

# Baltimore City Board of Estimates

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## December 21, 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 – DECEMBER 21, 2022**

### Department of Audits – Audit Report

The Board is requested to **NOTE** receipt of the following Audit Report:

1. Biennial Performance Audit of Baltimore City Parks and Recreation for the Fiscal Years Ended June 30, 2021 and June 30, 2020.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Homeless Services – Provider Agreement

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

The Board is requested to approve a Provider Agreement with University of Maryland Baltimore. The period of the agreement is July 1, 2022 through June 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$219,067.00

Maryland Department of Health, State Special Funds (SSF)

Grant Worktag #: 4000 CCA000618 GRT000979 SC630313G

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

The City has received a Maryland Department of Health grant to undertake the State Special Funds (SSF) Program. As a Provider, University of Maryland, Baltimore will provide rental assistance and supportive services to sixty-one (61) low income HIV/AIDS positive individuals and/or families in the City of Baltimore. The Provider will offer service(s) through their THRIVE SSF Project.

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

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

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

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**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**

**12/21/2022**

Mayor's Office of Homeless Services – Provider Agreement

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

The Board is requested to approve an agreement with Associated Catholic Charities, Inc. The period of this agreement is July 1, 2022 through June 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$75,000.00

Emergency Solutions Grant (ESG)

Grant Worktag #: 4000-GRT000890-CCA000594-630351

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

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Emergency Solutions Grant (ESG) Program. As a Provider, Associated Catholic Charities, Inc. will operate an emergency homeless shelter with 275 beds for individuals experiencing homelessness in the City of Baltimore. The Provider will offer services through its Weinberg Housing Resource Center ("WHRC").

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

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

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

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**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**

**12/21/2022**

Mayor's Office of Homeless Services – Provider Agreement

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

The Board is requested to approve a Provider Agreement with St. Vincent de Paul of Baltimore. The period of the agreement is October 1, 2022 through September 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$501,899.00

Homelessness Demonstration Program (YHDP)

Grant Worktag #: 4000-GRT001328-CCA000618- SC630351

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

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Youth Homeless Demonstration Program (YHDP) Program. As a Provider, St. Vincent de Paul of Baltimore will provide Rental Assistance and Supportive Services to 25 youth, ages 18-24, experiencing homelessness in the City of Baltimore. The Provider will offer services under its Rapid Re-Housing Promise Housing for Homeless Project (the "Project").

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

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

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

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**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**

**12/21/2022**

Mayor's Office of Homeless Services – Provider Agreement

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

The Board is requested to approve a Provider Agreement with St. Vincent de Paul of Baltimore. The period of the agreement is October 1, 2022 through September 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$495,110.00

Youth Homelessness Demonstration Program (YHDP)

Grant Worktag #: 4000-GRT001328-CCA000618- SC630351

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

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Youth Homeless Demonstration Program (YHDP) Program. As a Provider, St. Vincent de Paul of Baltimore will provide Rental Assistance and Supportive Services to 23 youth, ages 18-24, experiencing homelessness in the City of Baltimore. The Provider will offer services under its Permanent Promise Housing for Homeless Project (the "Project").

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

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

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

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**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

12/21/2022

#### Mayor's Office of Homeless Services – Grant Agreement

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

The Board is requested to approve and authorize acceptance of the renewal of the Continuum of Care (CoC) Grant Agreement with the U.S. Department of Housing and Urban Development (HUD). The period of the award varies by program and is detailed below.

#### **AMOUNT OF MONEY AND SOURCE:**

\$14,383,163.00  
4000-GRT000886-CCA000618-SRV0896-SC630351  
Continuum of Care Grant (CoC)

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

The Mayor's Office of Homeless Services has received the following grant agreements from the U.S. Department of Housing and Urban Development (HUD) through the Continuum of Care program under Federal Fiscal Year 2020:

Grant Name		Start	End	Award
PEP Samaritan Project	MD0011L3B012112	10/1/2022	9/30/2023	\$ 632,004.00
At Jacob's Well PHP	MD0018L3B012114	9/1/2022	8/31/2023	\$ 23,968.00
MOHS - HMIS Consolidated Grant	MD0021L3B012114	5/1/2022	4/30/2023	\$ 493,012.00
Associated Catholic Charities - Project FRESH Start	MD0030L3B012114	12/1/2022	11/30/2023	\$ 110,441.00
GEDCO - Supportive Housing Harford House and Micah House	MD0038L3B012114	6/1/2022	5/31/2023	\$ 104,006.00
Marian House PH	MD0051L3B012114	9/1/2022	8/31/2023	\$ 70,577.00
Marian House - Serenity Place PHP	MD0052L3B012114	12/1/2022	11/30/2023	\$ 31,730.00
Marian House S+C Expansion	MD0057L3B012114	12/1/2022	11/30/2023	\$ 57,261.00
St. Ambrose Housing Aid Center PHP	MD0058L3B012114	2/1/2022	1/31/2023	\$ 447,433.00

# AGENDA

## BOARD OF ESTIMATES

12/21/2022

Mayor's Office of Homeless Services – cont'd

Marian House TAMAR 2 PHP	MD0060L3B012114	3/1/2022	2/28/2023	\$ 94,878.00
Marian House TAMAR S+C	MD0064L3B012114	8/1/2022	7/31/2023	\$ 681,639.00
Project PLASE - Medically Fragile SRO	MD0069L3B012114	10/1/2022	9/30/2023	\$ 70,478.00
Health Care for the Homeless - Homewood Bound Bonus	MD0330L3B012106	10/1/2022	9/30/2023	\$ 1,145,165.00
Health Care for the Homeless Inc. Homewood Bound PHP Expansion	MD0022L3B012114	10/1/2022	9/30/2023	\$1,450,830.00
Associated Catholic Charities - REACH Combined	MD0027L3B012114	1/1/2023	12/31/2023	\$ 797,771.00
SVdP Home Connection III Consolidation	MD0039L3B012114	8/1/2022	7/31/2023	\$1,124,893.00
Project PLASE Rental Assistance Program	MD0065L3B012114	4/1/2022	3/31/2023	\$ 1,756,916.00
Project PLASE Scattered Site PHP	MD0068L3B012114	7/1/2022	6/30/2023	\$ 241,597.00
WHC Scattered Site Housing S+C	MD0085L3B012114	5/1/2022	4/31/2023	\$ 940,523.00
Project PLASE Veteran PSH Project	MD0331L3B012106	10/1/2022	9/30/2023	\$ 1,286,166.00
SVDP Front Door Rapid Re-Housing	MD0356L3B012105	9/1/2022	8/31/2023	\$ 1,049,568.00
SVDP Rapid Re- Housing	MD0358L3B012105	9/1/2022	8/31/2023	\$ 568,282.00
House of Ruth - Rapid Re-Housing - DV Bonus	MD0410D3B012103	1/1/2022	12/31/2023	\$ 1,204,025.00
			<b>TOTAL</b>	<b>\$14,383,163.00</b>

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Mayor's Office of Homeless Services – cont'd**

These funds will be used to operate permanent supportive housing, rapid rehousing, and supportive service programs for individuals and families in Baltimore City who are experiencing homelessness. The delay in submitting these grant agreements for approval is due to a delay in receiving the grant agreements from HUD.

#### **AFFECTED 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

12/21/2022

#### Baltimore Development Corporation – Capital Projects Grant Agreement

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

The Board is requested to approve and authorize execution of a Capital Projects Grant Agreement between the State of Maryland acting through the Board of Public Works, the Board of Directors of the Waterfront Partnership of Baltimore, Inc (Grantee), and the Mayor and City Council of Baltimore (Beneficiary). The period of the Agreement is June 1, 2024 through June 1, 2029

##### **AMOUNT OF MONEY AND SOURCE:**

\$3,000,000.00 – State Funds (not-to-exceed), no City funding required.

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

The General Assembly has authorized this grant to the Waterfront Partnership of Baltimore for the Rash Field Improvement Project. The purpose of this agreement is for the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of Rash Field, which is located in the Inner Harbor.

The Board is required to approve this Agreement because the project takes place on, and is meant to improve, City-owned property and City is identified as a Beneficiary. Project funds. Under the terms of the agreement, matching funds for the project must be obtained by June 1, 2024, portions of the project must be underway by June 1, 2029, and funds must be expended or encumbered by June 1, 2029.

##### **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

12/21/2022

Mayor's Office of Children and Family Success – Notice of Grant Award

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

The Board is requested to approve and authorize acceptance of a Notice of Grant Award from the Maryland State Department of Education. The period of the award is July 1, 2022 through September 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

**Total:** \$247,715.00

**Grant ID:** GRT000352 **Workday Grant Name:** State Head Start

**Cost Center:** C:C:A000505 **Spend Category:** SC63C351

**Grant #:** 230679

**Grant Title:** MSDE FY23 Early Head Start and Head Start State Supplemental Continuation Grant

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

The Maryland State Department of Education has awarded the Baltimore City Head Start Program \$247,715.00 in funding to support a 2023 summer Head Start program for children and families enrolled in the Head Start program during the school year. The City plans to contract with Head Start providers to provide these summer services as it has done in previous years. The purpose of the program is to mitigate the impact of summer learning loss for children, 3-4 years of age.

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

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### Office of the City Council - City Council Bills

22-0293 – An Ordinance concerning Sale of Property – 1321 Filbert Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property that is located at 1321 Filbert Street (Block 7200, Lot 060A) and is no longer needed for public use; and for providing for a special effective date.

**ALL REPORTS RECEIVED WERE FAVORABLE.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Department of General Services – Extra Work Order No. 1

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

The Board is requested to approve Extra Work Order (EWO) No. 1 for Simpson of Maryland, Inc. on GS21813 - Dundalk Maintenance Facility Roof Replacement. The contract completion date is April 11, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$126,719.15 - 3rd Parks & Public Facilities Loan  
9936-PRJ002127-CAP009457-63015-SC630405-AGC3900-CIP0457

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

During demolition of the existing roof at the Enoch Pratt Free Library Dundalk Maintenance Facility, deteriorated existing gypsum deck was found. As such, the deteriorated deck had to be replaced prior to the installation of the new roof. As the extent of the deterioration was more significant, the unit price for the deck repair initially presented in Addendum No. 1 was re-negotiated. This EWO compensates the contractor for costs for the roof deck replacement.

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

Simpson of Maryland, Inc. has committed to utilizing the following on this extra work;

**MBE:** Ironshore Contracting \$41,821.50 33.00%

The current MBE attainment is 28.24% of the 27.00% goal and the WBE is 8.80% of the 11.09% goal.

**THE EAR WAS APPROVED BY MWBOO**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Department of General Services – Extra Work Order No. 3

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

The Board is requested to approve Extra Work Order No. 3 for Simpson of Maryland, Inc. on GS21813 - Dundalk Maintenance Facility Roof Replacement.

#### **AMOUNT OF MONEY AND SOURCE:**

\$78,819.04 - 3rd Parks & Public Facilities Loan  
9936-PRI002127-CAP009457-63015-SC630405-AGC3900-CIP0457

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

At the request of the Enoch Pratt Free Library (EPFL), it was requested that the contractor working on the roof replacement and interior ceiling demolition at the Dundalk Maintenance Facility provide abatement of known existing asbestos containing floor tile and mastic, as well as removal of the carpet covering the floor tile and removal of suspected asbestos containing pipe insulation. This EWO compensates the contractor for all costs associated with the asbestos floor tile removal, mastic removal, carpet removal, and removal of several areas of suspected asbestos containing pipe insulation and replacement with new insulation.

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

Simpson of Maryland, Inc. has committed to utilizing the following on this extra work:

**WBE:** Colt Insulation, Inc. \$69,957.26 88.76%

The current MBE attainment is 25.01% of the 27.00% goal and the WBE is 17.89% of the 11.09% goal.

**THE EAR WAS APPROVED BY MWBOO.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Recreation & Parks – Grant Agreement**

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

The Board is requested to approve and authorize execution of a grant agreement with the Baltimore City Board of School Commissioners for the Baltimore City Public Schools. The period of the Agreement is effective upon Board approval and will terminate upon the completion of the project funded by the grant in accordance with the terms.

#### **AMOUNT OF MONEY AND SOURCE:**

\$100,000.00 – Fund: 1001, CCA001325, SC670701

\$ 50,000.00 – Fund: 5000, GRT000329, CCA001325, SC670701

**\$150,000.00**

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

Councilman Isaac Schleifer for the 5<sup>th</sup> District is requesting that Baltimore City Recreation and Parks (BCRP) replace the aged Playground at Fallstaff Elementary, 3801 Fallstaff Road. Funds were assigned to the agency and design options were obtained. The property, however, is under Baltimore City Public Schools (BCPS) purview and rules of procurement. The agency was advised by the City Solicitor's office to transfer funding to BCPS (grantee). Grantee agrees to comply with all local, state, and federal laws, ordinances, rules, and regulations, including those now in effect and hereafter adopted, which govern the grant funds and the procurement and construction of the Playground Improvements. All granted funds are solely dedicated to this project. BCPS is responsible for any costs associated with the Playground Improvements that exceeds the funding to be provided by BCRP.

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

#### **AFFECTED COUNCIL DISTRICT:** 5

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

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Recreation & Parks – Task Assignment**

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

The Board is requested to approve the assignment of Task No. 17 to Rummel, Klepper & Kahl, LLP under On-Call Project No. 1315, On Call Civil Engineering Design Services, to provide design services in accordance with their proposal dated October 21, 2022. The period of the task is approximately 24 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$93,174.90 State (Program Open Space)  
9938-CAP009474-PJH6300-SC630318-PRJ001004

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

This task will include Engineering services for Fred B. Leidig Rec Center.

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

Rummel, Klepper & Kahl, LLP will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE:** 28%

**WBE:** 14%

The Consultant has achieved 13.18% of the WBE and 27.05% of the MBE goals at this time. However, they have enough capacity to meet the remaining goals.

This task is subject to the Local Hiring Law 27-1.

**THE EAR WAS APPROVED BY MWBOO ON NOVEMBER 13, 2022.**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Recreation & Parks – Transfer of Funds

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

The Board is requested to approve and authorize a Transfer of Funds in the amount of \$650,000.00.

