyful Signing, LLC	SELECT SOURCE - EMERGENCY ASL - Secondary vendor - Joyful Signing	\$24,999.20

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

CONTRACT VIDEO SPECIALISTS	COVID-19 EMERGENCY REFRESH OF COUNCIL CHAMBER, BOE, AND CHARM TV VIDEO EQUIPMENT	\$270,076.44
Joyful Signing, LLC	SELECT SOURCE - EMERGENCY PROCUREMENT CC - vendor - Joyful Signing	\$36,698.00
		\$356,368.64

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Mayor's Office**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

21. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$1,900,878.00

Account No.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
QLess, Inc.	Emergency - QLess	\$87,300.00
Guidehouse Inc.	Emergency Procurement: Operational Support to Baltimore City's Eviction Prevention Program	\$1,674,810.00
Benevate, Inc.	COVID-19 Emergency Purchase: Neighborly Software	\$138,768.00
	Total	\$1,900,878.00

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A      Agency: Mayor’s Office of Children & Family Success (MOCFS)**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 22. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$365,994.00

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Pictometry International Corp.	Emergency Pictometry Agreement	\$365,994.00
	Total	\$365,994.00

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: MOIT/BCIT**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

- 23. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$84,313.31

Account No.: Various

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
AMES, Inc.	Emergency Druid Hill Park Pool - Replacement Pumps	\$33,200.00
FOUNTAIN CRAFT MFG.	Emergency Procurement: BCRP Pool Pumps - Aquatics	\$51,113.31
	Total	\$84,313.31

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Recs/Parks**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

24. The Board is requested to accept a report of an emergency procurement for the City during the COVID-19 pandemic.

**AMOUNT AND SOURCE OF FUNDS:**

\$150,000.00

Account No.: Various

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

**BACKGROUND/EXPLANATION:**

The requested action is a report on an emergency procurement. An outbreak of disease (COVID-19) caused by the novel coronavirus has been detected in the United States with cases in Baltimore, MD. The World Health Organization and the Centers for Disease Control have declared the COVID-19 outbreak a public health emergency of international concern; the Secretary of the U.S. Department of Health and Human Services declared COVID-19 a public health emergency. Both Mayor Bernard C. “Jack” Young and Governor Hogan declared a state of emergency. Current Mayor, Brandon Scott also agrees with this measure. The vendor listed below provided emergency services, under emergency authority:

<b>Vendor</b>	<b>Service Description</b>	<b>Cost</b>
Ennis-Flint, Inc.	Emergency Procurement: Thermoplastic Blocks	\$150,000.00
	Total	\$150,000.00

Pursuant to Article VI, Section 11 (e) (ii) of the City Charter, on March 13, 2020, the Director of Finance approved the procurement of these emergency services. This declaration was reissued on September 1, 2020.

**Req. No.: N/A**

**Agency: Dept. of Transportation**

**MBE/WBE PARTICIPATION:**

Not Applicable. This is a report is of an emergency procurement.

**EMPLOY BALTIMORE:**

Not applicable. This is a report is of an emergency procurement.

**LIVING WAGE:**

Not applicable. This is a report is of an emergency procurement.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

- 25. The Board is requested to approve an increase of **Contract Number- B50004896 – Office Moving Services** with Walter Relocations Inc. 2001 Elgin Ave., Baltimore, Maryland 21217. Period covered is August 1, 2020 through July 30, 2022 with no renewal options remaining.

**AMOUNT AND SOURCE OF FUNDS:**

\$30,000.00 Account No.: Various

**BACKGROUND/EXPLANATION:**

On July 26, 2017, the Board approved an initial award as shown in the Contract Value Summary below. The Board is requested to approve the increase to enable the Agency to provide critical City services.

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

**P.O. No.: P540352**

**Agency: Bureau of Procurement/City-Wide**

**CONTRACT VALUE SUMMARY:**

1. Initial award approved by the Board on July 26, 2017	\$ 100,000.00
2. Increase approved by CPA on September 13, 2018	\$ 40,000.00
3. Increase approved by the Board on November 14, 2018	\$ 300,000.00
4. 1 <sup>st</sup> Renewal approved by the Board on Sept. 23, 2020	\$ 149,000.00
5. Increase pending Board approval	<u>\$ 30,000.00</u>
Total Contract Value	<b>\$ 619,000.00</b>

**MBE/WBE PARTICIPATION:**

On February 23, 2017, MBOO set goals of 9% MBE and 1% WBE. On September 1, 2020, the Contractor listed above was found Non-Compliant with an approved plan and agreement with impacted M/WBE(s).

**LOCAL HIRING:**

Applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

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

Bureau of Procurement – cont'd

- 26. The Board is requested to approve an increase of **Contract Number B50005017 – Background Investigation** with Kentech Consulting Inc. 520 W. Erie, Suite 340, Chicago, IL 60654. Period covered is date of Board approval though October 31, 2022, with one, two-year renewal options.

**AMOUNT AND SOURCE OF FUNDS:**

\$192,000.00                      Account No: Various

**BACKGROUND/EXPLANATION:**

The blanket contract covers multiple agencies however funds are currently spent down for the Dept. of Human Resources (DHR). Additional funding is required to maintain background investigation services for DHR. This request is to increase funding on the current blanket contract to cover estimated costs through contract expiration.

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

**Requisition No.: P541948**

**Agency: Dept. of Human Resources**

**CONTRACT VALUE SUMMARY:**

1. Initial Amount approved by the Board October 25, 2017	\$ 1,975,000.00
2. 1 <sup>st</sup> Increase approved by the Board March 24, 2021	\$ 75,851.70
3. 2 <sup>nd</sup> Increase pending board approval	<u>\$ 192,000.00</u>
Total Contract Value	<b>\$ 2,242,851.70</b>

**MBE/WBE PARTICIPATION:**

On May 17, 2017, MWBOO set goals of 11% MBE and 5% WBE. On October 26, 2020, MWBOO performed a compliance review and found the vendor non-compliant. MWBOO sent a letter to the vendor to set a plan to become compliant.

**LOCAL HIRING:**

Not Applicable

**LIVING WAGE:**

Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Developer’s Agreement 1789 – City Logistics Baltimore LLC

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Developer’s Agreement with City Logistics Baltimore, LLC. The period of the agreement is effective upon Board approval and will end upon Final Acceptance by the City after the Maintenance period.

**AMOUNT AND SOURCE OF FUNDS:**

A Letter of Credit in the amount of \$187,478.15 has been issued to City Logistics Baltimore, LLC, who assumes 100% of the financial responsibility

**BACKGROUND/EXPLANATION:**

City Logistics Baltimore, LLC desires to upgrade the utilities and roadway improvements for the redevelopment of the former Seton Keough High School located at 1201 South Caton Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

**MBE/WBE PARTICIPATION:**

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

**COUNCIL DISTRICT: 10**

(The Developer’s Agreement No. 1789 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Traffic Mitigation Agreement – BioPark Fremont LLC

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with BioPark Fremont, LLC. The period of the agreement is effective upon Board approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT AND SOURCE OF FUNDS:**

\$162,815.98 - 9950-908090-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for 4 Martin Luther King, Jr. Boulevard (Ward 4, Section 6, Block 626, Lots 26, 29/34, 35 through 43, 44/52 and 53) constructing a Research Center building with a total of 250,793 square feet. The Developer agrees to make a one-time contribution in the amount of \$162,815.98 to fund the City’s multimodal transportation improvements in the Development vicinity to the extent practicable.

**MBE/WBE PARTICIPATION:**

Not Applicable: The Developer is paying for all costs.

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Traffic Mitigation Agreement – Paramount Baltimore LLC

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Traffic Mitigation Agreement with Paramount Baltimore, LLC. The period of the agreement will commence upon Board of Estimates approval and termination will be deemed in writing by the Department of Transportation.

**AMOUNT AND SOURCE OF FUNDS:**

\$107,642.50 - 9950-909084-9512-000000-490375

**BACKGROUND/EXPLANATION:**

Baltimore City Ordinance 11-529, was approved on May 9, 2012. It was determined that a Traffic Mitigation Fee was required for the Development. The Developer proposes to perform the Scope of Work for the Paramount at 1300 Warner Street, constructing a concert venue with a total of 80,000 square feet. The Developer agrees to make a one-time contribution in the amount of \$107,642.50 to fund the City's multimodal transportation improvements in the Development vicinity to the extent practicable.

**MBE/WBE PARTICIPATION:** Not Applicable: The Developer is paying for all costs.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Conduit Lease Agreement – LiteCloud Transport Services LLC

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Conduit Lease Agreement with LiteCloud Transport Services, LLC., (Lessee). The period of the agreement is effective upon Board approval and remain in effect for one year and will be renewed automatically for additional one year periods, unless notice is provided by the Lessor no less than 60 days prior to the end of any term or unless terminated as provided in the agreement.

**AMOUNT AND SOURCE OF FUNDS:**

\$232,320.00 - 2024-000000-5480-259401-401980

**BACKGROUND/EXPLANATION:**

LiteCloud Transport Services, LLC is requesting to lease conduit space in the City's Conduit System. It is a new user and this is its first request to lease conduit space in the City's Conduit System. The linear installation is anticipated to be approximately 105,600 linear feet, which will be billed at \$2.20 per linear foot, totaling \$232,320.00. However, they will be billed semi-annually at a cost of \$116,160.00.

**MBE/WBE PARTICIPATION:**

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

**EMPLOY BALTIMORE: N/A**

**APPROVED FOR FUNDS BY FINANCE**

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

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

DOT – Amendment No. 3 to Supplemental Agreement – Jacobs Engineering Group

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

The Board is requested to approve and authorize execution of Amendment No. 3 for Project No. 743, Supplemental Agreement for Reconstruction of Annapolis Road/Waterview Interchange at MD 295 with Jacobs Engineering Group, Inc., to allow for a two-year time extension. The Amendment extends the period of the agreement to April 20, 2024.

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

NA

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

On April 21, 2010, the City entered into the Supplemental Agreement, to revise the scope of work to include redesign of the southbound on and off ramps. This includes a new configuration that eliminate the weave and duplicates and alignment of the existing off ramps from MD 295 to Annapolis ramp. The redesign involved lengthening the Waterview Avenue Bridge to allow for a continued axillary lane connecting the southbound on ramp. The redesign also moved the new abutment and retaining wall further west in order to obtain the additional width needed for the new auxiliary lane on southbound MD 295. This five year supplemental agreement was valued at \$698,229.63.

On October 6, 2010, the Vendor's name was changed from Jacobs Civil, Inc., to Jacobs Engineering Group, Inc. On July 11, 2012, the City approved Extra Work Order (EWO) No. 1 in the amount of \$115,440.09 to provide for additional tasks which include: meeting/coordination and design review/modification to combine Waterview Avenue/Annapolis Road interchange with Annapolis Road over MD 295; providing scheduling; and conducting preliminary engineering field visits. On July 16, 2014, the CITY approved EWO No. 2 in the amount of \$49,106.77 to provide for 10 Revisions of the signal head plans change from State Highway Administration (SHA) sequential numbering system to the Baltimore City DOT numbering system. On December 24, 2014, the City approved EWO No. 3 in the amount of \$56,242.50 to provide for design of the Verizon conduit duct and hangers for placement underneath the north side of the bridge. On April 15, 2015, the City approved Amendment No.1 for a four-year time extension to continue design services and Post Award Services. On October 21, 2015, the City approved EWO No. 4 in the amount of \$28,563.72 which provides engineering design services in response to Plans Specification & Estimates comments from the City that includes updating the Solid Waste Management (SWM) facility details, standard details, and plan.

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

#### Department of Transportation – cont'd

On May 8, 2019, the City approved Amendment No. 2 for a three-year time extension to continue design services and Post Award Services. On May 1, 2019, the City approved EWO No. 5 in the amount of \$218,037.19 to provide for Post Advertisement and Construction Services. On October 14, 2020 the City approved EWO No. 6 in the amount of \$29,060.65 to provide for additional design revision for Post Award submission pertaining to the vertical alignments of Annapolis Rd, Waterview Avenue and Ramps on and off MD 295. On May 5, 2021, the City approved EWO No. 7 in the amount of \$42,573.72 to provide for additional Post Award Services during the construction phase of Annapolis Rd, Waterview Avenue and Ramps on and off MD 295. The Department of Transportation is now requesting a two-year time extension for Post Award Services during Construction Phase and to continue ongoing tasks.

**DBE PARTICIPATION:** The Consultant will comply with Title 49 Code of Federal Regulations Part 26 and the DBE goals established in the original agreement.

DBE 25.00 %

The Consultant exceeded the 23.00% DBE goal by achieving 37.31.00% DBE participation.

#### **AUDITS NOTES THE TIME EXTENSION.**

(The Amendment No. 3 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Memorandum of Understanding – Waverly Main Street

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Waverly Main Street, Inc. for six Directional Signs, to be owned by the City and maintained by the Organization, located in the right-of-way for Waverly Main Street, Inc. at locations along Greenmount Avenue. The period of the MOU is effective upon Board approval for five years with an option to renew for an additional five years unless terminated earlier in accordance with this Agreement.

**AMOUNT AND SOURCE OF FUNDS:**

N/A

**BACKGROUND/EXPLANATION:**

The purpose of this MOU is to establish a framework for the Organization to maintain the Directional Signs all at its sole cost and subsequently for the Organization to perform ongoing maintenance of all aspects of the Project during the term of the Agreement.

**MBE/WBE PARTICIPATION:**

Not applicable: The Organization is paying for all costs.

**COUNCIL DISTRICT: 14**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Extra Work Order No. 1 – Santos Construction Company

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Extra Work Order No. 1 for Santos Construction Company, Inc. under TR21005 – Reconstruction of Alleys Citywide.

**AMOUNT AND SOURCE OF FUNDS:**

\$592,625.00 - 9950-914519-9504-900020-702064

**BACKGROUND/EXPLANATION:**

This Authorization is requested on behalf of the Department of Transportation – TEC Division and provides for a 90-day, non-compensable time extension. An additional fifteen locations were added to the contract due to deteriorating conditions throughout the City. This work will require an increase to the existing bid items. The Notice to Proceed was issued on September 1, 2021 with an original completion date of August 31, 2022. The additional time will result in a revised completion date of November 29, 2022.