#### **AMOUNT OF MONEY AND SOURCE:**

##### **FROM ACCOUNT:**

9938-RES009475-PJH6300-RC0603 State (Program Open Space) \$650,000.00  
PRJ000845 906097 Fred B Leidig Rec Center

##### **TO ACCOUNT:**

9938-CAP009474-PJH6300- SC630318 \$650,000.00  
PRJ001004 907097 Fred B Leidig Rec Center

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

This transfer will provide funds to cover the costs associated with engineering services under On-Call Contract No.1315, Task #17 to Rummel, Klepper & Kahl, LLP. The period of the task is approximately 24 months.

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Baltimore City Health Department – Provider Agreement**

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

The Board is requested to ratify and authorize execution of a Provider Agreement with Healthy Teen Network. The period of the agreement was January 1, 2022 through June 30, 2022.

##### **AMOUNT OF MONEY AND SOURCE:**

\$140,000.00 - 4000-455822-3150-811500-603051

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

Healthy Teen Network is working to achieve population immunity against COVID-19 through educational videos tailored to teens, pediatrics, adolescents and parent population demonstrating how and where to vaccinate and decrease exposure to severe disease stemming from COVID-19.

This 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, BCHE 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 SEPTEMBER 14, 2022.**

**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**

**12/21/2022**

#### **Baltimore City Health Department – Provider Agreement**

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

The Board is requested to approve and authorize execution of an agreement with Johns Hopkins Medicine, Bayview Medical Center. The period of the agreement is January 1, 2022 through December 31, 2022.

##### **AMOUNT OF MONEY AND SOURCE:**

\$540,705.00 - 4000-GRT000189-CCA000206-SC630351

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

Johns Hopkins Medicine will support routine HIV testing services to clients at Druid and Eastern Sexual Health and Wellness Clinics including testing, counseling, linkage to care and referrals for partner services and prevention services, including pre-exposure prophylaxis.

This 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.

**MWBOO GRANTED A WAIVER ON NOVEMBER 3, 2022.**

**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**

**12/21/2022**

#### **Baltimore City Health Department – Provider Agreement**

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

The Board is requested to ratify and authorize execution of a Provider Agreement with Grace Medical Center, Inc. (Lifebridge). The period of the agreement was April 1 2022, through June 30, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$95,000.00 – 1001-000000-3150-811501-603051  
General-U.S. Department of Homeland Security  
Federal Emergency Management Agency-CoVax  
Partnerships Team

Fund: 1001 - General Fund, Grant: N/A Cost Center: CCA001143 – Coronavirus,  
Ledger Account: 63015 - Professional Services  
Spend Category: SC630351 - Payments to Sub-Contractors  
Agency Hierarchy: AGC2700 – Health  
Service Hierarchy: SRV0315 – Emergency Services

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

The Partnering Organization supported the Department's City-wide COVID-19 vaccination strategy by providing and administering vaccinations to Baltimore City residents. The Partnering Organization held vaccination Clinics at mutually agreed upon locations in Baltimore City, which included, but were not limited to, schools, church sites, homeless shelters, substance use treatment centers, pharmacies, and private residences.

This agreement is late because of the delay in the administrative review process.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Baltimore City Health Department – cont'd

#### **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 26, 2022.**

**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

12/21/2022

#### Baltimore City Health Department – Agreement

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

The Board is requested to ratify and authorize execution of an Agreement with the Johns Hopkins University Bloomberg School of Public Health. The period of the Agreement was July 1, 2021 through June 30, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

<u>Amount:</u>	<u>Budget Account Numbers:</u>	<u>Source of Funding</u>
\$115,537.00	1000-GRTN/A-CCA000161-SC630351	General Funds
\$59,326.00	6000-SPC006133-CCA000221-SC630351	Private Funds
<u>\$59,326.00</u>	6000-SPC006078-CCA006221-SC630351	Private Funds
<b><u>\$234,189.00</u></b>		

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

The Johns Hopkins University Bloomberg School of Public Health utilized the funds to provide the services of a Chief Epidemiologist who served as lead for the development of data and analysis for public health at the Baltimore City Health Department. The Johns Hopkins University Bloomberg School of Public Health also provided the services of an epidemiologist to conduct routine epidemiologic functions comprising surveillance, data collection, data analysis using basic epidemiologic methods, and assistance with epidemiologic investigations. The purpose of this position was to focus on aging, morbidity and mortality surveillance, and other areas as needed.

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Baltimore City Health Department – cont'd

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, 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**

**12/21/2022**

Baltimore City Health Department – Agreement

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

The Board is requested to approve and authorize execution of An Agreement with Independent Marylanders Achieving Growth through Empowerment, Inc. (IMAGE). The period of the agreement is July 1, 2022 through June 30, 2023.

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

\$32,460.00 - 5000-GRT000304-CCA000226-40075-SC603051- AGC2700-SRV0724

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

The Department receives funding from the Maryland Department of Aging (MDoA) for the development of Money Follows the Person Options Counseling program.

The IMAGE Center will provide Money Follows the Person Options Counseling and Medicaid application assistance to all referred individuals ages 18 and over who are referred to the Maryland Department of Health (MDH) or its designee within days of referral by the Department. The IMAGE Center will also provide Options Counseling for nursing home residents that want to explore the option to return to the community.

This 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**

**12/21/2022**

Department of Housing and Community Development – CDBG-47 Agreement

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

The Board is requested to ratify and authorize execution of a Community Development Block Grant-47 Agreement with Community Mediation Program, Inc. The period of the agreement was July 1, 2021 through June 30, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$60,000.00 Community Development Block Grant – 47

Fund: 2089

Grant: GRT000827

Cost Center: CCA001146

Activity: HUD05Z

Spend Category: SC670701

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

The subgrantee worked to reduce interpersonal and community violence by utilizing non-violent conflict resolution strategies in providing free conflict resolution and mediation services to low- and moderate-income persons in Baltimore City.

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

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

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

**AFFECTED COUNCIL DISTRICT: 10**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The CDBG-47 Agreement has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Housing and Community Development - Ratification Agreement**

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

The Board is requested to approve and authorize execution of a Ratification Agreement with United Way of Central Maryland. The period of the agreement was June 21, 2021 through December 21, 2021.

##### **AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 – UDAG Payment Repayment Fund Ratification

Fund ID – 9910

Grant ID – GRT000828

Cost Center – CAP009588

Project ID – PRJ002725

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

United Way has built a new Family Center at Excel Academy in southwest Baltimore to provide childcare and parenting support to student-parents enrolled at Excel Academy and surrounding high schools. This Capital Contract supported the construction of a childcare center at Excel Academy at Francis M. Wood High School at 1001 W. Saratoga Street. Excel Academy is located in the Poppleton neighborhood in Southwest Baltimore at the intersection of W. Saratoga St. and N. Schroeder St. The Family Center is located on the first floor of the building. Baltimore City Schools agreed to give United Way access to the space to use as a Family Center. The Family Center will provide an on-site early childhood education program for up to 18 infants and toddlers, after-school childcare, parenting training and support, academic support and other targeted services aimed at keeping student-parents in school and on track to graduate high school.

The agreement is late due to subrecipient and administrative delays.

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

The grantee signed a commitment to comply.

## **AGENDA**

**BOARD OF ESTIMATES**

**12/21/2022**

Department of Housing and Community Development – cont'd

**AFFECTED COUNCIL DISTRICT: 11**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Housing and Community Development – Transfer of Funds

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

The Board is requested to approve a Capital Budget Appropriation Transfer.

#### **AMOUNT OF MONEY AND SOURCE:**

\$200,000.00 – UDAG Funds

#### **FROM ACCOUNT:**

9910 PRJ000307 902985 RES009587	
Housing Development (Reserve)	\$200,000.00

#### **TO ACCOUNT:**

9910 PRJ002725 908280-CAP009588	
United Way Family Center	\$200,000.00

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

This transfer will support a grant for the construction of a childcare center at Excel Academy located in Southwest Baltimore. The Family Center will provide childcare and parenting support to student-parents enrolled at Excel Academy and surrounding high schools. The Family Center will provide an on-site early childhood education program for up to 18 infants and toddlers, after-school childcare, parenting training and support, academic support and other targeted services aimed at keeping student-parents in school and on track to graduate high school.

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

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Housing and Community Development - Grant Agreement

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

The Board is requested to approve and authorize execution of a Grant Agreement with South Baltimore Community Land Trust, Inc. (SBCLT). The period of the agreement is effective upon Board approval for 24 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$ 40,000.00 - Acquisition

\$145,000.00 - Predevelopment

\$565,000.00 - Construction

**\$750,000.00 Total Amount Requested**

9910 PRJ000706 905226 CAP009588 - Affordable Housing Trust Fund

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

In January 2022, the Department through its Affordable Housing Trust Fund, made a commitment to SBCLT, a non-profit corporation formed and in good standing in the State of Maryland, by way of a grant in the amount of \$750,000.00, for the rehabilitation of seven homeownership units in the Curtis Bay community, that will be designated for permanently affordable housing. These units are to be inhabited by citizens of Baltimore City with incomes at and below 50% of the Area Median Income ("AMI"), in an effort to create permanently affordable housing in Baltimore City.

In order to fully implement the permanently affordable housing, the City is working with SBCLT to support this project. On January 25, 2022, the Department signed a conditional award commitment, which is pending Board approval to make the funds available for affordable housing to be created and support unit development.

This commitment provides \$750,000.00 in funds to SBCLT to fund the construction, renovation, and preparation of affordable units as is the purpose and mission of the Affordable Housing Trust Fund.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Housing and Community Development – cont'd**

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

The request should include an explanation for why an extension and/or budget reallocation is needed and be provided to DHCD at least thirty 30 days prior to the Termination Date. The request must include all required documentation to justify the need for an extension. The Housing Commissioner or their designee will approve or deny the request in writing.

This award is also contingent upon a signed and recorded "Declaration of Restrictive Covenants" form which has been included in this submission. The "Declaration of Restrictive Covenants" places a restriction on the use and sale of the land in order to enforce the goals of the Affordable Housing Trust Fund's purpose to create permanently affordable housing for citizens of Baltimore City. The "Declaration of Restrictive Covenants" is to be recorded in Maryland Land Records for each of the seven properties included in the Project and will restrict the sale of each property to buyers that meet income requirements as specified in the "Declaration of Restrictive Covenants".

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

The Grantee has signed a Commitment to Comply.

#### **AFFECTED COUNCIL DISTRICT: 10**

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

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### Department of Housing and Community Development – Side Yard Land Disposition Agreement

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

The Board is requested to approve and authorize execution of the Side Yard Land Disposition Agreement for sale of City owned property located in the Harlem Park community at 514 N Schroeder Street to Daley, DiFranco & Co., LLC.

#### **AMOUNT OF MONEY AND SOURCE:**

The lot will be sold for the price of \$1,000.00 of which \$400.00 will be held in escrow by the City for the benefit of the Purchaser to be applied at settlement for closing costs including transfer taxes, recordation fees, taxes and associated title services.

The Purchaser will be using private funds to pay for the acquisition and maintenance of the property.

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

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

The City has agreed to convey the property known as 514 N Schroeder Street to the adjacent property owner. As a condition of conveyance, has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City is authorized to dispose of the Property by virtue of Article II, Section 15 of the Baltimore City Charter.

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

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

#### **AFFECTED COUNCIL DISTRICT: 9**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Baltimore Police Department – Memorandum of Understanding

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

The Board is requested to approve and authorize the Memorandum of Understanding (MOU) Agreement between the Baltimore Police Department, Mayor's Office of Neighborhood Safety and Engagement and University of Baltimore. The agreement will be funded through the "FY22 Byrne Discretionary Grants Program" Award# 15PBJA-22-GG-00039-BRND. The term of this MOU shall begin on May 13th, 2022 through March 31st, 2024. The term may be extended by mutual agreement of the Parties.

#### **AMOUNT OF MONEY AND SOURCE:**

Grant Worktag: GRT001131  
Grant Funds: \$260,000.00  
Cost Center: CCA000719 Grants Section (BPD)  
Fund: 4000 Federal Grants Fund  
Revenue Category: RC0602

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

On November 2, 2022 the Board of Estimates approved the Baltimore Police Department's FY22 Byrne Discretionary Grants Program" Award# 15PBJA-22-GG-00039-BRND. The award is in the amount of \$650,000.00. The BPD published a Community Policing Plan (CPP) as part of the Third Year Consent Decree Monitoring Plan, and must now demonstrate progress toward fulfilling the CPP's objectives. A major component of the CPP is the implementation of Neighborhood Policing Plans.

A Neighborhood Policing Plan is a public safety strategy to address quality of life challenges in community spaces that lead to crime and disorder. These plans are co-produced by the community leaders and key stakeholders that live, work, play, and pray in the neighborhood and by the Baltimore Police Department. Projects created out of the planned are managed by MONSE (Mayor's Office of Neighborhood Safety and Engagement). As outlined in the attached MOU, the University of Baltimore will support the Neighborhood Policing Plan effort as the evaluation partner. Greater Baybrook Alliance will provide the data to be evaluated. The Law Department has reviewed the underlying contract.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Police Department – cont'd

University of Baltimore Subaward Budget Breakdown

	# of Personnel	Loaded Hourly Rate	Hours worked per individual	Total Hours	Total Cost
Primary Researcher	1	\$125	976	976	\$122,000.00
Fellowship Stipends	12	\$18	240	2880	\$51,840.00
Fellowship tuition remission					\$86,160.00
					<b>\$260,000.00</b>

#### MBE/WBE PARTICIPATION:

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Housing and Community Development – Uplands Rental 2B – 4601  
Edmondson Avenue

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

The Board is requested to approve the following to Uplands Rental Phase IIB Nine, LLC (the “Borrower”, a Maryland limited liability company the Managing Member of which is to be controlled by Pennrose, LLC or an affiliate thereof): (i) the disposition of the property on which the Project will be constructed; (ii) the execution of a Seller’s Take Back Note in an amount of \$1,080,000; (iii) a loan of Up-Front Grant funds in an amount of \$480,000; (iv) a loan of America Rescue Plan Act funds in an amount of \$1,752,124; and (v) a loan of HOME Investment Partnerships Program funds in an amount of \$1,000,000.