201A Class 1 Excavation 2,750 CY @ \$44.50 = \$122,375.00

501A 6" sub-base using Crush 8,250 SY @ \$8.00 = \$66,000.00

503A 7" plain cement concrete 8,250 SY @ \$49.00 = \$404,250.00

**MBE/WBE PARTICIPATION:**

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

**MBE** - 27%; achievement – 44.50%

**WBE** – 10%; achievement – 19.56%

**THE EAR WAS APPROVED BY MWBOO ON APRIL 6, 2022.**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Transfer of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Transfer of Funds for Change Order #1 on Project TR21005 “Reconstruction of Alleys Citywide” with Santos Construction Co., Inc. in the amount of \$592,625.00.

**AMOUNT AND SOURCE OF FUNDS:**

From Account:

9950-909200-9504	Constr. Res – Alleys	\$ 49,665.37	3 <sup>rd</sup> Parks & Public Facilities
9950-909200-9504	Constr. Res – Alleys	\$ 176,717.00	Others
9950-909200-9504	Constr. Res – Alleys	<u>\$ 200,000.00</u>	GF (HUR)
		<b>\$ 426,382.37</b>	

To Account:

9950-914519-9504-2	Recon of Alleys City TR 21005	\$ 426,382.37
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**BACKGROUND/EXPLANATION:**

This transfer will partially fund the costs of additional fifteen locations added to the contract due to deteriorating conditions throughout the city and other costs associated with Change Order #1 on Project TR21005 “Reconstruction of Alleys Citywide” with Santos Construction Co., Inc. in the amount of \$592,625.00.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Minor Privilege Application – 701 S East Ave

**ACTION REQUESTED OF B/E:**

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

**LOCATION**

**APPLICANT**

**PRIVILEGE SIZE**

701 S. East Avenue

Brewers Hill Associates, LLC

Window Well 23.8 sf.

**AMOUNT AND SOURCE OF FUNDS:**

\$99.96 Annual Charge

**BACKGROUND/EXPLANATION:**

N/A

**MBE/WBE PARTICIPATION:**

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

**COUNCIL DISTRICT: 11**



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT – Minor Privilege Application – 1450 Light Street

**ACTION REQUESTED OF B/E:**

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

**LOCATION**

**APPLICANT**

**PRIVILEGE SIZE**

1450 Light Street

A & W Real Estate, LLC

Outdoor Seating 220 sf.

**AMOUNT AND SOURCE OF FUNDS:**

\$2,297.50 Annual Charge

**BACKGROUND/EXPLANATION:**

N/A

**MBE/WBE PARTICIPATION:**

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

**COUNCIL DISTRICT: 11**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DOT– Minor Privilege Application – 2911 Fait Ave

**ACTION REQUESTED OF B/E:**

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

<b><u>LOCATION</u></b>	<b><u>APPLICANT</u></b>	<b><u>PRIVILEGE SIZE</u></b>
2911 Fait Avenue	Brewers Hill Associates, LLC	Window Well 23.8 sf.

**AMOUNT AND SOURCE OF FUNDS:**

\$99.96 Annual Charge

**BACKGROUND/EXPLANATION:**

N/A

**MBE/WBE PARTICIPATION:**

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

**COUNCIL DISTRICT: 11**

## AGENDA

**BOARD OF ESTIMATES**

**6/29/2022**

Office of the Comptroller – Employee Reimbursement

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

The Board is requested to approve a reimbursement to Kathleen Kelleher for the following subscriptions: Buffer, Canva, and Airtable for the period November 2021 – May 2022.

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

\$308.55 - 1001-000000-1300-157300-603003

### **BACKGROUND/EXPLANATION:**

The Comptroller's Office is requesting the Board approve a reimbursement in the amount of \$308.55 to Kathleen Kelleher, an employee in the Comptroller's office. The employee used her personal credit card to purchase Canva, the graphic design subscription, Buffer, a social media scheduler, and Airtable, the platform that hosts the Board of Estimates database.

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

**COUNCIL DISTRICT:** N/A

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Grant – CCG – Ashland Community Dev Corp (1)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Ashland Community Development Corporation to support its operations as it expands its projects and direct service role. The period of the agreement is effective upon Board approval for 24 months.

**AMOUNT AND SOURCE OF FUNDS:**

\$100,000.00            1001-000000-5930-599700-607001

**BACKGROUND/EXPLANATION:**

DHCD’s community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and additional investment. DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community-led efforts that are essential to a neighborhood’s viability.

On November 6, 2020, DHCD released the CCG Operating Grant Guidelines and Application. On June 14, 2021 the Mayor awarded 23 organizations. Through the CCG Operating program, Ashland Community Development Corporation was awarded \$100,000.00 to be used solely to support their operations as they expand their projects and direct service role.

Grantee agrees to provide a match of funds or in-kind services in the amount of \$15,000.00 (the “Matching Fund Requirement”). Grantee may submit a written request to DHCD asking for (x) a one-year extension to the term of this Agreement; and/or (y) a budget reallocation not to exceed 20 percent of the Grant Funds.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON DECEMBER 31, 2021.**

**COUNCIL DISTRICT: 12**

**EMPLOY BALTIMORE: Applicable, EB Certification Statement complete.**

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD AND APPROVED FOR LEGAL FORM AND SUFFICIENCY**

**AUDITS HAS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Grant – CCG - Southeast Community Development Corporation (2)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with Southeast Community Development Corporation to support its Operating projects. The period of the agreement is effective upon Board approval for 24 months.

**AMOUNT AND SOURCE OF FUNDS:**

\$75,000.00            1001-000000-5930-599700-607001

**BACKGROUND/EXPLANATION:**

DHCD’s community development strategies focus resources in disinvested and overlooked communities where City funds will spur growth and transformation and additional investment. DHCD created the Community Catalyst Grants Program (CCG), a \$5,000,000.00 initiative to leverage assets and support community-led efforts that are essential to a neighborhood’s viability.

On November 6, 2020, DHCD released the CCG Operating Grant Guidelines and Application. On June 14, 2021 the Mayor awarded 23 organizations. Through the CCG Operating program, Southeast Community Development Corporation was awarded \$75,000.00 to be used solely to support their Operating projects. The award also included \$38,323.00 to be used solely to support their Capital Project. The Capital project will be submitted to the Board at a later date.

Grantee agrees to provide a match of funds or in-kind services in the amount of \$15,000.00 (the “Matching Fund Requirement”). Grantee may submit a written request to DHCD asking for (x) a one (1) year extension to the term of this Agreement; and/or (y) a budget reallocation not to exceed twenty (20) percent of the Grant Funds.

**MBE/WBE PARTICIPATION:**

**MWBOO GRANTED A WAIVER ON DECEMBER 31, 2021.**

**COUNCIL DISTRICT: 1**

**EMPLOY BALTIMORE: Applicable, EB Certification Statement complete**

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEW’D AND APPROVED FOR LEGAL FORM AND SUFFICIENCY**

**AUDITS HAS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Grant – CDBG - Baltimore Green Space (3)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve authorize execution of an Agreement with Baltimore Green Space: A Land Trust for Community Managed Open Space, Inc. (BGS). The period of the agreement is January 1, 2022 through December 31, 2022.

**AMOUNT AND SOURCE OF FUNDS:**

\$75,000.00                    2089-208921-5930-818280-607001

**BACKGROUND/EXPLANATION:**

Pursuant to guidance from the Department of Housing and Urban Development (HUD), an Agreement must be executed for the utilization of Community Development Block Grant (CDBG) funds to support non-profit organizations. The purpose of this Agreement is to provide CDBG funds to subsidize BGS’s operating expenses. BGS will provide planning and technical assistance to communities, Baltimore City, and other non-profits to support efficient disposition of City-owned vacant land; the development of viable and self-sustainable community managed open spaces (CMOS) and forest patches; maintain a database of vacant lots and CMOS; and maintain a body of best practices for greening projects.

The grant agreement is late due to subrecipient and administrative delays.

**MBE/WBE PARTICIPATION:** Waiver Granted on February 6, 2022

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

**COUNCIL DISTRICT:** Citywide

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEW’D AND APPROVED FOR LEGAL FORM AND SUFFICIENCY**

**AUDITS HAS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Grant - Society for the Preservation of Federal Hill and Fell’s Point (4)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Society for the Preservation of Federal Hill and Fell’s Point, Inc. The period of the Agreement is effective upon Board approval for 12 months.

**AMOUNT AND SOURCE OF FUNDS:**

\$49,500.00 9910-905955-9588

**BACKGROUND/EXPLANATION:**

In an award letter dated March 17, 2022, DHCD committed \$49,500.00 in Fiscal Year 2022 to support structural and stabilization work for two historic homes in the Fell’s Point area. The Society for the Preservation of Federal Hill and Fell’s Point, Inc. notified DHCD of its desire to use the grant funds for rehabilitation, preservation, and construction costs for properties located at 612 South Wolfe Street and 614 South Wolfe Street.

The Grantee may submit a written request to DHCD asking for a one (1) year extension to the term of this Agreement and/or a budget reallocation not to exceed twenty (20) percent of the Grant Funds.

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

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEW’D AND APPROVED FOR LEGAL FORM AND SUFFICIENCY**

**AUDITS HAS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Property Acquisition – Condemnation – 1308 N Washington Street (5)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the purchase by condemnation the Fee Simple Interest in 1308 N. Washington Street. The owner is R & E Professional Services Contractor, Inc., a forfeited entity.

**AMOUNT AND SOURCE OF FUNDS:**

\$5,000.00 9910-904177-9588-900000-704040 Acquisition & Relocation

**BACKGROUND/EXPLANATION:**

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code (2000 Edition) and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, dated October 1, 1999, and subject to the prior approval of the Board of Estimates, the Department of Housing and Community Development may acquire, for and on behalf of the Mayor and City Council of Baltimore, by condemnation, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development or redevelopment. The Commissioner of Housing has made the required determination with regard to this property.

It is necessary that the City deposit with the Clerk of the Court of Baltimore City the fair market value of the property interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment and relocation assistance. This property will be redeveloped. The fair market value of this property interest is substantiated in appraisals made by independent appraisers.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE: N/A**

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

**COUNCIL DISTRICT: 13**

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD: N/A**

**AUDITS HAS REVIEWED: N/A**



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Property Acquisition - Condemnation - 2304 Etting Street (6)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the purchase by condemnation of the leasehold interest in 2304 Etting Street.

**AMOUNT AND SOURCE OF FUNDS:**

\$4,760.00 9910-904177-9588-900000-704040  
Acquisition & Relocation Account - Bakersview Project

**BACKGROUND/EXPLANATION:**

The Board is requested to approve the purchase by condemnation of the leasehold interest in 2304 Etting Street. The owner is Four Partners #1 LLC. It is necessary that the City deposit with the Clerk of the Court of Baltimore City the fair market value of the property interest and comply with the requirements of the Uniform Relocation Act for replacement housing payment and relocation assistance. This property will be redeveloped.

The fair market value is substantiated in appraisal reports made by independent appraisers.

The provisions of Article 13, § 2-7 of the Baltimore City Code and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, and/or the provisions of the Druid Heights Urban Renewal Plan established by City Ordinance No. 376 and approved June 28, 1977, as amended, authorize the Department of Housing and Community Development to acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment, subject to the approval of the Board of Estimates. The Commissioner of Housing has made the required determination regarding this property.

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

**COUNCIL DISTRICT:** 7

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD:** N/A

**AUDITS HAS REVIEWED:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Property Acquisition - Option to Purchase - 556 Baker Street (7)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Option to purchase the \$55.00 ground rent interest in 556 Baker Street and purchase of the property interest by condemnation if the Option fails.

**AMOUNT AND SOURCE OF FUNDS:**

\$504.00	9910-904177-9588-900000-704040	Purchase Price
\$165.00	9910-904177-9588-900000-704044	3 Years Ground Rent
\$529.00	9910-904177-9588-900000-704044	Settlement Fee

Acquisition & Relocation Account - Bakersview Project

**BACKGROUND/EXPLANATION:**

The Board is requested to approve an Option to purchase the \$55.00 ground rent interest in 556 Baker Street from the owner, Jesse S. Weinberg Realty, LLC. This Department has secured appraisals, negotiated with the owner of said interest, and the attached Option has been signed by the owner. This property will be redeveloped.

In the alternative, should there be a failure to fully execute the Option, DHCD requests approval to purchase the property interest by condemnation for an amount equal to or lesser than the Option amount. The fair market value is substantiated in appraisal reports made by independent appraisers contracted by the City.

The provisions of Article 13, § 2-7 of the Baltimore City Code and/or the provisions of the Baltimore City Public Local Law, § 21-16 and 21-17, and/or the provisions of the Druid Heights Urban Renewal Plan established by City Ordinance No. 376 and approved June 28, 1977, as amended, authorize the Department of Housing and Community Development to acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment, subject to the approval of the Board of Estimates. The Commissioner of Housing has made the required determination regarding this property.

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

**COUNCIL DISTRICT:** 7

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD AND APPROVED FOR FORM AND LEGAL SUFFICIENCY**

**AUDITS HAS REVIEWED: N/A**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Property Disposition – LDA - 432 and 450 E. 22nd STREET (8)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of 432 and 450 E. 22nd Street to People’s Homesteading Group, Inc.

**AMOUNT AND SOURCE OF FUNDS:**

The City shall convey all its rights, title, and interest in all properties as described in Schedule A of the Land Disposition Agreement for a total sales price of \$12,000.00 which will be paid to the City of Baltimore at the time of settlement. The purchase price and improvements to the site will be funded through private sources.

**BACKGROUND/EXPLANATION:**

People’s Homesteading Group, Inc. proposes to purchase and rehab and sell the properties described in Schedule A to a homeowner. The rehab will consist of both interior and exterior improvements.

The City is authorized to dispose of the Property by virtue of Article II, Section 15 of the Baltimore City Charter. Authority specific to the properties subject to this Land Disposition Agreement is provided in the agreement.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION VALUE:** In accordance with the City’s Appraisal Policy, a waiver valuation was prepared and determined the property value for 432 and 450 E. 22<sup>nd</sup> Street are \$12,000.00 each and sale price is \$12,000.00 total. The properties will sell for an amount which is below the waiver valuation amount to serve a specific benefit to the immediate community, help to eliminate blight, and return the property to the City’s tax rolls.

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

**COUNCIL DISTRICT:** 12

**FINANCE HAS REVIEWED:** N/A

**LAW HAS REVIEWD AND APPROVED FOR FORM AND LEGAL SUFFICIENCY**

**AUDITS HAS REVIEWED:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Property Disposition – LDA - 2110, 2112, 2114, 2118 Llewelyn Ave (9)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Land Disposition Agreement for the sale of 2110, 2112, 2114, and 2118 Llewelyn Avenue to AIP Investments, LLC.

**AMOUNT AND SOURCE OF FUNDS:**

The City shall convey all its rights, title, and interest in all properties as described in Schedule A of the Land Disposition Agreement for a total sales price of \$10,000.00 which will be paid to the City of Baltimore at the time of settlement. The purchase price and improvements to the site will be funded through private sources.

**BACKGROUND/EXPLANATION:**

AIP Investments, LLC proposes to purchase and rehab and sell three of the four properties to homeowners. The rehab will consist of both interior and exterior improvements. The vacant lot at 2118 Llewelyn Ave is proposed to be used as greenspace.

The City is authorized to dispose of the Property by virtue of Article II, Section 15 of the Baltimore City Charter. Authority specific to the properties subject to this Land Disposition Agreement is provided in the agreement

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE WAIVER VALUATION VALUE:** In accordance with the City’s appraisal policy, unimproved real property with an assessed value of \$2,500.00 or less does not require an appraisal. The assessed value of 2118 Llewelyn is \$1000.00, which is also the sale price. The buildings at 2110, 2112 and 2114 will be sold for \$3000.00 each. The properties will sell for less than the waiver valuation value to serve a specific benefit to the immediate community, help to eliminate blight, and return the property to the City’s tax rolls.

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

**COUNCIL DISTRICT:** 13

**FINANCE HAS REVIEWED:** N/A

**LAW HAS REVIEWD AND APPROVED FOR FORM AND LEGAL SUFFICIENCY**

**AUDITS HAS REVIEWED:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Transfer of Funds (10)

**ACTION REQUESTED OF B/E:**

Approval of Capital Budget Appropriation Transfer

**AMOUNT AND SOURCE OF FUNDS:**

\$250,000.00 – Pimlico Local Impact Aid - VLT

**FROM ACCOUNT:**

9910-903963-9587 Park Heights Greening (Reserve) \$250,000.00

**TO ACCOUNT:**

9910-906172-9588 Park Circle Dev Incentives \$250,000.00

**BACKGROUND/EXPLANATION:**

This appropriation will be used to fund developer incentives in the Park Circle community.

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD: N/A**

**AUDITS HAS REVIEWED: N/A**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Transfer of Funds (11)

**ACTION REQUESTED OF B/E:**

Approval of Capital Budget Appropriation Transfer

**AMOUNT OF MONEY AND SOURCE:**

\$49,500.00 – UDAG Loan Repayment Revenue

**FROM ACCOUNT:**

9910-902985-9587	Housing Development (Reserve)	\$49,500.00
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**TO ACCOUNT:**

9910-905955-9588	Ship Caulkers	\$49,500.00
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**BACKGROUND/EXPLANATION:**

This appropriation will be used to fund a grant awarded to Ship Caulkers for renovation.

**FINANCE HAS REVIEWED AND APPROVED FOR FUNDS**

**LAW HAS REVIEWD: N/A**

**AUDITS HAS REVIEWED: N/A**

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

DHCD – Lease Amend 5 – 700 & 701 Exeter Hall Ave GL(Oak Hill Apts) (12)

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Fifth Amendment of Ground Lease of 700 & 701 Exeter Hall Avenue, known as Oak Hill Apartments, to Waverly Apartments & Company.

**AMOUNT AND SOURCE OF FUNDS:**

\$665,000.00 will be paid by Waverly Apartments & Company

**BACKGROUND/EXPLANATION:**

The Fifth Amendment of Ground Lease provides for the sale of the Fee Simple interest of the property held by the City of Baltimore known as 700 and 701 Exeter Hall Avenue, also known as Oak Hill Apartments. It allows for the establishment of a 40-year affordability covenant restricting 90% of the units to individuals at or below 80% of AMI. The purchase price and improvements to the site will be financed through private sources.

The provisions of Ordinance No. 867, approved by the Mayor on May 14, 1947, as subsequently amended, established a Redevelopment Plan for a portion of the Waverly neighborhood of Baltimore City, and the power and authority contained in the provisions of Paragraph 15, Article II Baltimore City Charter (2018 Revision), and under the authority of Ordinance No. 152, approved June 28, 1968, authorize the City to sell these properties.

**STATEMENT OF PURPOSE AND RATIONALE FOR SALE:**

In accordance with the City's appraisal policy, these properties were appraised at \$665,000.00 with the 40-year affordability restrictions in place and will be sold for the same amount.

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

**COUNCIL DISTRICT:** 14

**FINANCE HAS REVIEWED:** N/A

**LAW HAS REVIEW'D AND APPROVED FOR FORM AND LEGAL SUFFICIENCY**

**AUDITS HAS REVIEWED:** N/A

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:

116 - 120

to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

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



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement

- 1. B50006466, Street Tree Supply, Delivery, Planting & Maintenance Spring & Fall 2022

Baltimore Tree Trust Inc. \$ 1,200,000.00

(Dept. of Recreation and Parks)

**MBE/WBE PARTICIPATION:**

On January 4, 2022, MWBOO set goals of 10% MBE and 9% WBE. On April 14, 2022, Baltimore Tree Trust, Inc. was found compliant.

Baltimore Tree Trust, Inc

**MBE:** Carter Landscaping 10%

**WBE:** Empire Landscaping 6.75%,  
Clear Ridge Nursery, Inc. 2.25%

**A PROTEST WAS RECEIVED FROM ROBERT FULTON DASHIELL, ESQ. ON BEHALF OF LORENZ, INC. A RESPONSE TO PROTEST WAS RECEIVED FROM BALTIMORE TREE TRUST.**

- 2. B50006268, Tree Maintenance Services \$3,620,000.00

(Dept. of Recreation and Parks)

Group 1 & 2: Tree maintenance & Related Services and Proactive Pruning Services

Forest Valley Tree & Turf, LLC

Group 3: Stump Removal Services

L Johnson Tree Services, LLC.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement – cont'd

**MBE/WBE PARTICIPATION:**

On September 22, 2021, MWBOO set goals of 11% MBE and 7% WBE. On December 24, 2021, ABC Professional Tree Services, Pittman’s Tree Landscaping, and Harford Tree Experts and Landscaping, Inc., were determined non-compliant by MWBOO. The Davey Tree Expert were determined non-compliant on May 12, 2022. L. Johnson Tree Service, LLC and Forest Valley Tree and Turf, LLC were respectively determined to be compliant on December 24, 2021 and June 14, 2022.

Forest Valley Tree and Turf, LLC,

MBE: L. Johnson Tree Services, LLC. 15%    WBE: Holmes Lawn Care, Inc 7%

L. Johnson Tree Service, LLC.

MBE: L. Johnson Tree Services, LLC\* 50%    WBE: GSC Transport, Inc 7%

\* Indicates 50% Self-Performance

- 3.    B50006252, Occupational                      Mercy Medical Center                      \$16,733,776.30  
       Health Clinic Services

(Baltimore City Health Dept.)

**MBE/WBE PARTICIPATION:**

On June 16, 2021, MWBOO set goals of 27% MBE and 10% WBE. On June 7, 2022 found Mercy Medical Center compliant and granted a 12% MBE participation waiver, indicating they made a good faith effort to achieve the MBE participation goal.

Mercy Medical Clinic

MBE: RGH Enterprises, Inc. 12%  
      Walter Relocations, Inc. 3%

WBE: Mary Kraft & Associates, Inc. 5.0%  
      Symphony Placements                      3.0%  
      Maryland Reprographics, Inc.                      1.5%  
      Flowers by Chis                                      .5%

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Procurement – cont'd

- 4. B50006995, Chevrolet Premier Pacifico Ford \$ 78,799.00  
4WD

(Dept. of General Services)

**MBE/WBE PARTICIPATION:**

On June 22, 2021, it was determined that no goals would be set because of no opportunity to segment the contract.

- 5. B50006534, Bobcat Metro Bobcat Inc. \$5,000,000.00  
Equipment – O.E.M. Parts  
Maintenance and Warranty

(Dept. of General Services – Fleet)

**MBE/WBE PARTICIPATION:**

On August 4, 2021, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

- 6. B50006607, ¾ Ton Super Cab 4 x 4  
  
(Dept. of General Services – Fleet)
- REJECTION:** Vendors were solicited by posting on CitiBuy, eMaryland, and in Local newspapers. The sole bid received was opened on May 4, 2022. The bid exceeded the budget price and it is recommended to reject the sole received bid which is in the best interest of the City.

Department of Transportation

- 7. TR 17022, Sharp Leadenhall Streetscape J. Villa Construction, Inc. \$1,481,000.00

**MBE/WBE PARTICIPATION:**

The Chief of Minority Women’s Business Opportunity Office (MWBOO)

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation – cont’d

recommends approval of J. Villa Construction Co., Inc’s bid as following Article 5 Section 28 of the Baltimore City Code. MWBOO set goals of MBE: 16% and WBE: 9%. As part of their bid, J. Villa Construction Co., Inc. has committed to utilize the following:

**MBE:** J. Villa Construction, Inc. - \$239,000.00 – 16.13%

**WBE:** Rowen Concrete, Inc. - \$134,000.00 –9.05%

**TRANSFER OF FUNDS**

8. TR 17022 Sharp Leadenhall Streetscape

From Account:

9950-904040-9528 DOT – Sharp Leadenhall Construction Reserve \$469,507.73 GF (HUR)

To Account:

9950-911040-9527 Sharp Leadenhall DOT \$469,507.73

**BACKGROUND/EXPLANATION:**

This transfer will partially fund the costs associated with project TR17022 “Sharp Leadenhall Streetscape” with J. Villa Construction, Inc. in the amount of \$1,481,000.00.

9. TR 11317, Martin Luther King Blvd. at Howard Street Corridor Improvements Civil Construction LLC \$3,753,825.35

**DBE PARTICIPATION:**

Civil Construction, LLC has complied with the Disadvantaged Business Enterprise (DBE) goal of 25%. As a part of its bid, Civil Construction, LLC has committed to the following:

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation – cont’d

- DBE:** Traffic Systems, Inc. - \$690,000.00 – 18.38%
- DBE:** Luna Concrete, Inc. - \$233,500.00 – 6.22%
- DBE:** Pipeline Investigation, Inc. - \$14,985.00 – 0.4%

**Total DBE \$938,485.00 – 25.00%**

**TRANSFER OF FUNDS**

- 10. The Board is requested to approve a Transfer of Funds for Award of project TR11317 FAP No. NHPP-3065(15)E, SHA No. BC420017 “Martin Luther King Blvd. at Howard Street – Corridor Improvements” with Civil Construction, LLC in the amount of \$3,753,825.35.

<u>From Account:</u>	Construction Reserve	
9950-902395-9509	MLK Blvd Intersection Imprv.	\$947,699.15 Fed
9950-902395-9509	MLK Blvd Intersection Imprv.	\$286,924.79 GF (HUR)
9950-902396-9509	MLK Blvd Intersection Imprv.	\$ 800,000.00 Fed
9950-903398-9509	MLK Blvd Intersection	\$ 1,747,699.15 Fed
9950-903398-9509	MLK Blvd Intersection	\$ 330,000.00 3 <sup>rd</sup> Parks & Public
9950-903398-9509	MLK Blvd Intersection	\$ 204,576.06 1 <sup>st</sup> Public Infrastructure
		<b>\$ 4,316,899.15</b>

<u>To Account:</u>		
9950-902398-9508-6	Structure & Improvements	\$ 3,753,825.35
9950-902398-9508-5	Inspection	\$ 375,382.54
9950-902398-9508-2	Contingencies	\$ 187,691.26
	Widening of MLK @ Linden	<b>\$ 4,316,899.15</b>

**BACKGROUND/EXPLANATION:**

This transfer will fund the costs associated with Award of project TR11317 FAP No. NHPP-3065(15)E, SHA No. BC420017 “Martin Luther King Blvd. at Howard Street – Corridor Improvements” with Civil Construction, LLC in the amount of \$3,753,825.35.

**PERSONNEL MATTERS**

\* \* \* \* \*

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

122 - 160

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PERSONNEL**

Circuit Court

1. Reclassify the following five (5) filled positions:

**FROM:**

Classification: Court Secretary II  
Job Code: 00813  
Grade: 089 (\$47,971 - \$58,241)  
Position #: 10324, 46935, 10323, 48386 and 48385

**TO:**

Classification: Court Secretary I  
Job Code: 00812  
Grade: 091 (\$52,164 - \$63,467)  
Position #: 10324, 46935, 10323, 48386 and 48385

Reclassify the following three (3) filled positions

**FROM:**

Classification: Juvenile Court Secretary  
Job Code: 00837  
Grade: 089 (\$47,971 - \$58,241)  
Position #: 34620, 46839, and 34858

**TO:**

Classification: Court Secretary I  
Job Code: 00812  
Grade: 091 (\$52,164 - \$63,467)  
Position #: 34620, 46839, and 34858

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$321,375 - 1001-000000-1100-109400-601001 (General Funds)

**PERSONNEL**

Circuit Court – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Circuit Court for Baltimore City to conduct a desk audit for the Court Secretary II and Juvenile Court Secretary. It was determined that the Court Secretary II and Juvenile Court Secretary classifications are performing comparable duties to the Court Secretary I.