The Board is also requested to approve an Amended and Restated Deed for the Uplands Site A as described further below, and to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law.

The City Up-Front Grant Loan, City ARPA Loan, City HOME Loan, and Seller’s Take Back Note will all have a permanent loan period of 40 years following construction completion.

#### **AMOUNT OF MONEY AND SOURCE:**

\$480,000.00 City Up-Front Grant Loan  
Fund: 9910  
Worktag: PRJ002667  
Grant: GRT000752  
Cost Center: CAP009610

\$1,752,124.00 American Rescue Plan Act Loan  
Fund: 9901  
Worktag: PRJ002756  
Grant: GRT001364  
Cost Center: CAP009110

\$1,000,000.00 City HOME Investment Partnerships Program Loan  
Fund: 9910  
Worktag: PRJ002667  
Grant: GRT000834  
Cost Center: CAP009610

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Housing and Community Development – cont'd

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

The City will convey the site at 4601 Edmondson Avenue to the Borrower for \$1,080,000.00, of which the full purchase price will be covered by the proposed Seller's Take Back Note granted by the City. The proposed City Up-Front Grant Loan in the amount of \$480,000.00 (the "City Up-Front Grant Loan"), the proposed City American Rescue Plan Act Loan in the amount of \$1,752,124.00 (the "City ARPA Loan"), and the proposed City HOME Investment Partnerships Program Loan in the amount of \$1,000,000.00 (the "City HOME Loan") will all be made to the Borrower. Proceeds of the City Loans will be used to support a portion of the hard costs to construct 72 affordable rental units at 4601 Edmondson Avenue (known as "Uplands Rental 2B"). Uplands Rental 2B is part of a "twinning" project pairing 9% and 4% Low-Income Housing Tax Credits ("LIHTC") that will consist of a total 150 mixed-income units and will encompass two separately financed developments: Uplands Rental 2A and Uplands Rental 2B (collectively, "Uplands Rental 2"). Uplands Rental 2 represents the final rental phase of the larger Uplands redevelopment plan, with a future homeownership phase anticipated. The affordable rental units in Uplands Rental 2B are comprised of 63 units available for residents who earn up to 30% of Area Median Income ("AMI"), 1 unit available for residents who earn up to 40% AMI, and 8 units available for residents who earn up to 50% AMI, adjusted for family size. The unit mix includes 24 one-bedroom, 21 two-bedroom, and 27 three-bedroom units, with 25 of the 30% AMI units supported by Project Based Vouchers.

The City Up-Front Grant Loan will be in the amount of \$480,000.00, the City ARPA Loan in the amount of \$1,752,124.00, the City HOME Loan in the amount of \$1,000,000.00, and the Seller's Take Back Note in the amount of \$1,080,000.00 (collectively referred to as the "City Loans"). The City Loans will have a 16-month construction loan period. Following construction completion and conversion, the City Loans will have a permanent loan period of 40 years (the "City Permanent Loan Period"). No regular interest will be charged on the City Loans, but during the City Permanent Loan Period, the City will receive a portion of funds to the extent available to pay principal of the City Loans after servicing the first mortgage in accordance with the CDA program requirements and applicable loan documents. The portion of the available cash flow received by the City will be applied to the City Loans as follows: first to the City HOME Loan, then the Seller's Take Back Note, then the Up-Front Grant Loan, and finally to the City ARPA Loan. The outstanding principal balance and any deferred and accrued interest on the City Loans is due and payable on the last day of the City Permanent Loan Period. The City Loans will be long-term, subordinate debt.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Housing and Community Development – cont'd

During the permanent loan period, the City Loans are subordinate to the first mortgage from M&T Bank of approximately \$3,621,500.00, which is must-pay debt in the first lien position. The City Loans will also be subordinate to a Development Relief Funds loan of approximately \$2,000,000.00 and an EmPower/MEEHA loan of approximately \$55,200.00, each from Community Development Administration (“CDA”), a unit of the Division of Development Finance of the Department of Housing and Community Development of the State of Maryland. The loan period and payment terms of the CDA Development Relief Fund and EmPower/MEEHA loans are the same as the City Loans described above. The lien position of the City Loans during the permanent loan period is as follows: City Up-Front Grant will be in third position, the City ARPA Loan will be in fourth position, the City HOME Loan will be in fifth position, and the Seller’s Take Back Note will be in sixth position. Subordinate to the City loans in the lien structure is a deferred loan of approximately \$420,000.00 in Weinberg funds also from CDA.

Permanent equity sources include proceeds from the syndication of the 9% LIHTC by Hudson Housing Capital of approximately \$13,048,695.00, a working capital and operating deficit reserve refund of approximately \$253,505.00, and approximately \$247,586.00 of deferred developer’s fee and a required tenant services escrow of \$379,704.00. The total development costs are approximately \$24,338,314.00. The numbers set forth herein are the best estimates at the time of approval and may change between now and closing depending on market financing and construction conditions.

The source of the City Up-Front Grant Loan is funds granted to the City by the United States Department of Housing and Urban Development (“HUD”). As a condition of this funding source, HUD is requiring an Amended and Restated Deed for Uplands Site A to establish covenants pertaining to the HUD Up-Front Grant, affordability, the development plan, nondiscrimination, and equity participation requirements. The covenants will run with the land and require that 74% of the total number of units on the site are affordable, establish uses of the Up-Front Grant funds, and includes equity participation requirements for both the rental phases and the units. The Amended and Restated Deed will have first priority in recording order after any necessary releases pertaining to the HUD Up-Front Grant.

**MBE/WBE PARTICIPATION:** In compliance.

**AFFECTED COUNCIL DISTRICT: 8**

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Law Department – Revision to 27.01.03.04 Withdrawals and Deferrals

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

The Board is requested to approve the Revision to 27.01.03.04 *Withdrawals and Deferrals* to prevent potential disruptions to City services that may be impacted by deferrals.

#### 27.01.03.04 Withdrawals and Deferrals. **REVISED VERSION**

A. An agenda item that is withdrawn or deferred in the opening statement of a Board meeting will not be considered, deliberated, or open for public comment at that meeting.

B. Any Board member may request to defer an item on the agenda to the NEXT regular meeting if the member believes insufficient information is available to reach a fair and equitable decision at that time. **AN ITEM MAY ONLY BE THE SUBJECT OF ONE DEFERRAL REQUEST.**

C. The deferral request shall

- (1) indicate the date of the meeting to which the item is being deferred, and
- (2) not EXTEND THE DEFERRAL BEYOND THE NEXT REGULAR BOARD MEETING.

D. The name of the Member requesting the deferral will be read into the record as part of the opening statement.

E. A DEFERRAL MAY ONLY BE EXTENDED BEYOND THE NEXT REGULAR BOARD MEETING IF

- (1) a board member MAKES THE REQUEST AT THE NEXT REGULAR BOARD MEETING TO WHICH THE ITEM WAS DEFERRED, and
- (2) a majority vote by the Board APPROVES THE DEFERRAL
- (3) The DEFERRAL IS LIMITED TO THE NEXT REGULAR BOARD MEETING.

**F. IF THE EFFECT OF THE DEFERRAL WOULD BE TO PREVENT ANY MEANINGFUL IMPLEMENTATION OF THE ITEM FOR ITS INTENDED PURPOSE, EVEN IF SUBSEQUENTLY APPROVED AT A LATER MEETING, THE DEFERRAL MUST BE APPROVED BY A MAJORITY VOTE.**

(The Revision to 27.01.03.04 Withdrawals and Deferrals has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Law – Settlement Agreement and Release**

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

The Board is requested to approve and authorize execution of a Settlement Agreement and Release of a lawsuit brought by Jamar Bowles. The lawsuit was filed against the Baltimore Police Department (“BPD”), Det. Hersl, of BPD’s former Gun Trace Task Force (“GTTF”), and six other individual officers. Plaintiff alleges both state and federal claims against the BPD and the officer defendants.

#### **AMOUNT OF MONEY AND SOURCE:**

The total amount of the proposed settlement is \$330,000.00.  
Funds are available in account number 2045-000000-1450-716700-603070

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

On two separate occasions, August 2, 2013 & March 4, 2014, BPD officers were patrolling a known drug trafficking area in Baltimore City, when they observed Plaintiff engaging in behavior consistent with a CDS transaction. The officers stopped and detained Plaintiff, after which they recovered cash and drugs.

Plaintiff was charged with various CDS violations, including possession with intent to distribute CDS and ultimately pled guilty to one CDS charge for each incident, serving approximately 2 years of incarceration as well as 3.5 years of parole. The State’s Attorney’s Office moved to vacate Plaintiff’s charges in 2019, after which all charges were dismissed.

Plaintiff then filed a timely LGTCA notice, alleging there was no probable cause for the officers to stop him and that the drugs recovered as a result of the stop were planted by Det. Hersl and/or the other officers. Plaintiff’s claims include federal § 1983 claims of malicious prosecution and failure to supervise, and a state claim for violations of the Md. Declaration of Rights.

In order to resolve this case, avoiding the expense, time, and uncertainties of further protracted litigation and the potential for an excess judgment, BPD and the City agreed to offer Plaintiff a settlement payment of \$330,000.00, for complete settlement of the case. In return, Plaintiff Bowles has agreed to dismiss his lawsuit against the Officers and the Baltimore Police Department.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### Department of Law – cont'd

Based on a review by the Settlement Committee of the Law Department, a recommendation to settle is made to the Board of Estimates to approve the settlement of this case to avoid a potential adverse jury verdict. As with the prior GTTF settlements, we believe this settlement is in the best interest of both the City and the plaintiff who may have been harmed by the misconduct of former GTTF members.

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Law – Settlement Agreement and Release**

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

The Board is requested to approve and authorize execution of a Settlement Agreement and Release of lawsuit brought by Alex Holden. The lawsuit was filed against the Baltimore Police Department (“BPD”), and Officers Jason Giordano and Jimmy Shetterly. Plaintiff alleges both state and federal claims against the BPD and the officer defendants.

#### **AMOUNT OF MONEY AND SOURCE OF FUNDS**

The total amount of the proposed settlement is \$315,000.00.

Funds are available in account number 2045-000000-1450-716700-603070

#### **BACKGROUND/EXPLANATION**

On May 3, 2012, BPD officers were patrolling a known drug trafficking area in Baltimore City, when they observed Plaintiff engaging in behavior consistent with a CDS transaction. The officers attempted to stop and detain Plaintiff, but he fled, and Officer Giordano witnessed Plaintiff discard a white package while fleeing. The Officers caught and arrested Plaintiff, after which they recovered the package Plaintiff discarded, finding several bags of suspected CDS.

Plaintiff was charged with various CDS violations and ultimately pled guilty to possession with intent to distribute. Plaintiff served more than 2 years of incarceration as well as more than 1 year of parole. The State’s Attorney’s Office moved to vacate Plaintiff’s charges in 2019, after which all charges were dismissed.

Plaintiff then filed a timely LGTCA notice, alleging there was no probable cause for the officers to stop him and that the drugs recovered as a result of the stop were planted by the officers. Plaintiff’s claims include federal § 1983 claims of malicious prosecution and failure to supervise, and a state claim for violations of the Md. Declaration of Rights.

In order to resolve this case, avoiding the expense, time, and uncertainties of further protracted litigation and the potential for an excess judgment, BPD and the City agreed to offer Plaintiff a settlement payment of \$315,000.00, for complete settlement of the case. In return, Plaintiff Holden has agreed to dismiss his lawsuit against the Officers and the Baltimore Police Department.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Law – cont'd**

Based on a review by the Settlement Committee of the Law Department, a recommendation to settle is made to the Board of Estimates to approve the settlement of this case to avoid a potential adverse jury verdict. As with the prior GTTF settlements, we believe this settlement is in the best interest of both the City and the plaintiff who may have been harmed by the misconduct of former GTTF members.

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

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Labor Commissioner – Side Letter Agreement

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

The Board is requested to **NOTE** the Amendment to Article 7: Health and Welfare Benefits, paragraph G. for Fiscal Year 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

Funds are included in the FY 2023 Budget.

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

On August 20, 2021, the honorable Board of Estimates noted the Memorandum of Understanding between the City and MAPS.

Article 7, Health and Welfare Benefits, Paragraph G is being amended to include reimbursement for the following additional items:

- Smartwatches or related fitness devices.
- Exercise equipment, including but not limited to: Weights, Treadmills, Bicycles, Stationary Bicycles, etc.

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

#### **AFFECTED COUNCIL DISTRICT:** N/A

#### **EMPLOY BALTIMORE:** N/A

(The Side Letter Agreement 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:

43 - 53

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

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

#### Bureau of Procurement

1. The Board is requested to approve an extension of **Contract Number B50004386 aka SCON-001115 – Decals and Striping for Vehicles and Equipment** to Shannon-Baum Signs, Inc., at 105 Competitive Goals Drive, Sykesville, MD 21784. Contract expires on December 31, 2022. Period covered is January 1, 2023 through June 30, 2023.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$100,000.00

Cost Center: Various

#### BACKGROUND/EXPLANATION:

On January 20, 2016, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested as to allow for formal bidding. The extension of current contract will facilitate the agency to source required items during time required to reformulate specifications for a new solicitation and to allow for a new contract award.

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. No.: P534281**

**Agency: Dept. of General Services - Fleet**

#### CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on January 20, 2016	\$ 250,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on October 24, 2018	\$ 250,000.00
3. 2 <sup>nd</sup> Renewal approved by the Board on November 20, 2019	\$ 0.00
4. Extension approved by the Board on January 13, 2021	\$ 0.00
5. Extension approved by the Board on October 27, 2021	\$ 0.00
6. Extension approved by the Board on June 1, 2022	\$ 0.00
7. Extension pending Board approval	\$ 100,000.00
Total Contract Value	<u>\$ 600,000.00</u>

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

#### MBE/WBE PARTICIPATION:

On December 1, 2015, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

2. The Board is requested to approve an award of **Contract Number 08000 – Vehicle Exhaust Removal System** with CS Air & Environmental., located at 144 Cottage Court, Zion Crossroads, VA 22942. Period covered is date of Board approval through December 12, 2023. This request meets the condition that there is no advantage in seeking competitive responses.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$58,113.00	SC650507
	CCA000124
	Fund 1001

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

CS Air & Environmental is the sole source vendor of vehicle exhaust removal system. This product is to reduce the exposure of carcinogens emitted by vehicles while officers are in the station.

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.

**Req. No.: RQ-004962      Agency: Baltimore Fire Department**

#### 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.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

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

#### Bureau of Procurement – cont'd

3. The Board is requested to approve an increase of Region 14 contract **ESC Contract #08-18 Atlantic Surfacing & Asphalt Maintenance** with ATC Corp, at 4051 North Point Road Baltimore, MD 21222. Period covered is August 24 2022 through August 31, 2023, with no renewal options remaining.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$800,000.00	9901-CAP009110-SC630404
	9938-CAP009474-SC630404
	9938-CAP009474-SC630404
	9938-CAP009474-SC630404

#### BACKGROUND/EXPLANATION:

On February 5, 2020, the Board approved an initial award as shown in the Contract Value Summary below. The Agency has identified 20 sites as part of its ARPA allocation as well as five other locations with a variety of existing fund sources. ATC has done a nice job with their projects over the last few years and the Department needs them to perform this work in a timely manner that aligns with the ARPA grant deadlines. The Department has current quotes in hand and is prepared to execute Purchase Orders upon increase of their contract limits.

The requested action is for an increase of a competitively bid contract by Region 14 Education Service Center, Cooperative Contract Agreement #08-18 Atlantic Surfacing & Asphalt Maintenance with ATC Corp.

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.

**Req. No.: Various**

**Agency: Dept. of Recreation and Parks**

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

#### CONTRACT VALUE SUMMARY:

1. Award approved by the Board on February 5, 2020	\$1,000,000.00
2. 1 <sup>st</sup> Approved by the BOE on June 9, 2021	\$ 0.00
3. 1 <sup>st</sup> Increase approved by the BOE on November 3, 2021	\$ 623,944.25
4 2 <sup>nd</sup> Renewal approved by the BOE on August 24, 2022	\$ 0.00
5. 2 Increase pending BOE approval	<u>\$ 800,000.00</u>
Total Contract Value	\$ 2,423,944.25

#### MBE/WBE PARTICIPATION:

Not applicable. This is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

4. The Board is requested to approve an extension of **Contract Number B50005771 aka SCON-002346 – O.E.M. Parts and Service for Dodge/Chrysler/Jeep Vehicles** with Heritage of Owings Mills, Inc., at 1 Olympic Place, Suite 1200, Towson, MD 21204. Contract expires on December 31, 2022. Period covered is January 1, 2023 through June 30, 2023.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

No additional funds requested. Account Nos: Various

#### BACKGROUND/EXPLANATION:

On July 24, 2019, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested to continue parts and services forward while a new solicitation is released and awarded.

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. No.: P548507 Agency: Dept. of General Services - Fleet**

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### 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	\$1,500,000.00
2. Extension approved by the Board on July 20, 2022	\$ 0.00
3. Extension pending Board approval	\$ 00.00
Total Contract Value	<b>\$1,500,000.00</b>

#### MBE/WBE PARTICIPATION:

On February 1, 2019, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

5. The Board is requested to approve an award of **Solicitation Number 06000 – Creative Impact/Scorecard** to Clear Impact located at 1300 Rockville Pike, Suite 1001, Rockville, MD 20852-3049. Period covered is July 23, 2022 through July 23, 2024. This request meets the condition that there is no advantage in seeking competitive responses.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$150,000.00

Account No.: CCA000101

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

The Vendor will provide software that captures results, indicators, and program performance measures for the City of Baltimore. Scorecard allows up to 200 City of Baltimore subscribers to create collections of similar information for reporting and presentations. No other company provides up-to-date and projected economic indicators at the City level. The Vendor has proven the ability to handle the capacity of service needed. The Board is requested to award to Clear Impact.

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.

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

Req. No.: RQ-004310

Agency: Bureau of the Budget and  
Mgmt. Research

#### MBE/WBE PARTICIPATION:

Not Applicable. The initial award was below MBE/WBE subcontracting threshold.

6. The Board is requested to approve an extension of **Contract Number 08000 – Railroad Inspections, Maintenance and Emergency Response** with Rhinehart Railroad Construction, Inc., at 1600 Angleside Road, Suite A, Fallston, MD 21047. Period covered is November 9, 2022 through March 31, 2023.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$20,000.00

Account No.: Various

#### BACKGROUND/EXPLANATION:

On November 9, 2016, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The extension will enable the Department of Transportation to utilize Rhinehart Railroad Construction, Inc. for the City's monthly safety inspections and maintenance and emergency response while a solicitation is prepared.

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.: SCON-001421

Agency: Department of Transportation

#### CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on November 9, 2016	\$ 85,976.00
2. 1st Renewal pending Board approval	\$ 85,000.00
3. 2nd Renewal pending Board approval	\$ 85,000.00
4. Extension pending Board approval	\$ 20,000.00
Total Contract Value	<b>\$ 275,976.00</b>

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### 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.

7. The Board is requested to approve a renewal of **Contract Number B50005773 – Pavement Marking Services for Baltimore City** with Corporate Maintenance Group, LLC., at 5850 Waterloo Rd. #140, Columbia, MD 21795. Period covered is December 12, 2022 through December 11, 2023 with no renewal options remaining

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$2,000,000.00

Account No.: Various

#### BACKGROUND/EXPLANATION:

On December 11, 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 final, one-year renewal of this contract to continue pavement marking services throughout the city.

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.: SCON-001629**

**Agency: Department of Transportation**

#### CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on December 11, 2019	\$ 421,500.00
2. Increase approved by the Board on August 5, 2020	\$ 2,000,000.00
3. 1st Renewal approved by the Board on November 25, 2020	\$ 1,500,000.00
4. 2 <sup>nd</sup> Renewal pending Board December 8, 2021	\$ 2,000,000.00
5. 3 <sup>rd</sup> Renewal pending Board approval	<u>\$ 2,000,000.00</u>
Total Contract Value	<b>\$ 7,921,500.00</b>

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

#### MBE/WBE PARTICIPATION:

MWBOO set goals at 2% MBE and 11% WBE. On November 29, 2022, Corporate Maintenance Group, LLC was found compliant during the review period by MWBOO.

8. The Board is requested to approve an extension of **Contract Number B50002878 aka SCON-001335 – Fleet Fuel Credit Card Service** to WEX Bank, at 7090 South Union Park Center Suite 350, Midvale, UT 84047. Contract expires on December 31, 2022. Period covered is January 1, 2023 through June 30, 2023.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

No additional funds requested. Account Nos: Various

#### BACKGROUND/EXPLANATION:

On June 26, 2013, the Board approved the initial award with subsequent actions as shown in the Contract Value Summary below. An extension is being requested to allow for the continuation of these services and allow time for all parties to complete a cooperative contract agreement and to be fully executed. The fuel cards are valid through August 31, 2024.

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. No.: P532988**

**Agency: Dept. of General Services - Fleet**

#### CONTRACT VALUE SUMMARY:

1. Initial award approved by the Board on June 26, 2013	\$1,500,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on July 27, 2016	\$ 0.00
3. 2 <sup>nd</sup> Renewal approved by the Board on July 12, 2017	\$ 0.00
4. Ratification & Extension approved by the Board on August 12, 2020	\$ 0.00
5. Extension approved by the Board on October 27, 2021	\$ 0.00
6. Extension approved by the Board on March 2, 2022	\$ 0.00
7. Extension pending Board approval	\$ 0.00
Total Contract Value	<b>\$1,500,000.00</b>

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

#### MBE/WBE PARTICIPATION:

On March 21, 2013, MWBOO determined that no goals would be set because of no opportunity to segment the contract.

9. The Board is requested to approve an award of **Contract Number 08000 – Response Management System Software** to Daupler, 8024 Conser St, Overland Park. KS 66204. Period covered is from date of BOE approval through October 11, 2023. This is a one-time purchase request and meets the condition that there is no advantage in seeking competitive responses.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$49,728.00

SC650508

CAA00816

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

The Department of Public Works needs this software that interreacts with the existing Cityworks system. This software is specific to the systems we have already in use by the City.

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.

**Req. No.: RQ-004545      Agency: Dept. of Public Works**

#### MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement as a select source procurement as this software is only available from the distributor, and are not available from subcontractors.

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

Bureau of Procurement

10. The Board is requested to approve a renewal of **Contract Number B50005017 — Background Investigations** with Kentech Consulting Inc. at 520 W. Erie, Suite 340, Chicago, IL 60654. The renewal period is November 1, 2022 through October 31, 2024.

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

\$920,000.00

Cost Center: Various

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

On October 25, 2017, the Board approved an initial award with subsequent actions as shown in the Contract Value Summary below. The Board is requested to exercise the final renewal option for this 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.

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.

**Supplier Contract.: SCON-001470**

**Agency: Baltimore Police Department, DHR**

#### CONTRACT VALUE SUMMARY:

1. Initial Award approved by the Board on October 25, 2017	\$ 1,975,000.00
2. 1 <sup>st</sup> Renewal approved by the Board on March 24, 2021	\$ 75,851.70
3. Increase approved by the Board on June 29, 2022	\$ 192,000.00
4. 2 <sup>nd</sup> Renewal pending Board approval	\$ 920,000.00
Total Contract Value	<b>\$ 3,162,851.70</b>

## AGENDA

BOARD OF ESTIMATES

12/21/2022

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

Bureau of Procurement – cont'd

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

On May 17, 2017, MWBOO set goals of 11% MBE and 5% WBE. On June 7, 2022, MWBOO performed a compliance review and found the vendor non-compliant. A post compliance letter was submitted to the vendor stating the contract was under an extended compliance review period for six months.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Procurement – Payment of Outstanding Invoices

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

The Board is requested to approve payment of outstanding invoices to EccoVia Inc., located at 545 E. 4500 S Ste E-200 Salt Lake City, UT 84107.

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

\$232,844.00	Spend Category: SC630326
	Cost Center CCA000566
	Funds 4000

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

The requested action is an approval to pay outstanding invoices to EccoVia Inc. EccoVia is a provider of software and licenses that are mandated for HUD to collect data on the provision of housing services to the homeless. Due to urgent need of these licenses, the agency submitted a request to the supplier before a contract was approved.

The previous contract on P523147 expired on July 31, 2021. This request will cover the past due invoices through July 31, 2023. The agency has been advised to start preparation for future needs.

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.

**PO-P523147**

**Agency: Mayor's Office of Human Services**

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

Not Applicable. Payment of outstanding invoices.

#### **EMPLOY BALTIMORE:**

Not applicable.

#### **LIVING WAGE:**

Not applicable.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Finance - Moving Expense Reimbursement**

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

The Board is requested to approve a reimbursement of moving expenses for Laura Larsen.

#### **AMOUNT OF MONEY AND SOURCE:**

\$8,556, General Fund

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

AM-Policy 200-3 allows agencies to reimburse an employee to cover the cost of expenses in moving themselves and family to a new position with the City. Laura Larsen relocated from Madison, Wisconsin to Baltimore to take a position in the Department of Finance as the City's Budget Director.

The employee, per the AM policy, secured two estimates of moving costs, United Van Lines, LLC at \$8,556.79 and Cross Country Movers at \$13,253.00. United Van Lines, LLC was submitted documentation for the final expenses.

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

#### **AFFECTED COUNCIL DISTRICT: N/A**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Real Estate – Lease Agreement

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

The Board is requested to approve a Lease Agreement between GAY DALLIS, LLC, a Limited Liability Company (Landlord) formed under the laws of the State of Maryland and the Mayor and City Council of Baltimore on behalf of the Department of Transportation, a Municipal Corporation of the State of Maryland (Tenant) for the rental of the property known as 33 S. Gay Street, consisting of approximately 1,470 square feet of office space. The period of the lease is January 1, 2023 or upon completion of Tenant Improvements by the Landlord, whichever comes first, through August 31, 2027 with the option to renew for one, five-year period.

#### **AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Period of Time During Term</u>	<u>Monthly Base Rent</u>	<u>Annual Base Rent</u>
1	01/01/2023 – 12/31/2023	\$ 980.00	\$11,760.00
2	01/01/2024 – 12/31/2024	\$1,029.00	\$12,348.00
3	01/01/2025 – 12/31/2025	\$1,080.45	\$12,965.40
4	01/01/2026 – 12/31/2026	\$1,134.47	\$13,613.67
5	01/01/2027 – 08/31/2027	\$1,191.20	\$ 9,529.60

Acct. # 2076-000000-2351-256200-603013

Fund 2076  
CCA001109  
SC 630313

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

The Leased Premises will be used for storage for the Department of Transportation. The Landlord will be responsible for all maintenance, capital improvements, property taxes and insurance. Landlord at Landlord's expense will install new locks on exterior doors, construct two gypsum demising walls to separate storage area from mechanical room, and repaint and touch up walls where necessary.

The Tenant is responsible for the janitorial services within the premises, including the two common area rest rooms.

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

## **AGENDA**

**BOARD OF ESTIMATES**

**12/21/2022**

Department of Real Estate - cont'd

**COUNCIL DISTRICT: 11**

**APPROVED FOR FUNDS BY FINANCE**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### Department of Real Estate - Standstill Agreement

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

The Board is requested to approve and authorize execution of a Standstill Agreement with the United States of America (Government), Lessee. The period of the agreement is effective upon Board approval through January 31, 2023 or the date on which a lease extension is signed by the parties, whichever is earlier.

#### **AMOUNT OF MONEY AND SOURCE:**

The Government will continue to pay rent at the current rate of \$ 3,331.66 monthly.

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

On April 16, 2003, the Board approved a Communications Lease Agreement with the Government for an initial term of one year with automatic annual renewals not to extend beyond October 31, 2022. This Standstill Agreement requires the Parties to adhere to the terms and conditions of the existing Communications Lease Agreement while the City negotiates a new Communications Lease Agreement with the Government.