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

Department of General Services (DGS)

2. Reclassify the following vacant position:

**FROM:**

Classification: Fleet Quality Control Analyst  
Job Code: 52162  
Grade: 089 (\$47,971-\$58,241)  
Position #: 12123

**TO:**

Classification: Operations Research Analyst  
Job Code: 31314  
Grade: 923 (\$65,000-\$104,246)  
Position #: 12123

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$24,925 - 2030-000000-1890-189400-601001 (Internal Fund)



PERSONNEL

DGS – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of General Services, to create the above position. The Department has been operating without an internal Gain Sharing/Programmatic Analyst; therefore, it had to rely on a mix of utilizing the resources of other personnel in different divisions or contractual employees. This position will be responsible for properly facilitating the Gain Sharing Program; ensuring the accuracy of all data revolving around the program; and enforcing KPIs and related metrics for the agency, as well as presenting all related materials/findings/requested analysis to all associated stakeholders.

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

3. Reclassify the following vacant position:

**FROM:**

Classification: Operations Research Analyst  
Job Code: 31314  
Grade: 923 (\$65,000-\$104,246)  
Position #: 51951

**TO:**

Classification: Operations Officer II  
Job Code: 31110  
Grade: 927 (\$69,126-\$110,602)  
Position #: 51951

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$44,471 - 2030-000000-1890-189400-601001 (Internal Fund)

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PERSONNEL**

DGS – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of General Services to reclassify the above position. The Fleet Management Division has committed to having a more technical devotion to improving its operations and systems-related operations. The position will be tasked with the following: applying and monitoring Fleet related metrics for its operational and systems-related items; drafting and maintaining internal SOPs; and closing any retrieval and cleansing gaps related to system information.

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

4. Reclassify the following filled position:

**FROM:**

Classification: Contract Administrator II  
Job Code: 72412  
Grade: 089 (\$47,971-\$58,241)  
Position #: 35627

**TO:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$65,000-\$104,246)  
Position #: 35627

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$38,106 - 1001-000000-7340-721700-601001 (General Funds)

**PERSONNEL**

DGS – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of General Services to reclassify the above filled position. The documents received indicate that the value of the current Contract Administrator II position has been diversified and amplified through the scope and complexity of some newly assigned duties and responsibilities. The position will continue to function with its previously assigned duties and responsibilities that encompass contract administration, but the scope of work has expanded to facilitate bidding for, processing, and managing grants received. This includes preparing and bidding for grants, ensuring that budgetary alignment with grant agreements for capital-related construction items and feasibility projects are captured through data and reporting; and reviewing acquired grants with stakeholders to evaluate their terms and conditions.

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

5. Reclassify the following vacant position:

**FROM:**

Classification: Automotive Maintenance Supervisor  
Job Code: 52116  
Grade: 923 (\$65,000-\$104,246)  
Position #: 48005

**TO:**

Classification: Operations Officer II  
Job Code: 00089  
Grade: 927 (\$69,126-\$110,602)  
Position #: 48005

PERSONNEL

DGS – cont'd

AMOUNT AND SOURCE OF FUNDS:

Cost: \$44,471 - 2030-000000-1890-189400-601001 (Internal Fund)

BACKGROUND/EXPLANATION:

The Department of Human Resources has reviewed a submission from the Department of General Services to reclassify the above vacant position. The Fleet Management has done some organizational restructuring and the position will function as the Assistant Fleet Superintendent, who will be assuming some of the duties and responsibilities of the current Fleet Superintendent. Some of the duties and responsibilities include overseeing six substations; and coordinating and implementing any division-wide projects initiated by the Fleet Superintendent.

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

- 6. **JAMES TRIMARCO** **\$40,926.00**

2030-000000-1890-189300-601009 (Internal Services)

The Department of General Services has requested approval of an employment contract for James Trimarco for six months beginning the date of Board of Estimates approval at a rate of \$43.08 per hour, for 950 hours, not to exceed \$40,926.00. James Trimarco will work as a **Contract Services Specialist II**. This position is responsible for using a wide variety of database applications and analytical tools to develop metrics and evaluate financial and operational performance within the Fleet Management Division in support of the Gainsharing initiative, evaluate historical trends for application towards financial projections and collaborate with IT Partners to deploy efficient, automated solutions that address business and operational needs. Therefore, the Department of Human Resources recommends granting this employment contract.

**PERSONNEL**

Baltimore City Fire Department (BCFD)

7. Reclassify the following filled position:

**FROM:**

Classification: Marine Engineer Fire Department  
Job Code: 41261  
Grade: 319 (\$52,223 - \$80,201)  
Position #: 13893

**TO:**

Classification: Marine Engineer Fire Department ALS  
Job Code: 41260  
Grade: 369 (\$54,144 - \$82,120)  
Position #: 13893

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$2,863.00 - 1001-000000-2121-226500-601061 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Baltimore City Fire Department to reclassify the above position. The reclassification is needed in order to place the employee in the appropriate ALS classification and ensure they are appropriately compensated for the certification.

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

**PERSONNEL**

BCFD – cont'd

- 8. **KEITH SWINDLE** **\$51,000.00**

1001-000000-3191-308700-601009 (General Funds)

The Baltimore City Fire Department has requested approval of an employment contract renewal for Keith Swindle for one year beginning the date of Board of Estimates approval at a rate of \$30.66 per hour, for 1,663 hours, not to exceed \$51,000.00. This is the same hourly rate as in the previous contract period. Keith Swindle will continue to work as a **Contract Services Specialist II**. This position will be responsible for reviewing electronic Patient Care Reports (ePCR) for quality and completion; providing appropriate feedback to improve providers' reports; reporting Protocol violations, poor patient care and areas of concern to the Quality Assurance (QA) Officer; assisting the Quality Assurance (QA) Captain with patient care data interpretation and analysis for overall system improvement; assisting in the implementation of the EMS quality assurance plan and keeping abreast of current Maryland Medical Protocols and Basic and Advanced Life Support. The Department of Human Resources recommends granting this employment contract renewal.

Baltimore City Health Department (BCHD)

- 9. Create the following position:

Classification:	Program Coordinator
Job Code:	31192
Grade:	923 (\$65,000 - \$104,246)
Position #:	TBA

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$76,364 - 4000-438022-3023-274000-601001 (Federal Funds)

**PERSONNEL**

BCHD – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Health has requested the creation of the above referenced position. The position will be responsible for coordinating the implementation of the department’s Sexual Health strategic plan for Baltimore City’s Health Department as part of the B’more for Healthy Babies Initiative. The position will also be responsible for developing and coordinating a Sexual Health Coalition made up of citywide partners and community representatives, implementing policies, partnering with researchers at academic institutions, presenting new findings, and managing the program budget.

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

10. Create the following position:

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

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$105,670 - 4000-422722-3080-292300-601001 (Federal Funds)

**BACKGROUND/EXPLANATION:**

The Department of Health has requested the creation of the above referenced position. The position will be in the department’s Adolescent & Reproductive Health Division overseeing the Sexual Risk Avoidance Education Project. This position will be responsible for managing the day-to-day aspects of the program, monitoring and tracking budget expenditures, preparing monthly and quarterly reports for partners, and ensuring materials being distributed meet the program guidelines and needs.

**PERSONNEL**

BCHD – cont'd

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

11. Create the following position:

Classification:	Liaison Officer I
Job Code:	31420
Grade:	090 (\$50,013 - \$60,785)
Position #:	TBA

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$76,364 - 4000-438022-3023-274000-601001 (Federal Funds)

**BACKGROUND/EXPLANATION:**

The Department of Health has requested the creation of the above referenced position. The position will be in the department’s HIV/STD Division and will be responsible for coordinating programs in the community that will help provide resources to citizens of Baltimore City on the prevention and treatment of STD’s and HIV. This position will function as the liaison between the community and the different programs offered by the Health Department to ensure that the community has access to all resources to meet its needs.

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



**PERSONNEL**

BCHD – cont'd

12. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$86,518 - \$138,364)  
Position #: 48161

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$91,536 - \$150,850)  
Position #: Same

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$9,237 - 1001-000000-3001-262600-601001 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed the agency’s request to reclassify the above-referenced position. The position is being reclassified to align with peer positions performing a similar scope of work. The position will be responsible for overseeing and directing all HR activities to include labor relations, engagement, training, recruitment and implementing policies.

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

13. **JENNIFER MORAN** **\$36,400.00**

6000-622122-3080-294300-603051 (General Funds)

**PERSONNEL**

**BCHD** – cont'd

The Baltimore City Health Department has requested approval of an employment contract for Jennifer Moran, beginning the date of Board of Estimates approval through June 30, 2023 at a rate of \$20.00 per hour, not to exceed 1,820 hours. Jennifer Moran will work as a **Contract Services Specialist II**. This position is responsible for: acting as the liaison between service providers and clients; participating in community activities, meetings, and presentations related to Maternal and Child Health; representing BITP at community meetings; translating program forms and documents; participating in client home visits and services; communicating in clear and effective language in both Spanish and English language. The Department of Human Resources recommends granting this employment contract.

- 14. **KATHERINE FLORY** **\$2,000.00**

1001-000000-2401-258300-601009 (General Funds)

The Baltimore City Health Department has requested approval of an employment contract for Katherine Flory, beginning the date of Board of Estimates approval through June 30, 2023 at a rate of \$25.00 per hour, for 80 hours, not to exceed \$2,000.00. Katherine Flory will work as a **Contract Services Specialist II**. This position is responsible for providing notices of hearings in writing to the aggrieved party, any interested party, and the Office at least five days before the hearing; attending meetings as scheduled by the Chairperson of the Panel and conducting hearings to assure procedural due process in accordance with the Panel Hearing Procedure Regulations; obtaining all relevant evidence pertaining to the issues in question and limiting the evidence to that which has bearings on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract.

- 15. **RICHARD BLOOM** **\$7,500.00**

1001-000000-2401-258300-601009 (General Funds)

AGENDA

PERSONNEL

BCHD – cont'd

The Baltimore City Health Department has requested approval of an employment contract for Richard Bloom, beginning the date of Board of Estimates approval through June 30, 2023 at a rate of \$25.00 per hour, for 300 hours, not to exceed \$7,500.00. Richard Bloom will work as a **Contract Services Specialist II**. This position is responsible for providing notices of hearings in writing to the aggrieved party, any interested party, and the Office at least five days before the hearing; attending meetings as scheduled by the Chairperson of the Panel and conducting hearings to assure procedural due process in accordance with the Panel Hearing Procedure Regulations; obtaining all relevant evidence pertaining to the issues in question and limiting the evidence to that which has bearing on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract.

- 16. **MARY SUE WELCOME** **\$7,500.00**

1001-000000-2401-258300-601009 (General Funds)

The Baltimore City Health Department has requested approval of an employment contract renewal for Mary Sue Welcome for one year beginning the date of Board of Estimates approval through June 30, 2023 at a rate of \$25.00 per hour, for 300 hours, not to exceed \$7,500.00. This is the same hourly rate as in the previous contract period. Mary Sue Welcome will continue to work as a **Contract Services Specialist II**. This position is responsible for providing notices of hearings in writing to the aggrieved party, any interested party, and the Office at least five days before the hearing; attending meetings as scheduled by the Chairperson of the Panel and conducting hearings to assure procedural due process in accordance with the Panel Hearing Procedure Regulations; obtaining all relevant evidence pertaining to the issues in question and limiting the evidence to that which has bearings on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract.

- 17. **RUTH CANAN** **\$9,975.00**

1001-000000-2401-258300-601009 (General Funds)

AGENDA

BOARD OF ESTIMATES

6/29/2022

PERSONNEL

BCHD – cont'd

The Baltimore City Health Department has requested approval of an employment contract renewal for Ruth Canan for one year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$75.00 per hour, for 133 hours, not to exceed \$9,975.00. This is the same hourly rate as in the previous contract period. Ms. Canan will continue to work as a **Contract Services Specialist II**. This position is responsible for providing notices of hearings in writing to the aggrieved party, interested parties, and the Office of Animal control at least five days before the hearing; attending meetings as scheduled by the Chairperson of the Panel and conducting hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations; obtaining all relevant evidence pertaining to the issues in question; and limiting the evidence to that which has bearings on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract renewal.

- 18. **RUTH CANAN** **\$7,500.00**

1001-000000-2401-258300-601009 (General Funds)

The Baltimore City Health Department has requested approval of an employment contract renewal for Ruth Canan for one year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$25.00 per hour, for 300 hours, not to exceed \$7,500.00. This is the same hourly rate as in the previous contract period. Ms. Canan will work as a **Contract Services Specialist II**. This position provides resolution of disputes as a result of enforcement of certain activities administered by the Department's Environmental Section in accordance with Baltimore City Code and/or Rules and Regulations promulgated thereunder by the City. The Department of Human Resources recommends granting this employment contract renewal.

- 19. **JAMIKA L. YOCHIM** **\$87,360.00**

6000-624021-3030-271900-601009 (Special Grants)

**PERSONNEL**

**BCHD** – cont'd

The Baltimore City Health Department has requested approval of an employment contract renewal for Jamika L. Yochim, RDH, for one-year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$48.00 per hour, for 1,820 hours, not to exceed \$87,360.00. This is the same hourly rate as in the previous contract period. Jamika Yochim will work as a **Contract Services Specialist II**. This position is responsible for providing services within the two dental clinics (Eastern and Druid) and at designated outreach facilities and events; providing diagnostic, preventive and periodontal care to clinic patients; providing oral health education to clinic patients, outreach participants, participant family members and facilities staff; serving as a patient referral source for clinic services; and monitoring outreach activities and off-site activities and outcomes. The Department of Human Resources recommends granting this employment contract renewal.