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

N/A

#### **AFFECTED COUNCIL DISTRICT:** N/A

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Baltimore Police Department – Extension of Grant Award**

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

The Board is requested to ratify the original grant and approve the extension of the Grant Award from the U.S. Department of Justice for the Edward Byrne Memorial Justice Assistance Grant “JAG 15” grant, Award #2019-DJ-BX-0842. The old award period was from October 1, 2018 through September 30, 2022. The new award period is from October 1, 2018 through September 30, 2023.

##### **AMOUNT OF MONEY AND SOURCE:**

N/A

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

On March 11, 2020, the Board authorized and approved acceptance of the U.S. Department of Justice’s, “JAG 15”, award #2019-DJ-BX-0842. The grant award period previously ended on September 30, 2022. The Baltimore Police Department (BPD) requested and was approved for a 12 month no-cost extension to fully expend the remaining funds. Due to the Covid-19 pandemic and key staff turnover, BPD’s partners were not able to expend their allocation in the planned timeline.

The goal of JAG 15 funding is to reduce violent crime while continuing the commitment to community-based crime prevention programs. The partners included in this award are: The Baltimore Police Department, The Mayor’s Office of Neighborhood Safety and Engagement, The Office of the State’s Attorney, The Circuit Court for Baltimore City, and The Department of Housing.

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

N/A

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

##### **AUDITS NOTED THE TIME EXTENSION.**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Mayor's Office of Recovery Programs – Grant Agreement**

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

The Board is requested to approve and authorize execution of a Grant Agreement with the Baltimore Office of Promotion & the Arts for ARPA Funding for the Arts and Cultural Festival Project. The term of the agreement is effective upon Board approval through June 30, 2023 unless terminated earlier in accordance with this agreement.

#### **AMOUNT OF MONEY AND SOURCE:**

Amount: \$500,000.00

Cost Center: CCA001382

GRT: GRT

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

The Mayor's Office of Recovery Programs awarded a grant to the Baltimore Office of Promotion and the Arts (BOPA) for \$500,000.00 on November 10, 2022 to provide funding to support the revival of Baltimore's largest arts and cultural festival: Artscape. This project will partner with existing events produced by other City agencies and cultural organizations to curate more inclusive, accessible events for a wider range of residents. ARPA funds will help ensure the safest, most accessible, high quality cultural celebrations that exceed their potential to reunite Baltimore residents post-COVID. Artscape will be extended into a five-day celebration of arts and culture, incorporating historical components such as live performances, artist summits, open studio tours, and a weekend art fair. BOPA has innovated a more community-driven art and audience-inclusive approach.

The Grantee may submit a written request to the City asking for: a one-year extension to the term of this Agreement; and/or a budget reallocation not to exceed ten 10 percent of the Grant Funds. The request should include an explanation for why an extension and/or budget reallocation is needed and be provided to the City at least 60 days prior to the expiration date of this Agreement. The request must include all required documentation to justify the need for an extension and/or reallocation. The Chief Recovery Officer or designee will approve or deny the request in writing. The Grantee may not expend the Grant Funds under a reallocated budget until such time they have received written approval from the Chief Recovery Officer. Such unapproved expenditure of the Grant Funds could result in a failure to approve the Grant Funds for payment. Any additional funds or other modifications may be added to this Agreement by written Amendment setting forth the modifications/amendments signed by the parties and approved by the Board.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Recovery Programs – cont'd

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

N/A

#### **COUNCIL DISTRICT:**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Mayor's Office of Recovery Programs – Grant Agreement

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

The Board is requested to approve and authorize execution of a Grant Agreement with Project PLASE Inc. for Creation of Permanent Supportive and Emergency Housing at Beacon House Square. The period of the agreement is effective upon Board approval through June 30, 2024, unless terminated earlier pursuant to the terms of this agreement.

#### **AMOUNT OF MONEY AND SOURCE:**

Amount: \$3,500,000.00

Cost Center: CC001329

Grant Worktag: GRT001336

Spend Category: SC630351 - Payments to Sub-Contractors

Fund: 4001

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

On September 27, 2022, the Mayor's Office of Recovery Programs awarded funding from the Coronavirus State and Local Fiscal Recovery Fund provided by the American Rescue Plan Act of 2021 in the amount of \$3,500,000.00 to Project PLASE Inc. to support the renovation of Beacon House Square (BHS) by covering hard costs related to construction of the affordable housing development.

The purpose of the agreement is to provide funding for the following: 1) \$378,627.00 for hard capital costs related to demolition; 2) \$1,390,570.00 for hard capital costs related to rough carpentry work; 3) \$576,934.00 for hard capital costs related to site plumbing; 4) \$576,934.00 for hard capital costs related to heat and ventilation; and 5) \$576,934.00 for hard capital costs related to electrical site work.

The Grantee may submit a written request to the City asking for: an extension to the term of this Agreement; and/or a budget reallocation not to exceed 10 percent of the Grant Funds. The request should include an explanation for why an extension and/or budget reallocation is needed and be provided to the City at least 60 days prior to the expiration date of this Agreement. The request must include all required documentation to justify the need for an extension and/or reallocation. The Chief Recovery Officer or designee will approve or deny the request in writing. The Grantee may not expend the Grant Funds under a reallocated budget until such time as it has received written approval from the

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Mayor's Office of Recovery Programs – cont'd**

Chief Recovery Officer. Such unapproved expenditure of the Grant Funds could result in a failure to approve the Grant Funds for payment. Any additional funds or other modifications may be added to this Agreement by written Amendment setting forth the modifications/amendments signed by the parties and approved by the Board of Estimates of Baltimore City (the "Board").

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

N/A

#### **COUNCIL DISTRICT:**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Employees' Retirement System – Independent Auditors' Report

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

The Board is requested by CliftonLarsonAllen LLP (CLA), independent auditor of the Baltimore City Fire and Police Employees' Retirement System (Fire and Police) to **NOTE** receipt of the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, and the 2022 Baltimore City Fire and Police Employees' Retirement System's Annual Comprehensive Financial Report (ACFR). These reports were based on an audit of the Fire and Police's fiscal year 2022 financial statements performed in accordance with Government Auditing Standards.

##### **BACKGROUND AND EXPLANATION:**

On May 12, 2021, the Board retained CLA to conduct an independent audit of the fiscal year 2022 Fire and Police's financial statements. CLA issued an Independent Auditors' Report dated November 16, 2022 that included an unmodified "clean" opinion that the financial statements are presented fairly, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP). It also issued an unmodified "clean" opinion that the schedules of administrative expenses, investment expenses and payments to consultants are fairly stated, in all material respects, in relation to the financial statements as a whole. Additionally, CLA performed limited procedures and rendered no opinion on the management's discussion and analysis, required supplemental schedules and the introductory, investment, actuarial and statistical sections of the comprehensive annual financial report.

CLA also issued a Report on Internal Control over Financial Reporting and on Compliance and Other Matters which is required during an audit of financial statements performed in accordance with Government Auditing Standards. The results of the tests disclosed no material weaknesses and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Housing and Community Development – Loan Agreement

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

The Board is requested to approve the following to Uplands Rental Phase IIA Four, LLC (the “Borrower”, a Maryland limited liability company the Managing Member of which is to be controlled by Pennrose, LLC or an affiliate thereof): (i) the disposition of the property on which the Project will be constructed; (ii) the execution of a Seller’s Take Back Note in an amount of \$1,170,000; (iii) a loan of Up-Front Grant funds in an amount of \$3,120,000; (iv) a loan of America Rescue Plan Act funds in an amount of \$543,239; and (v) a loan of HOME Investment Partnerships Program funds in an amount of \$1,000,000.00.

The Board is also requested to approve an Amended and Restated Deed for the Uplands Site A as described further below, and to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction after legal review and sign off by the Department of Law. The City Up-Front Grant Loan, City ARPA Loan, City HOME Loan, and Seller’s Take Back Note will all have a permanent loan period of 40 year following construction completion.

#### **AMOUNT OF MONEY AND SOURCE:**

\$3,120,000.00 City Up-Front Grant Loan  
Fund: 9910  
Worktag: PRJ002666  
Grant: GRT000752  
Cost Center: CAP009610

\$543,239.00 City American Rescue Plan Act Loan  
Fund: 9901  
Worktag: PRJ002756  
Grant: GRT001364  
Cost Center: CAP009110

\$1,000,000.00 City HOME Investment Partnerships Program Loan  
Fund: 9910  
Worktag: PRJ002666  
Grant: GRT000834  
Cost Center: CAP009588

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Housing and Community Development – cont'd

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

The City will convey the site at 4625 Edmondson Avenue to the Borrower for \$1,170,000, of which the full purchase price will be covered by the proposed Seller's Take Back Note granted by the City. The proposed City Up-Front Grant Loan in the amount of \$3,120,000 (the "City Up-Front Grant Loan"), the proposed City American Rescue Plan Act Loan in the amount of \$543,239 (the "City ARPA Loan"), and the proposed City HOME Investment Partnerships Program Loan in the amount of \$1,000,000 (the "City HOME Loan") will all be made to the Borrower. Proceeds of the City Loans will be used to support a portion of the hard costs to construct 78 affordable rental units at 4625 Edmondson Avenue (known as "Uplands Rental 2A"), with the City HOME Loan only supporting the construction of the affordable rental units at 60% or below of Area Median Income ("AMI") described below. Uplands Rental 2A is part of a "twinning" project pairing 9% and 4% Low-Income Housing Tax Credits ("LIHTC") that will consist of a total 150 mixed-income units and will encompass two separately financed developments: Uplands Rental 2A and Uplands Rental 2B (collectively, "Uplands Rental 2"). Uplands Rental 2 represents the final rental phase of the larger Uplands redevelopment plan, with a future homeownership phase anticipated. The affordable rental units in Uplands Rental 2A are comprised of 22 units available for residents who earn up to 30% of AMI, 42 units available for residents who earn up to 60% AMI, and 14 units available for residents who earn up to 80% AMI, adjusted for family size. The unit mix includes 21 one-bedroom, 51 two-bedroom, and 6 three-bedroom units, with the 30% AMI units supported by Project Based Vouchers.

The City Up-Front Grant Loan will be in the amount of \$3,120,000, the City ARPA Loan in the amount of \$543,239, the City HOME Loan in the amount of \$1,000,000, and the Seller's Take Back Note in the amount of \$1,170,000 (collectively referred to as the "City Loans"). The City Loans will have a 16-month construction loan period. Following construction completion and conversion, the City Loans will have a permanent loan period of 40 years (the "City Permanent Loan Period"). No regular interest will be charged on the City Loans, but during the City Permanent Loan Period, the City will receive a portion of funds to the extent available to pay principal of the City Loans after servicing the first mortgage in accordance with the CDA program requirements and applicable loan documents. The portion of the available cash flow received by the City will be applied to the City Loans as follows: first to the City HOME Loan, then the Seller's Take Back Note, then the Up-Front Grant Loan, and finally to the City ARPA Loan. The outstanding principal balance and any deferred and accrued interest on the City Loans is due and payable on the last day of the City Permanent Loan Period. The City Loans will be long-term, subordinate debt.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Housing and Community Development – cont'd

During the permanent loan period, the City Loans are subordinate to the 221(d)(4) first mortgage from M&T Bank of approximately \$7,235,500, which is must-pay debt in the first lien position. The City Loans will also be subordinate to a Rental Housing Works loan of approximately \$3,500,000 and an EmPower/MEEHA loan of approximately \$58,200, each from Community Development Administration (“CDA”), a unit of the Division of Development Finance of the Department of Housing and Community Development of the State of Maryland. The loan period and payment terms of the CDA financing are the same as the City Loans described above. The lien position of the City Loans during the permanent loan period is as follows: City Up-Front Grant will be in third position, the City ARPA Loan will be in fourth position, the City HOME Loan will be in fifth position, and the Seller’s Take Back Note will be in sixth position.

Permanent equity sources include proceeds from the syndication of the 4% LIHTC by Hudson Housing Capital of approximately \$10,762,981, a working capital and operating deficit reserve refund of approximately \$506,485, and approximately \$739,876 of deferred developer’s fee. The total development costs are approximately \$28,636,281. The numbers set forth herein are the best estimates at the time of approval and may change between now and closing depending on market financing and construction conditions.

The source of the City Up-Front Grant Loan is funds granted to the City by the United States Department of Housing and Urban Development (“HUD”). As a condition of this funding source, HUD is requiring an Amended and Restated Deed for Uplands Site A to establish covenants pertaining to the HUD Up-Front Grant, affordability, the development plan, nondiscrimination, and equity participation requirements. The covenants will run with the land and require that 74% of the total number of units on the site are affordable, establish uses of the Up-Front Grant funds, and includes equity participation requirements for both the rental phases and the units. The Amended and Restated Deed will have first priority in recording order after any necessary releases pertaining to the HUD Up-Front Grant.

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

In compliance.

#### **AFFECTED COUNCIL DISTRICT: 8**

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Budget & Management Research – Supplemental Appropriation

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

The Board is requested to approve an Appropriation Adjustment Order (AAO), increasing appropriation in the capital budget in the amount of \$5,000,000.00 to support information and technology projects.

#### **AMOUNT OF MONEY AND SOURCE:**

Project Name	Project Number	Funding Source	Amount
914017 Enterprise IT Infrastructure	PRJ001617	General Fund	\$1,250,000.00
915079 117-079 Infrastructure Platforms End of Life Refresh/Upgrades	PRJ002410	General Fund	\$1,750,000.00
923059 117-059 Upgrade Application Integration and Infrastructure	PRJ002418	General Fund	\$1,000,000.00
912072 117-072 CitiWatch Replacement Camera Cycle	PRJ002405	General Fund	\$500,000.00
922029 117-029 Citywide Cyber Security Systems Upgrade	PRJ002417	General Fund	\$500,000.00
			\$5,000,000.00

This supplemental request is supported by a surplus of revenue in the General Fund in Fiscal 2022, specifically in revenue generated from income taxes.

Revenue Source	Revenue Category	Amount
Income Taxes	RC0048	\$5,000,000.00

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

These are necessary information and technology projects, managed by the Office of Information and Technology and approved by the Department of Planning.