**20. MAURICE W. BLAKELY, DDS \$106,600.00**

1001-000000-3030-271900-601009 (General Funds)

The Baltimore City Health Department (BCHD) has requested approval of an employment contract renewal for Maurice W. Blakely, DDS for one year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$82.00 per hour, for 1,300 hours, not to exceed \$106,600.00. This is the same hourly rate as in the previous contract period. Maurice Blakely will continue to work as a **Contract Services Specialist II**. This position is responsible for performing general dentistry procedures which include diagnostic, preventive, periodontal, restorative, removable and fixed prosthodontics and minor oral surgery treatments; providing on-site supervision over public health hygienist and clinic staff; giving counsel to Program Director in the administration of off-site and outreach care services; and assisting in the development and implementation of collaborative care programs with BCHD clinics and community partners and assisting Program Director with clinic and program evaluations to comply with grant funded requirements and Federal, State and Local mandates. The Department of Human Resources recommends granting this employment contract renewal.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PERSONNEL**

BCHD – cont'd

21. **JOHN FRANK** **\$1,750.00**

1001-000000-2401-258300-601009 (General Funds)

The Baltimore City Health Department has requested approval of an employment contract renewal for John Frank for one year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$25.00 per hour, for 70 hours, not to exceed \$1,750.00. This is the same hourly rate as in the previous contract period. John Frank will continue to work as a **Contract Services Specialist II**. This position provides notices of hearings in writing to the aggrieved party, any interested party, and the Office of Animal Control at least five days before the hearing; attends meetings as scheduled by the Chairperson of the Panel and conducts hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations and obtains all relevant evidence pertaining to the issues in question and limit the evidence to that which has bearing on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract renewal.

22. **PAULINE HOULIARAS** **\$1,750.00**

1001-000000-2401-258300-601009 (General Funds)

The Baltimore City Health Department has requested approval of an employment contract renewal for Pauline Houliaras for one year beginning the date of Board of Estimates approval or July 1, 2022 through June 30, 2023, whichever one comes later at a rate of \$25.00 per hour, for 70 hours, not to exceed \$1,750.00. This is the same hourly rate as in the previous contract period. Pauline Houliaras will continue to work as a **Contract Services Specialist II**. This position provides notices of hearings in writing to the aggrieved party, any interested party, and the Office of Animal Control at least five days before the hearing; attends meetings as scheduled by the Chairperson of the Panel and conducts hearings to assure procedural due process in accordance with Panel Hearing Procedure Regulations and obtains all relevant evidence pertaining to the issues in question and limits the evidence to that which has bearing on the issue involved at the hearings. The Department of Human Resources recommends granting this employment contract renewal.

**PERSONNEL**

BCHD – cont'd

23. Adjust the salary of the following salary ranges:

**FROM:**

Classification:	Community Health Nurse II
Job Code:	10225
Grade:	036
Hiring:	\$35.08
Full Performance:	\$38.35
Experienced:	\$39.30
Senior:	\$40.28

**TO:**

Classification:	Community Health Nurse II
Job Code:	10225
Grade:	036
Hiring:	\$36.13
Full Performance:	\$39.50
Experienced:	\$40.47
Senior:	\$41.49

**FROM:**

Classification:	Nurse Practitioner
Job Code:	10226
Grade:	037
Hiring:	\$40.92
Full Performance:	\$42.94
Experienced:	\$44.91
Senior:	\$46.88

**TO:**

Classification:	Nurse Practitioner
Job Code:	10226
Grade:	037
Hiring:	\$42.15
Full Performance:	\$44.23
Experienced:	\$46.26
Senior:	\$48.29

**PERSONNEL**

BCHD – cont'd

**FROM:**

Classification:	Registered Nurse
Job Code:	10228
Grade:	030
Hiring:	\$30.37
Full Performance:	\$32.26
Experienced:	\$34.15
Senior:	\$36.04

**TO:**

Classification:	Registered Nurse
Job Code:	10228
Grade:	030
Hiring:	\$31.28
Full Performance:	\$33.23
Experienced:	\$35.17
Senior:	\$37.12

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$493.17 - 6000-624922-3100-295900-601001 (Special Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Health Department to adjust the hourly rates for the above classifications. Positions in these classifications perform temporary summer work for the Health Department in City schools. This change will achieve pay parity of these classifications with the comparable 10-month classifications due to the cost of living adjustment (COLA). The work of these classifications is of the same nature and scope as the regular classifications.

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



**PERSONNEL**

Department of Housing and Community Development (DHCD)

24. Reclassify the following vacant position:

**FROM:**

Classification: Real Estate Agent II  
Job Code: 33712  
Grade: 927 (\$69,126 - \$110,602)  
Position #: 15107

Classification: Loan Servicing Officer  
Job Code: 75310  
Grade: 087 (\$44,263 - \$53,504)  
Position #: 15107

**AMOUNT AND SOURCE OF FUNDS:**

Cost Savings: (\$47,192) - 1001-000000-5824-408900-601001 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Housing and Community Development to reclassify the above referenced vacant position. This position will now be responsible for conducting research for external and internal customers on property ownership, competing loan set-up packets, entering loan data in the Neighborhood Software Database, mailing monthly payment statement to customers, entering payments received into customers accounts and maintaining monthly reports for delinquent accounts.

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

**PERSONNEL**

Law Department (LAW)

25. Reclassify the following filled position:

**FROM:**

Classification: Paralegal  
Job Code: 84241  
Grade: 091 (\$50,013 - \$60,785)  
Position #: 52374

**TO:**

Classification: Operations Specialist I  
Job Code: 31107  
Grade: 906 (\$55,413 - \$88,526)  
Position #: Same

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$7,605 - 1001-000000-1751-175200-601001 (General Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Law to reclassify the above referenced position. The position will now be responsible for providing legal support and assistance to the attorney group, serving on several committees, acting as the main liaison with third-party Workers Compensation vendors, following-up on claims and payments, and collecting and compiling data for budget and hearing purposes.

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

**PERSONNEL**

LAW – cont'd

26. Reclassify the following filled position:

**FROM:**

Classification: Secretary to the City Solicitor  
Job Code: 10105  
Grade: 091 (\$52,164 - \$63,467)  
Position #: 42649

**TO:**

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

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$13,090 - 1001-000000-1751-175200-601001 (General Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Law to reclassify the above referenced position. The position will now be responsible for assisting the Chief of Operations with overseeing and managing the administration operations for the department to include budget, human capital, personnel and facilities management.

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

**PERSONNEL**

LAW – cont'd

27. Reclassify the following two (2) filled positions:

**FROM:**

Classification: Assistant Solicitor  
Job Code: 10198  
Grade: 929 (\$73,474 - \$117,402)  
Position #'s: 15517 and 47475

**TO:**

Classification: Chief Solicitor  
Job Code: 10199  
Grade: 936 (\$86,518 - \$138,364)  
Position #'s: 15517 and 47475

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$23,982 - 1001-000000-1763-175200-601001 (General Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Law to reclassify the above referenced position. The scope of work for the positions has expanded and they will now perform the duties of a lead attorney on legal matters including wrongful conviction cases, sexual offense investigations and consent decree issues.

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

**PERSONNEL**

Mayor’s Office of Children and Family Success

28. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$65,000 - \$104,246)  
Position #: 52505

**TO:**

Classification: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$79,160 - \$126,544)  
Position #: Same

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$11,500.00 - 1001-000000-1090-779400-601001 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed the agency’s request to reclassify the above-referenced position. The scope of work for this position has expanded. The position is now responsible for managing budgets and fiscal operations, grant management and supervising Education and Outreach Officers.

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

Mayor’s Office of Homeless Services (MOHS)

29. Create the following position:

Classification: Program Compliance Officer II  
Job Code: 00417  
Grade: 927 (\$69,126 - \$110,602)  
Position #: TBA

**PERSONNEL**

MOHS – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$98,890 - 4000-439721-3574-327200-601001 (Federal Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Mayor’s Office of Homeless Services to create the above position. The position is being created for oversight of the Youth Homelessness Demonstration Program (YHDP). The position will be responsible for oversight of a portfolio of projects supporting the Youth Action Board, including leading meetings, managing stipends and overseeing participation as it relates to the Continuum of Care Board; reviewing invoices for providers, housing inspection requests, and client data in Homelessness Management Information System (HRIS); and leading youth case management meetings with community service providers to ensure rapid rehousing placements for youths and improving housing permanency outcomes.

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

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

30. Reclassify the following filled position:

**FROM:**

Classification: Liaison Officer Safe Streets  
Job Code: 81423  
Grade: 906 (\$55,413 - \$88,526)  
Position #: 47809

**TO:**

Classification: Operations Specialist I  
Job Code: 31107  
Grade: 906 (\$55,413 - \$88,526)  
Position #: 47809

**PERSONNEL**

MONSE – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

There are no costs associated with this action.

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor’s Office of Neighborhood Safety and Engagement to reclassify the above position. The position is being reclassified to align with the duties currently being performed. The position will be responsible for drafting and editing briefs, newsletters and donor communications, developing communication strategies for social media, creating consistent and effective messaging, monitoring responses, and maintaining the website and reporting analytics.

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

Mayor’s Office of Recovery Programs (MORP)

- 31. Reclassify the following vacant position:

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$65,000 - \$104,246)  
Position #: 54135

**TO:**

Classification: Accountant II  
Job Code: 07357  
Grade: 923 (\$65,000 - \$104,246)  
Position #: 54135

**PERSONNEL**

MORP – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

There are no costs associated with this action.

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Mayor’s Office of Recovery Programs to reclassify the above position. The position is being reclassified to align with the duties currently being performed. The position will be responsible for preparing, examining, or analyzing accounting records, financial statements and financial reports to assess accuracy and conformance to reporting and procedural standards, preparing journal entries, reviewing accounts for discrepancies and reconciling differences and identifying compliance issues that require follow-up or investigation.

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

Department of Planning (DOP)

32. Create the following position:

Classification:	City Planner Supervisor
Job Code:	74139
Grade:	931 (\$79,160 - \$126,544)
Position #:	TBD

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$121,040 - 1001-000000-1875-187400-601001 (General Fund)



**PERSONNEL**

DOP – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Planning to create the above referenced position. The position will be responsible for overseeing the implementation of the citywide Climate Action Plan (CAP), developing strategic goals to achieve carbon neutrality by 2045, advancing and tracking action to reduce and/or offset greenhouse gas emissions through the transition to an electric fleet, reduce energy use in buildings, energy conservation efforts and exploring strategies to support the expansion of renewable energy, serving on the Sustainability and Resiliency Subcabinet and overseeing the implementation of the City of Baltimore’s Management of the Disaster Preparedness Planning Project.

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

Baltimore Police Department (BPD)

33. Upgrade the following classification:

**FROM:**

Classification: Aviation Mechanic Inspector Air & Powerplant  
Job Code: 52722  
Grade: 096 (\$64,630 - \$78,895)

**TO:**

Classification: Same  
Job Code: Same  
Grade: 099 (\$73,614 - \$89,996)

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$13,963.39 - 1001-000000-8160-820200-601001 (General Funds)

**PERSONNEL**

BPD – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from Baltimore City Police Department to complete a salary study of the above classification as the agency has been experiencing difficulty with finding and attracting candidates. The Department of Human Resources completed a compensation study and the analysis supported adjusting the compensation for the above classification.

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

Enoch Pratt Free Library (EPFL)

34. Reclassify the following filled position:

**FROM:**

Classification: Public Relations Supervisor  
Job Code: 33415  
Grade: 927 (\$69,126 - \$104,246)  
Position #: 46992

**TO:**

Classification: Operations Officer IV  
Job Code: 31112  
Grade: 931 (\$79,160 - \$126,544)  
Position #: 46992

**AMOUNT AND SOURCE OF FUNDS:**

Costs: \$9,950 - 6000-674622-4501-338900-601001 (Special Funds)

**PERSONNEL**

EPFL – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Enoch Pratt Library to reclassify the above-filled position. As a member of the leadership team the position will represent the Pratt library at national conferences and webinars, locally and nationwide. The position is now responsible for identifying strategies for increasing library usage; analyzing key performance metrics; and coordinating a comprehensive marketing strategy while working alongside external digital marketing partners to identify and implement social media communication opportunities.

35. Create the following classification:

Classification: Systems Supervisor  
Job Code: 00728  
Grade: 931 (\$79,160 - \$126,544)

Reclassify the following filled position:

**FROM:**

Classification: Information Technology Specialist  
Job Code: 00727  
Grade: 902 (\$45,600-\$72,917)  
Position #: 45414

**TO:**

Classification: Systems Supervisor  
Job Code: 00728  
Grade: 931 (\$79,160 - \$126,544)  
Position #: 45414

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$20,700 - 1000-000000-4501-339600-601001 (General Funds)

**PERSONNEL**

EPFL – cont'd

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Enoch Pratt Library to reclassify the above-filled position. The position is responsible for evaluating new systems and solutions; supervising System Analysts and Computer Programmers in performing systems and programming assignments and conducting comprehensive studies of data processing operations and programs, as well as overseeing the creation of technical guidance and documentation for end-users.

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

Department of Public Works (DPW)

36. Create the following two (2) positions:

Classification:	Liaison Officer II
Job Code:	31422
Grade:	093 (\$56,778 - \$69,231)
Position #'s:	TBD

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$185,186 - 2071-000000-5521-608600-601001 (Water Utility Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Public Works to create the above referenced positions. The positions will be responsible for developing, coordinating and promoting community outreach liaison activities and operations between a City agency and the community groups and associations.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PERSONNEL**

DPW – cont'd

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

37. Reclassify the following vacant position:

**FROM:**

Classification: Pollution Control Analyst II  
Job Code: 71212  
Grade: 089 (\$47,971 - \$58,241)  
Position #: 23824

**TO:**

Classification: Utility Investigator  
Job Code: 53562  
Grade: 087 (\$44,263 - \$53,504)  
Position #: 23824

**AMOUNT AND SOURCE OF FUNDS:**

Cost Savings: (\$4,632) - 2071-000000-5601-730000-601001 (Water Utility Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Public Works to reclassify the above referenced position. The position will be responsible for performing specialized investigation work within the Office of Asset Management Division (OAM), leading lower utility investigators, completing inspections and monitoring operational status of Water, Wastewater, and/or Storm water infrastructure assets.