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Budget & Management Research – Supplemental Appropriation

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

Approval of an Appropriation Adjustment Order (AAO), increasing appropriation in the capital budget in the amount of \$6,300,000.00 to support projects in the Convention Center.

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

Project Name	Project Number	Funding Source	Amount
918004 West Side Freight Elevator	PRJ001759	General Fund	\$1,000,000.00
East Building Elevator Replacement	PRJ002746	General Fund	\$1,543,000.00
East Building Escalator	PRJ002747	General Fund	\$3,757,000.00
			\$6,300,000.00

This supplemental request is supported by a surplus of revenue in the General Fund in Fiscal 2022, specifically in revenue generated from transfer and income taxes.

Revenue Source	Revenue Category	Amount
Transfer Taxes	RC0045	\$1,000,000.00
Income Taxes	RC0048	\$5,300,000.00

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

These projects are necessary to maintain the Convention Center in good working order.

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Budget & Management Research – Supplemental Appropriation

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

Approval of an Appropriation Adjustment Order (AAO), increasing appropriation in the capital budget in the amount of \$17,100,000.00 for HVAC and fire protection projects in both the Abel Wolman Building and City Hall.

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

Project Name	Project Number	Funding Source	Amount
Abel Wolman HVAC and Fire Protection	PRJ000528	General Fund	\$16,600,000.00
City Hall HVAC	PRJ002749	General Fund	\$500,000.00
			\$17,100,000.00

This supplemental request is supported by a surplus of revenue in the General Fund in Fiscal 2022, specifically in revenue generated from income taxes.

Revenue Source	Revenue Category	Amount
Income Taxes	RC0048	\$17,100,000.00

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

These are routine and necessary maintenance projects.

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Budget & Management Research – Supplemental Appropriation

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

Approval of an Appropriation Adjustment Order (AAO), increasing appropriation in the capital budget in the amount of \$17,600,000.00 in support of the Perkins Somerset project and the Vacants Initiative.

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

Project Name	Project Number	Funding Source	Amount
PSO Perkins Phase II Public Infrastructure	PRJ002743	General Fund	\$6,600,000.00
Vacants Initiative	PRJ002439	General Fund	\$11,000,000.00
			<b>\$17,600,000.00</b>

This supplemental request is supported by a surplus of revenue in the General Fund in Fiscal 2022, specifically in revenue generated from income and transfer taxes.

Revenue Source	Revenue Category	Amount
Income Taxes	RC0048	\$6,600,000.00
Transfer Taxes	RC0045	\$11,000,000.00

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

The Department of Housing and Community Development is leading both of these projects.

The PSO Transformation Plan calls for the demolition and redevelopment of Perkins Homes into a vibrant mixed income community with public housing replacement, low-income tax credit and market rate housing, a 21<sup>st</sup> Century school, new community amenities and opportunities, neighborhood improvements, and a supportive services plan aimed at helping families meet their goals.

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Bureau of Budget & Management Research – Supplemental Appropriation

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

The Board is requested to approve an Appropriation Adjustment Order (AAO), increasing appropriation in the capital budget in the amount of \$9,000,000.00 in support of the Walbrook Junction/Edmondson Village Center project.

#### **AMOUNT OF MONEY AND SOURCE:**

Project Name	Project Number	Funding Source	Amount
Walbrook Junction/Edmondson Village Center Support	PRJ002758	General Fund	\$9,000,00.00

This supplemental request is supported by a surplus of revenue in the General Fund in Fiscal 2022, specifically in revenue generated from income taxes.

Revenue Source	Revenue Category	Amount
Income Taxes	RC0048	\$9,000,000.00

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Finance – Amendment No 2 to Commercial Property Assessed  
Clean Energy Agreement

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

The Board is requested to approve and authorize execution of Amendment No. 2 for the Commercial Property Assessed Clean Energy (“**MD-PACE**”) Agreement between the Mayor and City Council of Baltimore, a Maryland municipal corporation acting through its Department of Finance (the “**City**”) and the Maryland Clean Energy Center, a body politic and corporate and a public instrumentality of the State of Maryland (“**MCEC**”), and Abacus Property Solutions, LLC, a Virginia limited liability company (“**Abacus**”). The period of the amendment is retroactive to March 14, 2022 (the "Effective Date"). The term of this Agreement shall commence upon the date the last party executes the Agreement. This Agreement shall remain in full force and effect until all of the Surcharges levied by the City have been paid in full or deemed no longer outstanding. Either party may terminate this Agreement at any time upon ninety (90) days' advance written notice to the other party, provided that the City's obligations to bill, collect and remit Surcharges for PACE Program loan made prior to the termination date shall continue until all Surcharges (including the interest, penalties, and fees thereon) have been collected and the all such PACE Program loans have been paid in full.

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

N/A

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

Pursuant to §1-1102 of the Annotated Code of Maryland, Local Government Article, a county or municipality may establish a clean energy loan program. The City of Baltimore has authorized and established a commercial property assessed clean energy loan program (“PACE”) pursuant to Public Local Law, Article 28, §§ 30-1 et seq. Article 28, §30-3(b) permits the City to enter into an agreement with a PACE program administrator.

On April 26, 2017, the Board approved the Commercial Property Assessed Clean Energy Agreement (the “Agreement”) between the City of Baltimore, MCEC and PACE Financial Servicing, LLC. As stated in the Agreement, MCEC designated PACE Financial Servicing as MCEC’s Agent to act as the third-party Program Administrator for the MD-Pace Program.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Finance – cont'd

On December 12, 2018, the Board approved Amendment No. 1 to the Agreement to align the existing Agreement with Article 28, §§30-1 *et seq.* of the Baltimore City Code

Beginning August 3, 2021, MCEC conducted a competitive Request for Proposal process to identify and select a new MCEC Agent to act as the third-party Program Administrator for the MD-PACE Program; and MCEC executed a contract for services with Abacus on December 15, 2021 to serve as Program Administrator.

MCEC is seeking the City's approval of the replacement of PFS as Program Administrator with Abacus. This Amendment No. 2 incorporates those changes. There is no cost associated with this Amendment.

This item is being submitted late because the City received notice on April 1, 2021 that a new vendor, Abacus Property Solutions, LLC had been selected through the State of Maryland's competitive procurement process to act as a third-party program administrator for MCEC. During that transition, the City had to complete its own due diligence regarding the agreement which was finalized by MCEC, Abacus and the City on August 8, 2022.

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

N/A

#### **AFFECTED COUNCIL DISTRICT:** Citywide

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

(The Amendment No 2 to the Commercial Property Assessed Clean Energy Agreement has been approved by the Law Department as to for and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Bureau of Budget & Management Research – Midtown Community Benefits  
District Bylaws Change

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

The Board of Estimates is requested to approve the Midtown Community Benefits District by-law changes.

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

N/A

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

The Board of Estimates has the authority to approve any by-laws changes for the Midtown Community Benefits District (MCBD). The District has submitted its changes. These changes do not affect the surcharge rate or the approved Fiscal 2023 budget approved on 6/1/2022.

The proposed changes to MCBD's by-laws include a change to the Board composition to allow additional members from specified constituent groups, clarification of limits to the Board President's powers, including that the Board retains final discretion over decisions regarding substantive agreements, contracts, or any other binding agreements, and affirmation of compliance with City policies relevant to contracting activities.

MCBD provides the Bolton Hill, Charles North, Madison Park and Mount Vernon neighborhoods with enhanced cleaning, safety and maintenance services. These services include daily broom and dustpan services and mechanized equipment along sidewalks, curb lines, and park spaces. Detailed cleaning of alleys; trash collection of 187 cans; weeding; leaf collection; public green maintenance; and increased safety patrols.

The Department of Finance recommends that the Board approve the MCBD's proposed by-law changes.

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

#### **AFFECTED COUNCIL DISTRICT:** 11 and 12

(The Midtown Community Benefits District Bylaws Change has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Department of Finance – Administrative Manual Policy 118-1 Update

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

The Board is requested to approve the replacement of the Electronic Communication Policy, AM-118-1, with the proposed Acceptable Use Policy.

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

N/A

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

The Baltimore City Office of Information and Technology (BCIT) proposes replacing the Electronic Communication Policy, AM 118-1, with an Acceptable Use Policy (AUP). The City does not currently have an AUP; the closest policy on record is AM-118-1 Electronic Communication Policy (ECP), which was last updated October 2016.

The ECP mirrors common AUP guidance, but the revised policy updates the scope to comprehensively include all of the City's IT communications infrastructure, IT devices, digital files, and all users of the City's IT resources. BCIT proposes replacing the current AM-118-1 to prevent redundancies in policies and ensure consistent and efficient implementation.

The proposed AUP was reviewed by BCIT Leadership, the IT Security Council, and the IT Citywide Governance Committee, and then shared with all impacted Agencies, as required by AM-002-1-2 Administrative Manual Revision Process. All comments were tracked, carefully researched and considered, with updates added where appropriate.

The new Acceptable Use Policy, AM-118-1, was recommended and reviewed by Baltimore City Office of Information and Technology, the Office of the Labor Commissioner, the Law Department, and the Departments of Finance and Human Resources.

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

N/A

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## *Technology Acceptable Use Policy*

AM 118-1

### INTRODUCTION

The City of Baltimore (“City”) is committed to responsible stewardship of the City’s information technology (“IT”) resources. To achieve this objective, the City created this Technology Acceptable Use Policy (“Policy”) to ensure compliance with best practices in managing IT resources. This Policy will improve the City’s ability to serve the community, strengthen resident data protection, and mitigate the impact of future cyberattacks. Use of City’s IT resources may provide user access to valuable organizational resources, to sensitive and critical data, and to internal and external networks. Use of the City’s computer and network resources is a privilege. The City expects users of the City’s IT resources to act in a responsible, professional, ethical, and law-abiding manner.

### I. PURPOSE

This Policy establishes safeguards and controls to prevent the loss, abuse, and theft of information, data and equipment owned by or leased to the City. Adherence to this Policy promotes the mitigation of financial loss related to IT security incidents and the likelihood of personal or sensitive information loss. The agency head or designee bears responsibility for implementing this Policy.

### II. SCOPE

This Policy applies to the City of Baltimore’s computing, networking, digital technology, operational technology (“OT”), supervisory control and data acquisition (“SCADA”), telephony, digital assets and digital files or information that may be owned, leased, or managed by the City (“City IT resources”).

This Policy applies to all users of the City’s IT resources. Specifically, this Policy applies to anyone that obtains access to the City’s IT resources including individuals who connect to the City’s IT resources by wire or wirelessly using personally owned devices. Individuals covered by this Policy are collectively referred to as “users” and include full and part-time employees, contractors, interns, partners, visitors, and customers.

### III. USER RESPONSIBILITIES

Users of the City’s IT resources are granted access to certain IT resources that are required to perform work duties, including access to computer systems, servers, software, databases, files, folders, documents, telephony, email, voice mail systems, smart phone applications, and the internet.

Users are responsible for knowing, understanding and following this Policy. Users are responsible for exercising common sense and good judgment in adherence of this Policy. An action deemed technically possible does not mean that it is appropriate or permitted.

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*Technology Acceptable Use Policy*

AM 118-1

Users are responsible for knowing, understanding, and following all data protection and privacy laws, regulations, and industry standards that apply to their job duties. The City and its users are responsible for the safe handling and protection of sensitive data as required by any applicable laws, regulations, or industry best practices. Examples of data protection laws, regulations, and industry best practices include the Health Information and Portability Accountability Act (“HIPAA”), the Criminal Justice Information Services (“CJIS”), and the Payment Card Industry Data Security Standard (“PCI”). In addition, users are responsible for knowing, understanding and following the prohibitions on disclosure found in the Maryland Public Information Act and other federal, state, and local privacy laws. Agencies are responsible for ensuring users are trained on any relevant data protection regulations or best practices that apply to their job duties.

As representatives of the City, users are responsible for all content created utilizing the City’s IT resources including emails, texts, chats, audio, voice mail, faxes, images, whether digital or hard copy. Creating fraudulent, harassing, or sexually explicit content is prohibited. Content that may be inappropriate or offensive based on race, sex, religion, national origin, physical attributes, disabilities, sexual preferences, age, or other characteristics protected by law are prohibited. Users are required to report offensive content to their supervisors or Human Resources. Users shall not create or transmit content under an assumed name or attempt to obscure the origin of any content.

**IV. ACCEPTABLE USE**

- Only use authorized IT resources specific to stated job functions or responsibilities.
- The City will provide users with a unique username that contains identifiable information individual to each user. Specifically, each username contains the first and last name of the user that appears in the Human Capital Management system.
- Users shall adhere to the City’s password policy, which requires:
  - i. minimum of 12 characters;
  - ii. at least 1 lower-case letter;
  - iii. at least 1 upper-case letter;
  - iv. at least 1 number; and
  - v. at least 1 special character.
- Users must protect all passwords used to secure the City’s IT resources against unauthorized access and use. Never share a password with anyone.

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*Technology Acceptable Use Policy*

**AM 118-1**

- Users are responsible and accountable for appropriate use of all IT resources assigned to them.
- The City's IT resources shall only be used for City business. Incidental personal use of the system may be permitted if it:
  - i. is done on the user's personal time during a lunch break or another manager approved break;
  - ii. does not consume more than a trivial amount of City IT resources that could otherwise be used for City business;
  - iii. does not interfere with a user's' productivity;
  - iv. does not take the place of any City business; and
  - v. does not otherwise violate this Policy, or any other applicable law, regulation, or procedure.
- Users shall not use the City's IT resources for personal gain or advancement of a user's own personal views; to operate a business; political campaigning; fund raising; or to solicit non-City business.
- Sending chain letters, mass mailings, jokes, comics, or non-job-related computer graphics is prohibited.
- Users shall not provide resources or other forms of assistance that facilitate any unauthorized access to the City's IT resources.
- The City is bound by contractual and licensing agreements with regard to third-party resources, such as software programs. Users must comply with all such agreements when using third-party resources.
- Users shall not attempt to access or provide resources to access restricted portions of the network, an operating system, security software, or other administrative applications without appropriate authorization by the system owner or administrator.
- Users shall comply with the policies and guidelines for all of the City's IT resources to which they have been granted access. When other policies are more restrictive than this Policy, the more restrictive policy governs.
- Users may not engage in deliberate activity to degrade the performance of the City's IT resources, deprive an authorized user access to the City's IT resources, obtain extra City IT resources beyond those allocated, or circumvent the City's IT resources security measures.
- Users shall not attempt to bypass any security control unless they have been specifically authorized to do so, in writing, by the Chief Information Officer ("CIO") or the Chief Information Security Officer ("CISO").