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

**PERSONNEL**

DPW – cont'd

38. Create the following position:

Classification:	Assistant Counsel
Job Code:	10074
Grade:	929 (\$73,474 - \$117,402)
Position #:	TBD

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

Cost: \$106,009 – 1001-000000-1901-749500-601001 (General Fund)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed and request from the Department of Public Works to create the above referenced position. The position will provide legal advice and representation over diverse matters for DPW on potential actions, contracts, transactions, policies and legislation, and conduct legal research and analysis and draft documents.

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

Baltimore Recreation & Parks (BCRP)

39. Reclassify the following vacant position:

**FROM:**

Classification:	Recreation Leader II
Job Code:	83112
Grade:	079 (\$32,131 - \$37,512)
Position #:	24485

**PERSONNEL**

BCRP – cont'd

**TO:**

Classification: Recreation Program Assistant  
 Job Code: 83120  
 Grade: 084 (\$37,741 - \$45,044)  
 Position #: 24485

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$6,345 - 1001-000000-4805-371400-601001 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Recreation and Parks to reclassify the above position. The position will be responsible for administering adult therapeutic recreation programs to include specialize sports for individuals with a variety of physical, emotional or cognitive disabilities.

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

40. Classify the following position:

**FROM:**

Classification: New Position  
 Job Code: 90000  
 Grade: 900 (\$1.00 - \$204,000)  
 Position #: 54233

**TO:**

Classification: Park Supervisor  
 Job Code: 41528  
 Grade: 087 (\$44,263 - \$53,504)  
 Position #: 54233

**PERSONNEL**

BCRP – cont'd

Classify the following three (3) positions:

**FROM:**

Classification: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000)  
Position #'s: 54229, 54230, and 52431

**TO:**

Classification: Park Ranger II  
Job Code: 41527  
Grade: 084 (\$39,651 - \$47,323)  
Position #'s: 54229, 54230, and 54231

**FROM:**

Classification: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000)  
Position #: 52432

**TO:**

Classification: Park Ranger I  
Job Code: 41526  
Grade: 082 (\$36,947 - \$43,703)  
Position #: 52432

**AMOUNT AND SOURCE OF FUNDS:**

There are no costs associated with this action.

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a request from the Department of Recreation and Parks to classify the above positions. The positions are being reclassified to align with the duties currently being performed. The positions will be responsible for working in large and small urban parks involving patrol and security duties, educating and enforcing the park rules and regulations, providing basic visitor services and educating the public about the parks system's historical and ecological value.



**PERSONNEL**

BCRP – cont'd

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

- 41. **JANE DAVIS** **\$36,800.00**

6000-680522-4792-656200-601009 (Special Grants)

The Department of Recreation and Parks is requesting approval of an employment contract for Jane Davis for one year beginning the date of Board of Estimates approval at a rate of \$20.00 per hour, for 1,840 hours, not to exceed \$36,000.00. Jane Davis will work as a **Contract Services Specialist II** for 40 hours per week. This position is responsible for ensuring new staff are informed and trained to use best practices in the classroom, coordinating daily schedules and program changes with fellow instructors, and leading communication with toddler families. The Department of Human Resources recommends granting this employment contract.

Department of Transportation (DOT)

- 42. I. Abolish the following vacant position:

Classification:	Laborer
Job Code:	52941
Grade:	426 (\$33,905 - \$36,327)
Position #:	21113

- II. Reclassify the following vacant position:

**FROM:**

Classification:	Laborer
Job Code:	52941
Grade:	426 (\$33,905 - \$36,327)
Position #:	21119

**PERSONNEL**

DOT – cont'd

**TO:**

Classification: Operations Officer IV  
Job Code: 31112  
Grade: 931 (\$79,160 - \$126,544)  
Position #: 21119

**AMOUNT AND SOURCE OF FUNDS:**

Costs: \$90,000 - 1001-000000-5011-777100-601001 (General Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources has reviewed a submission from the Department of Transportation (DOT) to reclassify the above vacant position. The position will be responsible for managing the day-to-day activities of the newly created DATA Office. The department is creating a new office to manage the performance metrics to assess and evaluate agency goals. It collaborates with state agencies on joint projects. This position uses data management and compilation for presentational reporting of data and analytics.

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

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PERSONNEL**

Department of Human Resources (DHR)

43. Adjust the following salary range:

**FROM:**

**LOCAL 558 - FY22 (3% COLA)**

Effective - 07/01/2021

10-Month Employees

3% 2%

Grade	Hiring	Full Performance	Experience	Senior	Long 1 - 5	Long 6
501	\$43,424	\$47,635	\$48,827	\$50,048	\$1,501	\$1,000
503	\$48,607	\$54,698	\$56,065	\$57,470	\$1,724	\$1,149
505	\$52,755	\$57,321	\$58,756	\$60,226	\$1,806	\$1,204
506	\$54,815	\$59,945	\$61,443	\$62,978	\$1,889	\$1,259
507	\$57,239	\$62,566	\$64,129	\$65,732	\$1,971	\$1,314
508	\$59,816	\$65,377	\$67,015	\$68,692	\$2,060	\$1,373
509	\$62,442	\$68,193	\$69,899	\$71,645	\$2,149	\$1,432
510	\$66,851	\$72,800	\$74,623	\$76,486	\$2,294	\$1,529

12-Month Employees

3% 2%

Grade	Hiring	Full Performance	Experience	Senior	Long 1 - 5	Long 6
532	\$49,552	\$55,979	\$57,378	\$58,812	\$1,764	\$1,176
533	\$52,191	\$57,163	\$58,598	\$60,059	\$1,801	\$1,201
535	\$55,352	\$61,412	\$62,941	\$64,513	\$1,935	\$1,290
537	\$58,408	\$65,642	\$67,283	\$68,968	\$2,069	\$1,379
539	\$61,610	\$68,639	\$69,251	\$72,113	\$2,163	\$1,442
540	\$64,816	\$71,638	\$73,426	\$75,265	\$2,257	\$1,505
542	\$69,209	\$75,081	\$76,961	\$78,887	\$2,366	\$1,577
543	\$72,322	\$78,467	\$80,425	\$82,436	\$2,473	\$1,648
544	\$75,569	\$81,987	\$84,040	\$86,140	\$2,584	\$1,722

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

545	\$78,969	\$85,679	\$87,817	\$90,016	\$2,700	\$1,800
546	\$80,227	\$87,366	\$89,553	\$91,790	\$2,753	\$1,835

**PERSONNEL**

DHR – cont'd

**TO:**

**LOCAL 558 - FY23 (4% Compensation Study)**

Effective - 07/01/2022

10-Month Employees

3%                      2%

Grade	Hiring	Full Performance	Experience	Senior	Long 1 - 5	Long 6
501	\$45,161	\$49,540	\$50,780	\$52,050	\$1,561	\$1,041
503	\$50,551	\$56,886	\$58,308	\$59,769	\$1,793	\$1,195
505	\$54,865	\$59,614	\$61,106	\$62,635	\$1,879	\$1,252
506	\$57,008	\$62,342	\$63,901	\$65,497	\$1,964	\$1,309
507	\$59,528	\$65,069	\$66,694	\$68,361	\$2,050	\$1,367
508	\$62,208	\$67,992	\$69,696	\$71,440	\$2,143	\$1,428
509	\$64,940	\$70,921	\$72,695	\$74,511	\$2,235	\$1,490
510	\$69,525	\$75,712	\$77,608	\$79,546	\$2,386	\$1,590

12-Month Employees

3%                      2%

Grade	Hiring	Full Performance	Experience	Senior	Long 1 - 5	Long 6
532	\$51,534	\$58,218	\$59,673	\$61,164	\$1,834	\$1,223
533	\$54,278	\$59,450	\$60,942	\$62,462	\$1,873	\$1,249
535	\$57,566	\$63,868	\$65,459	\$67,094	\$2,012	\$1,341
537	\$60,744	\$68,268	\$69,975	\$71,727	\$2,151	\$1,434
539	\$64,074	\$71,385	\$72,021	\$74,997	\$2,249	\$1,499
540	\$67,409	\$74,503	\$76,363	\$78,275	\$2,348	\$1,565
542	\$71,978	\$78,084	\$80,039	\$82,042	\$2,461	\$1,640
543	\$75,215	\$81,606	\$83,642	\$85,733	\$2,572	\$1,714
544	\$78,592	\$85,267	\$87,402	\$89,586	\$2,687	\$1,791
545	\$82,127	\$89,107	\$91,330	\$93,617	\$2,808	\$1,872
546	\$83,436	\$90,861	\$93,135	\$95,462	\$2,863	\$1,909

**PERSONNEL**

DHR – cont'd

**AMOUNT AND SOURCE OF FUNDS:**

Cost: \$253,218 - 6000-624922-3100-295900-601001 (Special Funds)

**BACKGROUND/EXPLANATION:**

The Department of Human Resources (DHR) conducted a competitive market analysis for classifications in response to an agreement between the City of Baltimore and AFSCME Local 558. DHR was tasked with reviewing classifications for salary competitiveness and to identify any positions out-of-line with the external marketplace. DHR confirmed that the salary planning for these classifications lagged the market, i.e., other Maryland jurisdictions.

As a result of the study, DHR recommended upgrading the salary range for the classifications under AFSCME Local 558. The recommended changes will allow Baltimore City to competitively attract and retain talent.

Therefore, the Department of Human Resources respectfully requests the Your Honorable Board's approval of the above-listed action.

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

Department of Human Resources – Modifications to AM 205-6, AM 204-10 and Establishment of AM 210-2

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

The Board is requested to approve edits to Administrative Manual (“AM”) Policies that have been reviewed and modified to provide clarity, general updates, and to better reflect industry best practice in human capital administration.

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

There are no costs associated with these actions.

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

A. Whistleblower Retaliation – statute passed in 2019, required to implement AM as part of compliance with the legislation.

B. Night or Shift Differential – Workday implementation necessitates a smoother process for determining and providing proper base pay during leave taken while on assignment that requires additional pay.

C. Job Related Injury and Illnesses – Law Department initiated updates to reflect current state of actors and practices for City’s administration of situations involving injury and illness.

- AM 210-2 – Whistleblower Retaliation - Establishes the City’s Whistleblower Retaliation policy, mandated through legislation initially passed in 2019 and subsequently amended in 2021.
- AM 204-10 – Job Related Injury and Illnesses – Updates the current policy to reflect current practice and correct named stakeholders and processes.
- AM 205-6 – Night or Shift Differential – Removes the 30-day waiting period to establish the shift differential as part of an employee’s base pay for leave taken.

Therefore, the Department of Human Resources respectfully requests the Board’s approval of the attached modified and proposed AM policies. These items will become effective upon Board approval.

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

N/A



*a*

AM 210-2

*m*

***Whistleblower Retaliation***

The City of Baltimore (“City”) is committed to developing a work culture and environment that supports transparency and accountability regarding City resources. To that end, the public interest is served when employees report fraud, gross misuse or waste of public resources, violations of law, and substantial and specific threats to public health, safety, or security, without fear of actual or threatened retaliation or reprisal. An essential resource toward that end is the protection of employees who make covered disclosures (i.e., “whistleblowers”). Unless a disclosure is specifically prohibited by law (e.g: information from state and federal tax returns, medical records, certain financial records, classified information, etc. *If you are not sure whether a disclosure is prohibited by law, please contact the OIG.*), a supervisor may not take retaliatory personnel action against any employee for making a covered disclosure. Nothing in this policy prohibits a supervisor from taking a personnel action against an employee if the supervisor would have taken such action regardless of the covered disclosure. See City Code, Art. I, §8 Whistleblower Rights and Responsibilities (“the Whistleblower Act”).

**I. PURPOSE**

The purpose of this policy is to establish procedures that implement the Whistleblower Act.

**II. SCOPE**

This policy applies to all complaints of whistleblower retaliation, except those raised by a non-probationary member of the Civil Service, where the alleged retaliation involves actions disallowed by statute (Baltimore City Code, Article 1, Subtitle 8, Whistleblower Rights and Responsibilities). In those instances, jurisdiction will reside with either the Civil Service Commission (CSC) or the Office of the Labor Commission (OLC). The CSC or OLC, at its discretion, may request assistance from the Office of the Inspector General (OIG).

**III. DEFINITIONS**

- A. Abuse of Authority** - the arbitrary or capricious exercise of power by a City official or employee that adversely affects the rights of any person or that results in personal gain or advantage to the City official or employee or to preferred other individuals.
- B. Agency** – any department, board, commission, council, authority, committee, office, or other unit of City government, including the Baltimore City Parking Authority, the Baltimore Development Corporation, or the South Baltimore Gateway Community Impact District Management Authority.
- C. Covered Disclosure** – a disclosure:
  - 1) made by an employee;
  - 2) concerning actions arising within the Baltimore City government;
  - 3) initially made to a personnel officer or to the OIG; and
  - 4) that the employee reasonably believes to be evidence of:



*a*  
*m*

AM 210-2

*Whistleblower Retaliation*

- (a) fraud;
- (b) gross misuse or waste of public resources;
- (c) abuse of authority;
- (d) a violation of law; or
- (e) a substantial and specific threat to health, safety, or security.

A covered disclosure does not include a disclosure that is prohibited by law.