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m**Technology Acceptable Use Policy*

AM 118-1

- Users who are provided with City-issued devices, such as desktops, laptops, phones, hotspots, or any other device, are responsible for taking care of each device and returning each device to the City in good working order when it is time for a device refresh or upon completion of employment or their contract. Good working order includes not wiping the City's data from the device or preventing City IT administrators from accessing the device upon return. AM 241-2-1 provides the City's policy for returning equipment and AM 241-2-2 provides a checklist.

**V. OTHER PROVISIONS**

- **Software** – A user shall not install applications obtained from outside sources on the City's IT resources. Software or applications that have not been vetted or reviewed by BCIT may contain malicious software (malware). In addition, the City must abide by software vendor license agreements.
- **Games and Streaming Media** – Users are prohibited from downloading games or using the City's IT resources to play or participate in on-line gaming outside of agency sponsored team-building or educational events. In addition, users are prohibited from streaming entertainment media on the City's IT resources. Streaming entertainment uses valuable network bandwidth that could impact the productivity of other users or negatively impact other City's IT resources. City issued phones or Wi-Fi Hotspots shall not be used for on-line gaming, except as stated above, or to stream media for personal use.
- **Copyright** – Users shall comply with all copyright laws and applicable license requirements that may apply to City IT resources, including software, files, graphics, images, messages, and other content.
- **Hardware** – Users may connect their personal device (laptop, phone, tablet, etc.) to the City's guest Wi-Fi. However, users are prohibited from adding or installing hardware to the City's IT resources without following the relevant BCIT process. Examples include installing routers, wireless/Wi-Fi routers, Wi-Fi devices, Bluetooth enabled devices, Alexa, Google, or similar smart assistants, network switches, sensors, or cameras.
- **Blocking Web or Internet Content** – The City reserves the right to block content that is considered offensive, sites that could pose a risk to the City's IT resources or contribute to an environment that is not welcoming.
- **Sensitive and Protected Data** – The City is a steward of all of its data, including sensitive and protected data. Users shall not send or transmit sensitive or protected data without appropriate authorization. Users shall check with their supervisor to understand and follow all requirements for handling sensitive and protected data. Sensitive and protected data authorized for distribution outside of City IT resources shall be transmitted over encrypted communication channels. Contact Infosec [infosec@baltimorecity.gov](mailto:infosec@baltimorecity.gov) for guidance on how to safely transmit sensitive or protected data.

*a m*

***Technology Acceptable Use Policy***

AM 118-1

- **Administrative Privileges or Privileged Access** – The City typically grants special privileges or access to system administrators, network administrators, staff performing computing account administration, or other users whose job duties require special privileges or access to perform security duties, maintain the system, or to diagnose and address system issues. The need for administrative privileges or privileged access must be documented in the user’s job description or contract and approved by a manager. Users with administrative privileges or privileged access must take training and sign an acknowledgement of their responsibilities on an annual basis.

**VI. OWNERSHIP AND PRIVACY**

The City owns all rights to all content created, updated, or maintained on City IT resources unless ownership rights are reserved in writing to a third party or unless federal copyright or other laws provide for different rights. Users have no expectation of privacy when using City IT resources. The City reserves the right to access and monitor all messages, files, logs, and content created using City IT resources. Communications or content may be subject to disclosure to BCIT, the Office of Inspector General (“OIG”), the Law Department, law enforcement, or the Department of Human Resources (“DHR”), to the fullest extent allowed by law.

**VII. COMPLIANCE**

Users found in violation of this Technology Acceptable Use Policy are subject to disciplinary action up to and including restriction, possible loss of privileges, suspension, or termination. If necessary, the City will notify the City’s Law Department, OIG, or law enforcement of any legal violations.

**VIII. EMPLOYEE/CONTRACTOR/USER ACKNOWLEDGEMENT**

I have read, or have had read to me, this Technology Acceptable Use Policy. I understand it is my responsibility to adhere to the requirements in this document.

\_\_\_\_\_  
Employee / Contractor / User’s Printed Name

\_\_\_\_\_  
Employee / Contractor / User’s Signature

\_\_\_\_\_  
Date

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contract  
listed on the following pages:  
83 - 85  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

### RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

#### Department of Recreation & Parks

- |   |  |
|---|--|
| 1. RP21808, Walter P.<br>Carter Pool and<br>Bathhouse | Broughton Construction<br>Company, LLC |
|---|--|

**REJECTION:** On November 2, 2022, the Board opened one bid for RP21808, Walter P. Carter Pool and Bathhouse. The bidder was found Non-Compliant. It is recommended by the Department of Recreation and Parks to reject the bid, and that this project be re-advertised in the near future.

#### Department of Public Works

- |   |  |                |
|---|--|----------------|
| 2. WC1436, Repaving<br>Utility Cuts and<br>Sidewalk Restoration<br>At Various Locations | Monumental Paving<br>& Excavating, Inc | \$7,413,850.00 |
|---|--|----------------|

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

On Wednesday, June 15, 2022, the Board opened three bids for the subject contract. Bids ranged from a low of \$7,413,850.00 to a high of \$9,282,274.00. Monumental Paving & Excavating, Inc. bid is 10.54% above the Engineer's Estimate of \$6,706,775.00 due to the competitive bidding market.

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

The Chief of MWBOO recommends Monumental Paving & Excavating, Inc. as being in full compliance with Article 5, Subtitle 28 of the Baltimore City Code. As part of their bid, Monumental Paving & Excavating, Inc. has committed to utilize the following:

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Public Works – cont'd

MBE: A.J.O. Concrete Construction, Inc. \$1,483,000.00 20.00%

WBE: S & L Trucking,	\$ 59,100.00	0.79%
Rowen Concrete, Inc.	\$150,000.00	2.02%
M. Luis Products, LLC	\$310,000.00	4.18%
TOTAL WBE:	<u>\$519,100.00</u>	<u>6.99%</u>

#### EMPLOY BALTIMORE:

The EB Certification Statement has been completed and returned to Agency.

#### LOCAL HIRING:

The Local Hiring Law applies to this project because the value of the award is over \$300,000.00.

- |   |                                   |                 |
|---|-----------------------------------|-----------------|
| 3. WC1290, Small Water<br>Main Replacements<br>At Various Locations<br>-Downtown Area | J. Fletcher Creamer<br>& Son, Inc | \$10,123,860.00 |
|---|-----------------------------------|-----------------|

#### BACKGROUND/EXPLANATION:

On Wednesday, April 20, 2022, the Board opened five bids for the subject contract. Bids ranged from a low of \$10,123,860.00 to a high of \$13,394,333.00. The bid is 8.70% above the Engineer's Estimate of \$9,313,737.00 due to the competitive bidding climate.

#### MBE/WBE PARTICIPATION:

The Chief of MWBOO recommends J. Fletcher Creamer & Son, Inc. as being in full compliance with Article 5, Subtitle 28 of the Baltimore City Code. As part of their bid, J. Fletcher Creamer & Son, Inc. has committed to utilize the following:

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### **RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works – cont'd

MBE: Machado Construction Co., Inc.	\$1,550,000.00	15.31%
WBE: R & R Contracting Utilities, Inc.	\$470,000.00	4.64%
Acorn Supply & Distributing, Inc.	\$ 70,000.00	1.67%
Priceless Industries, Inc.	\$ 72,000.00	0.71%
TOTAL WBE:	\$712,000.00	7.03%

### **EMPLOY BALTIMORE:**

The EB Certification Statement has been completed and returned to Agency.

### **LOCAL HIRING:**

The Local Hiring Law applies to this project because the value of this award is over \$300,000.00.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Real Estate – Purchase Agreement**

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

The Board is requested to approve and authorize execution of a Purchase Agreement with Allen & Son Moving/Storage, LLC, (Purchaser). The period of the agreement is effective upon Board approval.

#### **AMOUNT OF MONEY AND SOURCE:**

The purchase price for the property shall be \$60,000.00.

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

The authority to sell this property was approved by City Council Ordinance No. 22-137 on June 21, 2022. The purchaser paid a down payment of \$3,000.00 with the signing of this Agreement.

The subject property is located in the Brooklyn Community of Baltimore City. The property is a vacant garage approximately 2,400 square feet situated on 26,000 square feet of land. The Department of Public Works surplussed the property and received no interest from other City agencies. The Department of Real Estate (DoRE) issued a Request for Proposals on March 22, 2020 and awarded the property to Allen & Son Moving/Storage, LLC.

The property appraised on December 7, 2021 for \$80,000.00. The appraisal recommended a \$16,900.00 offset to remediate environmental hazards. DoRE allowed for an additional \$3,100.00 offset to cover the cost of debris removal and roof stabilization. The City's investment of \$3,100.00, which is the difference between the adjusted appraised value and the purchase price, produces a net present value return (NPV) to the City of about \$58,000.00. The project will generate about 20 construction jobs and retain 8 to 10 permanent jobs. Further, the company will partner with Baltimore City Community College to develop a Commercial Drivers License-A training program and an apprentice program for heavy truck repair.

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

Yes

#### **COUNCIL DISTRICT: 10**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Neighborhood Safety – Grant Agreement and Engagement (MONSE)

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

The Board is requested to approve and authorize execution of a Grant Agreement with BTST Cares Inc. The period of the agreement is October 3, 2022 through June 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$45,000.00

Fund - 1001

Cost Center - CCA001333 Community Healing

Spend Category - SC630351

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

BTST Cares Inc. is acting as the fiscal sponsor for B-Theory Inc. Through funding provided by MONSE, B-Theory Inc. intends to use the Social and Emotional Learning (SEL) model with its five core competencies. The B-Theory Learning Lab will create healing-centered engagement that will teach self-care and stress management, support grief and loss, improve relationships with peers, and guide them in creating a vision for self-defined success.

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

#### **AFFECTED COUNCIL DISTRICT:** Citywide

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

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Neighborhood Safety – Grant Agreement and Engagement (MONSE)

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

The Board is requested to approve and authorize execution of a Grant Agreement with St. Francis Neighborhood Center, Corp. The period of the agreement is October 3, 2022 through June 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$189,400.00

Fund - 1001

Cost Center - CCA001333 Community Healing

Spend Category - SC630351

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

Through funding provided by MONSE, St. Francis Neighborhood Center, Corp., program goal is to preempt youth trauma by improving the material conditions of families and the communities we serve and to ameliorate existing trauma with a holistic yet targeted approach which supports the whole child.

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

**MWBOO GRANTED A WAIVER ON NOVEMBER 2, 2022.**

**AFFECTED COUNCIL DISTRICT:** Citywide

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Neighborhood Safety – Agreement and Engagement (MONSE)

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

The Board is requested to approve and authorize execution of an Agreement with the National Center on Institutions and Alternatives, Inc. The period of the agreement is effective upon Board approval for one year.

#### **AMOUNT OF MONEY AND SOURCE:**

\$25,000.00

Re-entry Services Grant Number: GRT000759

Fund: 4001

Cost Center: CCA001368

Spend Category: SC670701

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

National Center on Institutions and Alternatives, Inc. and the Herbert J. Hoelter Vocational Training Center plan to reduce recidivism by assisting individuals to become productive members of society by obtaining vocational training. Individuals are expected to acquire skills and secure a career to become a productive member of society.

#### **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**

**12/21/2022**

Mayor's Office of Homeless Services – Agreement

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

The Board is requested to approve and authorize execution of an ARPA Funding Agreement with St. Vincent de Paul of Baltimore. The period of this agreement is October 1, 2022 through September 30, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$995,958.00

American Rescue Plan Act (ARPA)

4001-GRT001320-CCA001361-SC670701

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

The Mayor's Office of Recovery Programs allocated funding to the Mayor's Office of Homeless services on August 3, 2022, to provide sub-recipients with additional funding to meet the demand for housing navigation and identification services for individuals experiencing homelessness and decrease the length of time people remain in crisis waiting to return to permanent housing in Baltimore City. The sub-recipient St. Vincent de Paul of Baltimore will provide rental assistance and support services to 30 households experiencing homelessness in the City of Baltimore. The Provider will offer services under its ARPA Rapid Re-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.**

**AFFECTED COUNCIL DISTRICT:** Baltimore City

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

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Employees' Retirement System – Independent Auditors' Report

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

The Board is requested by UHY LLP, independent auditor of the Elected Official's Retirement System and Employees' Retirement System of the City of Baltimore ("the Systems") to note receipt of our Independent Auditors' Report, Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, Governance Communication Letter, and the 2022 Elected Official's Retirement System and Employees' Retirement System of the City of Baltimore's Annual Comprehensive Financial Reports (ACFR). These reports were based on audits of the Systems' fiscal year 2022 financial statements performed in accordance with Government Auditing Standards.

##### **BACKGROUND AND EXPLANATION:**

On March 18, 2022, the Board retained UHY LLP to conduct an independent audit of the Systems' fiscal year 2022 financial statements. UHY issued an Independent Auditors' Report dated November 28, 2022 that included an unmodified "clean" opinion that the financial statements are presented fairly, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP). UHY also issued an unmodified "clean" opinion that the schedules of administrative expenses, investment expenses and payments to consultants are fairly stated, in all material respects, in relation to the financial statements as a whole. Additionally, UHY performed limited procedures and rendered no opinion on the management's discussion and analysis, required supplemental schedules and the introductory, investment, actuarial and statistical sections of the comprehensive annual financial report.