- D. Claim or Complaint in Bad Faith** – a claim or complaint made either (1) with knowledge that it is false in material part or as a whole; or (2) with reckless disregard for its truth.
- E. Complainant** – a City employee who files a complaint of whistleblower retaliation to his or her Human Resources Practitioner (Personnel Officer) or to the OIG.
- F. Employee** – *in accordance with the statute, ((Baltimore City Code, Article 1, Subtitle 8, Whistleblower Rights and Responsibilities) where referenced in this policy, employee is defined as:* an employee of a City agency, whether employed full-time, part-time, seasonal, contractual, or otherwise, including any member of a City board or commission, regardless of whether the member is compensated.
- F. Good Faith Claim or Complaint** – a claim or complaint that the complainant reasonably believes to be evidence of wrongdoing.
- G. Notice of Declination** - the notice sent by the Office of the Inspector General that informs the whistleblower their complaint is insufficient for the Office of the Inspector General to investigate.
- H. Notice of Investigation** - the notice sent by the Office of the Inspector General that informs the whistleblower the Office of the Inspector General will be initiating a whistleblower investigation based on the complaint.
- I. Personnel Action** - an act or omission by a supervisor that has a significant adverse impact on an employee, including dismissal, demotion, suspension, punitive transfer or assignment, disciplinary action, negative performance evaluation, failure to appoint, failure to promote, failure to transfer or failure to assign.
- J. Personnel Officer (aka “HR Practitioner”)** – means an employee of the agency associated with the complaint who is responsible for administering personnel functions.
- K. Supervisor** - any individual who directly or indirectly oversees the work of an employee who files a whistleblower retaliation complaint.
- L. Whistleblower** - an employee who makes a covered disclosure.





*a*  
*m*

AM 210-2

*Whistleblower Retaliation*

**IV. WHISTLEBLOWER RETALIATION STANDARD**

In order to sustain a finding of Whistleblower retaliation, the evidence must show by a **preponderance of evidence** that the covered disclosure was a factor for the imposition of the adverse personnel action.

- A. Preponderance of Evidence** – the evidence establishes that a fact is more likely true than not true.
- B. Contributing Factor** – an event that influences or contributes to a result.

**V. FILING A COMPLAINT**

Employees who believe they have been retaliated against for making a covered disclosure must file a whistleblower retaliation complaint within thirty **(30) calendar days**, by close of business on the 30<sup>th</sup> day, from when they knew or reasonably should have known of the retaliation. *See the Whistleblower Act, §8-6.* Most often, this will require employees to file such complaints within thirty **(30) calendar days** from when they learned of the adverse personnel action. If the last day of the filing period falls on a weekend or holiday, or if City offices are closed for an emergency on that day, the next business day when City offices are open will count as the final day to file a complaint.

An employee who believes he or she has been retaliated against for making a covered disclosure must file a written complaint with the Agency’s HR Practitioner. Alternatively, a whistleblower may choose to file a covered disclosure directly with the Office of the Inspector General if the whistleblower possesses a reasonable and articulable belief that any HR Practitioner cannot competently investigate the covered disclosure due to a conflict of interest or other specified reason.

**VI. APPEALS**

If a Whistleblower retaliation complaint was initially made to an Agency HR Practitioner, the complainant may file an appeal to the OIG if:

- A.** An Agency HR Practitioner failed to provide the complainant with a final report within sixty **(60) calendar days** after receiving the complaint; or
- B.** The complainant does not agree with the HR Practitioner’s findings.

The appeal must be filed within thirty **(30) calendar days** of either: (1) the date the Agency HR Practitioner sent the final report to the complainant; or (2) the date by which the HR Practitioner should have issued a final report, but failed to do so.

Upon receipt of a Whistleblower appeal, the OIG will:

- A.** Review the final report issued by the Agency’s HR Practitioner, if any, and any documents created or collected during the Agency’s HR Practitioner’s investigation;



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AM 210-2

*Whistleblower Retaliation*

- 1. Conduct additional independent investigation, if warranted; and
- 2. Issue a written report to the complainant and the Agency head stating the OIG’s findings.

**VII. ROLES AND RESPONSIBILITIES**

**A. Employee Responsibilities**

- 1. Report instances of Whistleblower retaliation either to a a Human Resources Practitioner (Personnel Officer) within the agency, or to the OIG.
- 2. Reports to Agency HR Practitioners, or to the OIG should be based on the employee’s good faith belief that a Whistleblower retaliation has occurred. Employees may not make reports in bad faith.
- 3. Report whistleblower retaliation in writing, using the Whistleblower Retaliation Complaint Form, within thirty **(30) calendar days** from when the employee knew or should have known of the violation.
- 4. Failure to file a Whistleblower retaliation complaint within thirty **(30) calendar days** may result in the complaint being dismissed.
- 5. Provide timely responses to HR Practitioner’s or the OIG’s requests for information relating to whistleblower retaliation investigations.

**C. Agency’s HR Practitioner or Designee’s Responsibilities**

- 1. Give the whistleblower written notice of the complaint’s receipt within five (5) business days of receiving notice of the complaint.
- 2. Notify the Agency Head and the OIG that a Whistleblower retaliation complaint has been filed within ten (10) business days of receiving notice of the complaint.
- 3. Conduct a thorough investigation into allegations of Whistleblower retaliation as soon as practicable, upon receipt of such a complaint. Every effort will be made to interview all witnesses and all other involved parties.
- 4. Maintain confidentiality regarding Whistleblower retaliation investigations, except to the extent that disclosure is required by this policy or by law.
- 5. Conclude the Whistleblower retaliation investigation and issue a written report of findings to the Agency Head within sixty **(60) calendar days** after receiving notice of the complaint.
- 6. If an appeal is filed to the OIG, forward all documents created or collected during the Whistleblower retaliation investigation to the OIG upon request.
- 7. Failure to follow these procedures may result in disciplinary action against the responsible HR Practitioner or Designee.

**D. OIG’s Responsibilities**

- 1. Conduct a thorough investigation into allegations of Whistleblower retaliation as soon as practicable, upon receipt of such a complaint.



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AM 210-2

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***Whistleblower Retaliation***

- 2. Maintain confidentiality regarding Whistleblower retaliation investigations, except to the extent that disclosure is required by this policy or by law.
- 3. Conclude the Whistleblower retaliation investigation and issue a written report of findings and/or recommendations to the Agency Head within one-hundred fifty (150) calendar days after receiving notice of the complaint.
- 4. Present written findings to: (i) the City Administrator; (ii) the relevant agency head; and (iii) the whistleblower.
- 5. Maintain statistical data on the number of Whistleblower retaliation complaints filed in the City and the outcomes of related investigations, and report the same in the OIG’s Annual Report.

Within 14 days of receipt of the Office of the Inspector General’s written findings, the City Administrator must meet with the relevant agency head and the Inspector General to discuss the recommendations included in the written findings.

**E. Agency’s Responsibilities**

- 1. Cooperate with all investigations into Whistleblower retaliation conducted either internally by the Agency’s HR Practitioner or the OIG.
- 2. Comply with the OIG’s requests for information involving Whistleblower retaliation if either: (1) a Whistleblower retaliation complaint is filed directly with the OIG; or (2) an appeal of the agency’s Whistleblower retaliation findings is filed with the OIG.
- 3. Following the release of an OIG Whistleblower retaliation investigation report, advise the OIG what remedial action – if any – has been taken in light of the OIG’s findings.
- 4. Maintain statistical data on the number of Whistleblower retaliation complaints filed within the agency and the outcomes of any internal Whistleblower retaliation investigations, and report the same to the OIG annually.

**G. CSC/OLC Responsibilities**

- 1. When Civil Service employees file a grievance with the OLC or an appeal with the CSC following termination, reduction in pay or position, or suspension of more than 30 days, notify the OIG of all complaints alleging Whistleblower retaliation.
- 2. Provide information to the OIG upon request regarding the outcome of Civil Service appeals or grievances that allege Whistleblower retaliation.

**H. Remedies**

To remedy any violation of this policy, an agency head may:

- (1) order the removal of detrimental information in the whistleblower’s employment record put there due to retaliation related to the complaint;
- (2) require the relevant supervisor to:



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AM 210-2

*Whistleblower Retaliation*

- (i) hire, promote, or reinstate the whistleblower;
  - (ii) end the whistleblower’s suspension from employment; or
  - (iii) award the whistleblower back pay to the date of the violation; or
- (3) provide any other remedy consistent with the agency’s mission

**RELATED DOCUMENTS**

Whistleblower Complaint Form

Request for Civil Service Appeal or Grievance Hearing



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*Job Related Injuries and Illnesses*

AM 204-10

The City of Baltimore strives to maintain a safe and healthy working environment. When accidents or other health-related matters impact the working environment, certain measures must be taken to ensure the proper review of, and decisions for, any instance of job-related injury or illness.

**I. SCOPE**

This policy is intended to provide employees with a comprehensive response to on-the-job injuries and illnesses, prompt medical examination and a timely return to work. It complies with OSHA regulation 29 CFR 1904.35 on informing each employee how to report on-the-job injuries and illnesses.

**II. POLICY SECTIONS**

- Definitions
- Reporting Requirements
- Employee Responsibilities
- Supervisor Responsibilities
- Severe Injuries/Out of Town on City Business Injuries
- City of Baltimore Occupational Medical Services (Mercy Clinic)
- Notification of Return to Duty
- Job Injury Leave
- Leave Usage
- Delayed or Failure to Report Incidents - Progressive Disciplinary Procedures
- Fraud Warning
- Related Policies
- Related Procedures and/or Documents

**III. DEFINITIONS**

**City of Baltimore Occupational Medical Services** - A health care organization designated by the City of Baltimore and confirmed. by contract that provides initial visits and reviews of medical treatment obtained elsewhere on behalf of the City of Baltimore for on-the-job. injuries and illnesses at the site designated and performs duty status determinations for all City Employees, as well as sick visits for some City employees. Treatment by the Provider to the Employee shall only be rendered to employees injured at work in an emergency or if the employee consents to be treated by the Organization in writing, as the only primary care giver of the employee and if the Provider guarantees and holds harmless the City from any conflict of interest that will affect its primary obligations to the City. The site must be in the city and agreed to by the Provider and the City.

**Discharge Instructions** - A written document provided to employees seen at the site at the end of each visit that indicates diagnosis, a statement of what treatment would be appropriate going forward, work status and the time and place of the employee's next visit, if any. The employee



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*Job Related Injuries and Illnesses*

AM 204-10

should give a copy of the document to his/her supervisor immediately following each appointment.

**Employee** - This includes permanent full-time, permanent part-time employees and temporary employees contracted directly by the agencies (seasonal employees). It excludes consultants, volunteers and staff provided by temporary personnel agencies. For specific information on who is considered an employee for workers' compensation purposes, contact the City's Department of Law, Workers' Compensation Division, at 410-396-5479.

**Employee Incident Report ("EIR")** - A City form that is used to report job-related injuries and illness. The warehouse form number is 28-1608-5149. It is to be completed within 24 hours by the Employee, with the assistance of the supervisor and signed by the Employee. The City shall then report the incident to the Third-Party Administrator, by calling 1-877-607-8600 or whatever other means are then available and sending the original of the signed and dated EIR to the current Third-Party Claims Administrator ("TPA") of the City (currently Sedgwick). The employee is to take the appropriate copy of the signed and dated EIR form with him/her to the clinic.

The EIR form has 4 parts:

1. **Original** - is for the TPA and the original EIR, signed and dated by the employee must be forwarded by the employee's supervisor or whoever else may be designated by the given Agency to handle reporting the incident and completing and sending the EIR to the TPA and the others listed below, except for Medical Services, which is taken by the employee as stated above.
2. **Safety**- is designated for the Division of Occupational Safety and shall be .
3. **Medical Services** - is the copy which accompanies the employee to the Mercy Clinic.
4. **Agency** - is to be retained with the Agency Human Resources Office.

Failure to complete the EIR, to report the incident to the TPA and/or to send the various copies of the EIR to the appropriate places shall result in discipline as it hinders the handling of these accidents harming employees and harms the City financially as well.

**Medical Director** - A physician licensed in the State of Maryland and board certified in Occupational and Environmental Medicine who oversees the operation of the City of Baltimore Occupational Medical Services and serves as the chief physician of the City for matters of City employee medical services set forth herein.

**Supervisor** - An employee designated by management, who exercises major, supervisory functions over other employees. These functions include hiring, evaluating, assigning work



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*Job Related Injuries and Illnesses*

AM 204-10

disciplining, and dismissing.

**Third Party Administrator (“TPA”)** - An organization designated by the City of Baltimore to receive, investigate and process claims pursuant to a service contract and in accordance with the Maryland Workers' Compensation statute that is under contract with the City at that time

**Workers' Compensation Claim** - A workers' compensation claim is a report of a job-related injury or illness that arises out of or in the course of his/her employment with the City (whether at the regular jobsite, a temporary jobsite, traveling on business for the City or driving on City business) that has been reported to the TPA and the Workers' Compensation Commission within the statutory time frame.


**IV. REPORTING REQUIREMENTS**

Prompt reporting of job-related injuries and illnesses is essential for the following reasons:

- An employee will not be seen at the Mercy Clinic (unless the injury is severe) without a copy of the completed EIR, resulting in delay of obtaining off work status.
- Each employee is obligated to report every incident/accident/first sign of occupational disease or exposure that could lead to an occupational disease to their supervisor immediately after the occurrence or as soon thereafter as possible. If an employees Agency requires reporting to anyone else, that reporting shall also occur as soon as possible. Employee shall then assist in completing the EIR and signing and dating the employee section.
- The setup of a claim by the TPA will not occur and authorization of treatment or payments to the employee will be delayed until the original EIR has been sent and has been received by the TPA and the incident has been reported to the TPA, thereby delaying benefits to the employee, reporting to the Workers' Compensation Commission and hindering possible valid defenses of the City causing financial harm to the City.
- The Maryland Department of Labor, Licensing and Regulation as well as the Maryland Workers' Compensation Commission can levy late reporting actions against the City. If the City of Baltimore is fined for late reporting, any fine up to \$1,000 will be charged back to the agency responsible for the late reporting.
- Failure to report incidents or delayed reporting of incidents by employees and supervisors shall result in disciplinary action and failure of an Agency to enforce these rules can result in further disciplibne.

**V. EMPLOYEE RESPONSIBILITIES**

Employees shall follow these procedures in the event of a job-related injury or illness:

  
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AM 204-10

1. Report any job-related injury or illness to the appropriate supervisor on the date or shift that it occurs, unless incapacitated.
2. Complete the appropriate section on the EIR and sign it as soon as possible.
3. Report to the Mercy Clinic (323 N. Calvert Street, Baltimore, MD 21202) to seek evaluation and work status with the EIR copy for Medical Services. A valid City identification and a copy of the EIR are required.
4. Provide the supervisor with the agency's copy of the Discharge Instructions immediately following each appointment. The document includes the patient's diagnosis, work status, return appointment and any information relating to a referral outside of the clinic.

**VI. SUPERVISOR RESPONSIBILITIES**

The supervisor's first priority is to see that prompt medical treatment is provided to an injured employee. In the event of a serious job-related injury or illness, dial 911. The employee should be taken to the closest medical facility.

In all other cases, when an employee reports a job-related injury or illness, the supervisor shall follow these procedures:

1. Complete the EIR form (#28-1608-5149) and send the employee to the clinic with the EIR copy for "Medical Services."
2. Report the incident to the TPA by calling the Teleprompt number (1-877-607-8600) or by any other means made available and sending the EIR to the TPA. The claim reporting telephone number is available 24 hours a day, 7 days a week. This is an essential step as it officially establishes a claim with the TPA. Immediately calling the Teleprompt ensures prompt services will be provided to injured employees.
3. Do not delay in calling Teleprompt or reporting electronically, even if additional investigation is needed (Such should be reported and included on the Supervisor section of the EIR). Required fields for reporting to Teleprompt are: employee's name, address, phone number, date and description of injury, agency name, and contact information.
4. Forward the completed, signed and dated "Original" copy of the EIR form to the TPA at FAX: 410-864-2600, mail to 7 St. Paul Street, Suite 450, Baltimore, MD 21202 or uploaded it if reporting electronically at the time of reporting or as soon thereafter as possible if the employee is not available to complete the EIR due to the injury, which reporting should be done ASAP after the incident.
5. Send the "Safety" copy by mail, facsimile or in person to the Department of Finance, Office of Risk Management, Division of Occupational Safety, 401 E. Fayette Street, 7<sup>th</sup> Floor, Baltimore MD 21202 or FAX to 410-396-7278.





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*Job Related Injuries and Illnesses*

AM 204-10

- 6. Send the copy designated for "Agency" to the Agency Human Resources Office.
- 7. Coordinate with the Agency Human Resources Office to provide light duty or transitional work assignments in accordance with the medical restrictions on the Discharge Instructions.

Supervisors shall follow these accident investigation procedures to ensure a complete report:

- 1. Report to the incident site, when possible.
- 2. Obtain names, phone numbers, email addresses, and addresses of all witnesses.
- 3. Interview and document statements of witnesses. Accurately note the date, time, place, weather, and circumstances surrounding the accident. Obtain, produce or sketch detailed drawings and measurements. Take photographs of the site, if possible. Document first aid and medical treatment provided to all parties. Identify use of safety equipment and personal protective equipment. Identify every complaint or injury of the employee as a result of the incident of which the witness is aware.
- 4. Secure and preserve all evidence in regard to the incident.
- 5. Avoid disputes and make no commitments relative to repairs and acceptance of liability.
- 6. When the accident investigation is complete, every question on the completed EIR form shall be answered. Again, do not delay reporting the initial claim to TPA, as that needs to be done as soon after the incident as possible. The EIR can always be forwarded to the TPA when completed, if there is a reason for the delay as set forth above..
- 7. Even if you doubt the incident occurred, complete a form and indicate what the employee told you in the section the employee signs and why the supervisor doubts it in the section they sign.

**VII. SEVERE INJURIES OR OUT OF TOWN ON CITY BUSINESS INJURIES**

If a job-related injury is severe or occurs when the employee is on City business out of the area, the employee must go to an urgent care or emergency center for treatment and then contact the supervisor to process an EIR. The supervisor prepares the EIR and reports the incident by phone (1-877-607-8600) or otherwise to the TPA. The employee must be seen at Baltimore City Occupational Medical Services for an initial examination and work status determination as soon medically able. After being seen at the City of Baltimore Occupational Medical Services the Employee must elect to be treated by his own Dr. or by the City of Baltimore Occupational Health Services, if they elect to name them as their only primary treating Dr., but the employee shall not be treated by more than one primary physician or one specialist in any



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*Job Related Injuries and Illnesses*

AM 204-10

given specialty at a time. If the employee chooses to be treated by the Clinic a plan of care shall be developed and managed by the Medical Director. If or once the Employee elects to treat elsewhere, the City of Baltimore Occupational Health Services will cease treatment and the Medical Director will request medical records from all treating facilities and review that treatment for the City. The attending physician with the City of Baltimore Occupational Health Services will issue Discharge Instructions indicating return to work abilities after each visit and or review of new medical records and may schedule a new visit to determine work status if needed based on the new record review (but not for treatment)

**VIII. NOTIFICATION OF RETURN TO DUTY**

Before leaving the Mercy Clinic, the employee will be given a written document in duplicate, called Discharge Instructions. This document will include the patient's diagnosis, work status, return appointment date, any work limitations and the name of any outside medical provider that the employee has seen or elected to see. It is the employee's responsibility to provide the supervisor with the agency's copy of the Discharge Instructions, no later than the start of the employee's next scheduled shift.

**IX. JOB INJURY LEAVE**

The TPA will generate a First Report of Injury and send a copy to the reporting agency within 48 hours. The TPA will make a determination as to the whether the claim is covered or not (compensability) within 14 working days after receiving the EIR and necessary documentation. If the Discharge Instructions authorize days off from work due to a covered injury, the TPA generates an Accident Leave Voucher (A-time) authorizing compensable covered dates. It is forwarded by the TPA to the agency's human resources/personnel office and the Department of Finance, Central Payroll Division, authorizing the employee to be paid Accident Leave (A-time).

**X. LEAVE USAGE**

Job injury leave ("A time") is granted for a specific period of time and is not charged against accumulated sick leave, vacation leave, personal leave or compensatory time. The maximum amount of job injury leave granted to an employee is established by the applicable labor agreements negotiated by the employee's representative organization. For additional information on job injury leave, employees should consult their negotiated labor agreement or their Agency's Human Resources Office.

**XI. DELAYED OR FAILURE TO REPORT INCIDENTS- PROGRESSIVE DISCIPLINARY PROCEDURES**

Delays or failures by employees and supervisors to report a job-related injury or illness, complete



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*Job Related Injuries and Illnesses*

AM 204-10

an EIR, or contact the TPA, shall result in disciplinary action up to and including termination.

**XII. FRAUD WARNING**

It is a crime to lie or provide false information in order to receive workers' compensation benefits. Employees, employers and other parties who lie or provide false information regarding a claim are subject to prosecution for fraud. The Fraud Hotline of the TPA is available 24 hours a day, 7 days a week by calling 1-866-841-1044. Information about Workers' Compensation fraud should also be communicated to the Maryland Workers' Compensation Commission at 1-800-492-0479, 410-864- 5100.

**XIII. RELATED POLICIES**

- AM 203-2                      Family and Medical Leave
- AM 501-2 Part II            Commercial Drivers License
- AM 501-10                   Motor Vehicle Accident

**XIV. RELATED PROCEDURES AND/OR DOCUMENTS**

Employee's Incident Report (EIR)

TPA - Workers Compensation - "First Report of Injury or Illness" - TPA generated documents used by TPA to generate/confirm the existence of a submitted claim.



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***Night or Shift Differential***

**A. SCOPE**

This policy provides direction on night or shift differential rates of pay, hours of limitations for such pay, eligibility, pay calculation and affected City personnel. It further specifies the shift differential period. Current negotiated agreements should be consulted for applicability of this policy, rates, and those City employees subject to it.

**B. POLICY PROVISIONS**

City employees assigned to regularly scheduled night or shift work that begins between 2:00 p.m. and 5 a.m. shall be paid thirty cents (30 cents) per hour above the established rate for each hour worked unless otherwise negotiated except when working such shifts as part of overtime appended to their regular shift, i.e., an employee not regularly assigned to the night shift but who works overtime hours into the night shift. Otherwise, the night differential rate shall be paid at the appropriate overtime rate. Certain employees not regularly assigned to the night shift but who work overtime hours into the night shift, (e.g., CUB employees, et al) shall receive the night differential rate or the appropriate overtime rate for all overtime hours worked into the night shift in excess of 10 hours in a given bi-weekly payroll period. Shift differential will immediately become part of an employee's base pay for paid leave purposes after they have been assigned to an eligible shift.

**C. EXCLUDED PERSONNEL**

Night or shift differential does not apply to guards, members of the Fire or Police Departments, or other employees whose emergency assignments start or carry into this period.

**D. SPECIAL CIRCUMSTANCES**

Certain City employees shall have a period of fifteen (15) minutes appended to their regular workday for the personnel shift changeover. Consult appropriate negotiated agreements for affected employees.

**E. HOURS LIMITATION**

Employees shall not be required to work more than sixteen (16) consecutive hours without an eight (8) hour break except in the case of an emergency endangering life, health, or safety. If an employee is required to work for more than sixteen (16) consecutive hours under such an emergency situation, the period shall not exceed twenty-four (24) consecutive hours.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – Pay Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of outstanding invoice (s) to **ANSI-ASQ National Accreditation Board** located at 25 W 43<sup>rd</sup> St 4<sup>th</sup> Fl New York, NY 10036.

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

\$38,240.00                      Account No.: 1001-000000-2024-212600-603026

**BACKGROUND/EXPLANATION:**

The requested action is an approval to pay outstanding invoice(s) to ANSI-ASQ National Accreditation Board. ANSI is the accrediting body that provides external audits of the forensic laboratory within the Baltimore City Police Dept. The agency had a previous contract; however, the contract is expired. Auditing services were provided without an approved PO in place. As a result, the vendor is due payment on outstanding invoices. The agency has been advised to prepare a long-term contract to cover needs moving forward.

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

**Req. No. R897255                      Agency: BPD**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not applicable.

**LIVING WAGE:**

Not applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – Pay Outstanding Invoice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve payment of **Requisition No. R898491** for an outstanding invoice to CapLuck, Inc., 21781 Ventura Boulevard, Suite 101, Woodland Hills, California 91364.

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

\$21,800.00

Account No.: 5000-586222-1191-584700-603026

**BACKGROUND/EXPLANATION:**

The requested action is an approval to pay an outstanding invoice for the purchase of Community Action Partnership. The agency did not have an approved purchase order (PO) in place before they took delivery of supplies. Agency management has provided refresher training to staff concerning proper procurement processes. The vendor is due payment on an outstanding invoice. Moving forward the agency will look to secure a new multi-year contract to cover these services as needed.

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

**Req. No. R898491**

**Agency: Mayor’s Office of Children and Family Success**

**MBE/WBE PARTICIPATION:**

Not Applicable. Payment of outstanding invoice(s).

**EMPLOY BALTIMORE:**

Not Applicable.

**LIVING WAGE:**

Not Applicable.

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Bureau of Procurement – Cooperative Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Cooperative Agreement with Apple Ford, Inc. t/a Apple Ford. The period of the agreement is March 1, 2022.

**AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 – Various

**BACKGROUND/EXPLANATION:**

Units will be purchased from a competitively bid cooperative contract 001B2600383. The units will replace older equipment in the City's fleet.

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

**Req. No.: R89854**

**Agency: Department of General Services – Fleet**

**MBE/WBE PARTICIPATION:**

On June 22, 2021, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

**APPROVED FOR FUNDS BY FINANCE**

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

## AGENDA

### BOARD OF ESTIMATES

6/29/2022

Health Department – Agreement - #40657 – Connections Thru Life Inc

#### **ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve and authorize execution of a provider agreement with Connection Thru Life, Inc (CTL). The period of the agreement is March 1, 2022 through February 28, 2023.

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

\$ 65,000.00 - 4000-498722-3023-273302-603051 (Federal)

\$1,359,804.00 - 4000-498722-3023-273303-603051 (Federal)

**\$1,424,804.00**

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

Connection Thru Life, Inc.(CTL), as the Fiscal Agent for Minority AIDS Initiative (MAI) will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS Initiative (MAI) program is to improve HIV-related health outcomes to reduce existing racial and ethnic health disparities. The Agreement is late because of administrative delays.

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

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

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

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

#### **AUDITS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL.**



**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

Health Department – Agreement - #40658 – Connections Thru Life Inc

**ACTION REQUESTED OF BOARD OF ESTIMATES:**

The Board is requested to approve and authorize execution of a provider agreement with Connection Thru Life, Inc (CTL). The period of the agreement is March 1, 2022 through February 28, 2023.

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

\$ 445,000.00 - 4000-498722-3023-273302-603051  
\$12,989,859.00 - 4000-498722-3023-273303-603051  
**\$13,443,859.00**

**BACKGROUND/EXPLANATION:**

Connection Thru Life, Inc.(CTL), as the Fiscal Agent for Minority AIDS Initiative (MAI) will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct service providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part-A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part-A Minority AIDS Initiative (MAI) program is to improve HIV-related health outcomes to reduce existing racial and ethnic health disparities. The Agreement is late because of administrative delays.

**MBE/WBE PARTICIPATION:**

The Minority and Women’s Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State funded resources.

**APPROVED FOR FUNDS BY FINANCE.**

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

**AUDITS REVIEWED AND HAS NO OBJECTIONS TO B/E APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**6/29/2022**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Recreation and Parks – RP 20814R, Mary E. Rodman Recreation Center Renovation  
**BIDS TO BE RECV'D: 8/24/2022**  
**BIDS TO BE OPENED:8/24/2022**
  
2. Department of Transportation - TR 21007R, Curb Repair Citywide  
**BIDS TO BE RECV'D: 7/20/2022**  
**BIDS TO BE OPENED:7/20/2022**
  
3. Department of Transportation - TR 22006, Concrete Slab Repair Citywide  
**BIDS TO BE RECV'D: 7/20/2022**  
**BIDS TO BE OPENED:7/20/2022**
  
4. Department of Public Works  
Office of Engineering & Constr. - SC 992R, Egg Shaped Digester Rehabilitation Improvements at the Back River Wastewater Treatment Plant  
**BIDS TO BE RECV'D: 9/07/2022**  
**BIDS TO BE OPENED:9/07/2022**

**12:00 NOON**

**ANNOUNCEMENT OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**