UHY also issued a Report on Internal Control over Financial Reporting and on Compliance and Other Matters which is required during an audit of financial statements performed in accordance with Government Auditing Standards. The results of the tests disclosed no material weaknesses and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Elected Officials' Retirement System – Independent Auditor's Report

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

The Board is requested by UHY LLP, independent auditor of the Elected Official's Retirement System and Employees' Retirement System of the City of Baltimore ("the Systems") to **NOTE** receipt of the Independent Auditors' Report, Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters, Governance Communication Letter, and the 2022 Elected Officials' Retirement System and Employees' Retirement System of the City of Baltimore's Annual Comprehensive Financial Reports (ACFR). These reports were based on audits of the Systems' fiscal year 2022 financial statements performed in accordance with Government Auditing Standards.

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

On March 18, 2022, the Board retained UHY LLP to conduct an independent audit of the Systems' fiscal year 2022 financial statements. UHY issued an Independent Auditors' Report dated November 28, 2022 that included an unmodified "clean" opinion that the financial statements are presented fairly, in all material respects, in conformity with U.S. Generally Accepted Accounting Principles (GAAP). UHY also issued an unmodified "clean" opinion that the schedules of administrative expenses, investment expenses and payments to consultants are fairly stated, in all material respects, in relation to the financial statements as a whole. Additionally, UHY performed limited procedures and rendered no opinion on the management's discussion and analysis, required supplemental schedules and the introductory, investment, actuarial and statistical sections of the comprehensive annual financial report.

UHY also issued a Report on Internal Control over Financial Reporting and on Compliance and Other Matters which is required during an audit of financial statements performed in accordance with Government Auditing Standards. The results of the tests disclosed no material weaknesses and no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Employees' Retirement System – Travel Request

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

The Board is requested to approve a travel request for Mr. Bill Henry, Trustee of the Employees' Retirement System, for his educational trip to the Opal Group's Public Funds Summit 2023. Mr. Henry will be traveling to the conference in Scottsdale, AZ from January 11-13, 2023. The subsistence rate for Scottsdale, AZ is \$220.00 per day.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,612.75 – 6000-604022-1520-168600-603001

Airfare:	\$580.97, paid directly by Mr. Henry
Ground:	\$60.00
Subsistence:	\$440.00, at \$220.00 per day, for two days
Hotel Tax:	\$153.78, paid directly by Mr. Henry

Additional Subsistence: \$378.00, \$298.00 of which has been paid directly by Mr. Henry for his hotel reservation and \$80.00 for two days of meals and incidentals at \$40.00 per day.

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

This conference takes aim at topics that are of particular relevance to public pension funds. The exchange of ideas both in and out of the session halls is key in educating and identifying viable alternatives that will address top concerns for pensions and their longevity. Beyond the investment sphere, they also address legal issues facing pension plans, ethics regulations and the importance of on-going education for plan sponsors and their fiduciaries.

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

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Office of the Council President – Retroactive Travel Request

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

The Board is requested to approve retroactive travel for The Honorable Sharon Middleton who attended the 2022 NACo Fall Board of Directors' Meeting and Large Urban County (LUCC) Symposium in Will County, IL, on November 30-December 3, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

Funds are available as follows:

Spend Category: SC630301 – Travel \$ 912.59

Cost Center: CCA000012 – City Council District 6

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

Council Vice President Sharon Middleton traveled to Will County, IL for NACo's 2022 Fall Board of Directors Meeting and Large Urban County Caucus Symposium. Mrs. Middleton is a member of NACo and LUCC's Board of Directors. LUCC members focus on urban challenges and solutions, engage in peer-to-peer information exchanges, and inform national policy discussions. There is no registration fee for this event. The per diem rate for this location is \$169.00/day as per GSA's Per Diem rates for FY 2023. The flight was paid using the travel credit card assigned to Hosea Chew.

The Council Vice President is requesting reimbursement for the hotel, meals and incidental expenses in the amount of \$614.64.

Trip related costs:

\$ 297.95		Southwest Air
\$ 315.00	\$105/day x 3	Hotel Per Diem
\$ 150.00	\$50/day x 3	Add'l for Hotel
\$ 51.15	\$17.05/day x 3	Local Tax 11%
\$ 16.89		Meals and Incidentals
<u>\$ 81.60</u>		Transportation to hotel from airport
\$ 912.59		Total

This request is late due to the administrative process.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Recreation and Parks – Transfer of Funds for Charm City Live 2023**

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

The Board is requested to authorize and approve the transfer of \$500,000.00 to the Baltimore Civic Fund for Charm City Live scheduled for August 29, 2023.

##### **AMOUNT OF MONEY AND SOURCE:**

The amount of \$500,000.00 is to be transferred to and issued out of the Baltimore Civic Fund 30900.

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

Charm City Live is a music and arts cultural festival in Baltimore, MD, often referred to as Charm City. The family-friendly festival, which takes place in the fall, was founded by Baltimore City Mayor Brandon M. Scott and sponsored by the City of Baltimore. Residents of all ages from all corners of life are invited to celebrate the fall season and the melting pot of vibrant cultures that makes Charm City so special. Beyond the music from national and local artists in an array of genres, the festival features art, entertainment and eclectic tastes from local vendors. This event is free and open to the public with something for everyone.

**AGENDA****BOARD OF ESTIMATES****12/21/2022**Department of Recreation and Parks – cont'd**2023 Charm City Live (estimated)**

<b>ITEM</b>	<b>ESTIMATE</b>
National Talent	\$250,000.00
Charging stations	\$4,000.00
Private Security	\$15,000.00
Production	\$80,000.00
Marketing	\$67,800.00
Portable Restrooms	\$10,000.00
Tents – 10' x 10' size-vendors	\$10,000.00
Golf Carts	\$5,000.00
Ice	\$1,500.00
Charm TV	\$47,000.00
Radios	\$1,500.00
Wristbands	\$200.00
Food for Staff/Volunteers	\$8,000.00
<b>TOTAL</b>	<b>\$500,000.00</b>

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Recreation and Parks – Transfer of Funds for AFRAM 2023**

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

The Board is requested to authorize and approve the transfer of \$723,908.00 to the Baltimore Civic Fund for the 2023 AFRAM Festival scheduled for June 16-18, 2023.

##### **AMOUNT OF MONEY AND SOURCE:**

The amount of \$723,908.00 is to be transferred to and issued out of the Baltimore Civic Fund AFRAM Account 17100.

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

The AFRAM Festival is a celebration of African American life, music and culture. This family-oriented event is filled with entertainers, children's activities, arts, history, education, financial literacy, employment & job training, health & wellness and more. The Baltimore AFRAM Festival is presented by Mayor Brandon M. Scott and the City of Baltimore with the support of the advisory board and steering committee.

**AGENDA****BOARD OF ESTIMATES****12/21/2022**Department of Recreation and Parks – cont'd**2023 AFRAM Budget**

<b>ITEM</b>	<b>ESTIMATE</b>
RVs	\$20,000.00
Charging Stations	\$10,000.00
Private Security	\$35,300.00
Backstage Décor for VIP Area (Glowbars, benches, tents with AC, flooring)	\$40,000.00
Grease Bins	\$500.00
Portable Restrooms	\$10,000.00
Tents – 10' x 10' size-vendors	\$30,000.00
Golf Carts	\$5,000.00
Ice	\$3,000.00
Tables/Chairs-vendors	\$7,000.00
Radios	\$1,500.00
T-Shirts for Volunteers/Staff	\$10,000.00
Credentials/Lanyards (passes for varying levels of access)	\$9,000.00
Food for Staff/Volunteers	\$8,500.00
Kids Zone	\$8,500.00
Road to AFRAM Talent	\$25,000.00
Local Talent for 2 <sup>nd</sup> Stage	\$30,000.00
Mayor's VIP Reception (décor, signage, lighting, high top tables, food, entertainment)	\$75,000.00

**AGENDA****BOARD OF ESTIMATES****12/21/2022****Department of Recreation and Parks – cont'd**

Printing	\$5,000.00
Signage	\$50,000.00
Generators	\$30,000.00
Television/Streaming (regional ad placement on tv and streaming media outlets)	\$18,000.00
Out of Home Ads (billboards, transit ads, posters and vehicle wrap)	\$28,000.00
Radio & podcast advertisements	\$2,500.00
Print advertisements (local newspapers, magazines, etc..)	\$3,500.00
Digital/web advertisements (Google, web banners, etc...)	\$5,500.00
Social advertisements (Facebook, Instagram, Twitter and YouTube)	\$5,000.00
Influencers (paid custom, curated and published by notable social media influencers)	\$6,075.00
Signage design (stage banners, way-finding signage, exhibit displays and ADA	\$6,500.00
Mobile photo booth	\$7,000.00
Videography	\$15,000.00
Photography	\$5,000.00
Production Editing	\$3,500.00
Animation (for all video content including jumbotron, promo reels and social media)	\$5,000.00
Production Company (Sonjie Productions)	\$200,033.00
<b>TOTAL</b>	<b>\$723,908.00</b>

**PERSONNEL MATTERS**

\* \* \* \* \*

The Board is requested to approve

all of the Personnel matters

listed on the following pages:

101 – 132

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

12/21/2022

#### PERSONNEL

##### Department of General Services

1. Reclassify the following filled position

**FROM:**

Classification: Operations Officer I

Job Code: 31109

Grade: 923 (\$66,300 - \$106,331)

Position #: 48948

**TO:**

Classification: Operations Officer II

Job Code: 31110

Grade: 927 (\$70,509 - \$112,814)

Position #: 48948

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

##### Health Department

2. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer II

Job Code: 00086

Grade: 927 (\$70,509 - \$112,814)

Position #: 48360

**TO:**

Classification: Operations Manager I

Job Code: 00090

Grade: 939 (\$93,367 - \$153,867)

Position #: Same

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Health Department

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

Cost: \$33,065.00      FUND: 1001      Cost Center ID: CCA000193  
Health Fiscal Services

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

3. Create the following position:

Classification:      Operations Officer II  
Job Code:            00086  
Grade:                927 (\$70,509 - \$112,814)  
Position #:           TBD

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

Cost: \$101,967.00      FUND: 1001      Cost Center ID: CCA000191  
Health Administration

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

4. Reclassify the following filled position:

#### **FROM:**

Classification: Volunteer Services Coordinator  
Job Code:            00715  
Grade:                923 (\$66,300 – \$106,331)  
Position #:           47877

#### **TO:**

Classification: HR Generalist II  
Job Code:            07395  
Grade:                923 (\$66,300 - \$106,331)  
Position #:           Same

**PERSONNEL**

Enoch Pratt Free Library – cont'd

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

5. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 – \$112,814)  
Position #: 15891

**TO:**

Classification: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$80,743 - \$129,075)  
Position #: Same

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

Cost: \$5,461.00 - FUND: 1001 Cost Center ID: CCA000051  
Library Executive Direction

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

6. Reclassify the following filled position:

**FROM:**

Classification: Library Associate II  
Job Code: 00654  
Grade: 085 (\$42,962 – \$51,767)  
Position #: 15726

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

### PERSONNEL

#### Enoch Pratt Free Library – cont'd

**TO:**

Classification: Operations Officer II

Job Code: 00086

Grade: 927 (\$70,509 - \$112,814)

Position #: Same

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

Cost: \$14,400.00

FUND: 1001

Cost Center ID: CCA000065

Neighborhood Library Services

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

7. Create the following new non-civil classifications

Classification: Training Assistant

Job Code: 00731

Grade: 081 (\$37,568 - \$44,508)

Reclassify the following filled position:

**FROM:**

Classification: Data Entry Operator II Lib

Job Code: 00604

Grade: 078 (\$34,753 – \$40,077)

Position #: 15852

**TO:**

Classification: Training Assistant

Job Code: 00731

Grade: 081 (\$37,568 - \$44,508)

Position #: Same

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

Cost: \$5,968

FUND: 1001

Cost Center ID: CCA000059

Pratt Center for Technology and Training

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Enoch Pratt Free Library – cont'd

8. Reclassify the following filled position:

**FROM:**

Classification: Librarian Supervisor I  
Job Code: 00658  
Grade: 927 (\$70,509 - \$112,814)  
Position #: 15812

**TO:**

Classification: Librarian Supervisor II  
Job Code: 00659  
Grade: 929 (\$74,943 - \$119,750)  
Position #: Same

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

Cost: \$7,132.00      FUND: 1001      Cost Center ID: CCA000065  
Library Neighborhood Library Services

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

9. Reclassify the following vacant position:

**FROM:**

Classification: Office Support Specialist III  
Job Code: 00704  
Grade: 080 (\$36,474 – \$42,907)  
Position #: 47088

**TO:**

Classification: HR Business Partner  
Job Code: 07371  
Grade: 931 (\$80,743 - \$129,075)  
Position #: Same

## AGENDA

### BOARD OF ESTIMATES

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### PERSONNEL

Enoch Pratt Free Library – cont'd

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

Cost: \$65,025.00      FUND: 5005      Cost Center ID: CCA000052  
Library Human Resources

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

10. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 – \$106,331)  
Position #: 15795

**TO:**

Classification: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$80,743 - \$129,075)  
Position #: Same

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

Cost: \$7,567.00      FUND: 5005      Cost Center ID: CCA000051  
Library Executive Direction

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

11. Reclassify the following vacant position:

**FROM:**

Classification: Library Center Supervisor  
Job Code: 00655  
Grade: 087 (\$46,499 – \$56,207)  
Position #: 15705

## AGENDA

### BOARD OF ESTIMATES

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#### PERSONNEL

##### Enoch Pratt Free Library – cont'd

###### **TO:**

Classification: Operations Assistant III  
Job Code: 07395  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

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

Cost: \$7,000.00      FUND: 1001      Cost Center ID: CCA000065  
Neighborhood Library Services

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

##### 12. Reclassify the following filled position:

###### **FROM:**

Classification: Library Associate II  
Job Code: 00654  
Grade: 085 (\$42,962 – \$51,767)  
Position #: 15725

###### **TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: Same

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

Cost: \$19,500.00      FUND: 1001      Cost Center ID: CCA000065  
Neighborhood Library Services

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

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#### PERSONNEL

##### Environmental Control Board

	<u>Hourly Rate</u>	<u>Amount</u>
13. <b>MICHAEL FIELD</b>	<b>\$90.00</b>	<b>\$86,400.00</b>

Fund:1001 Cost Center: CCA000468

The Environmental Control Board (ECB) has requested approval of an employment contract renewal for Michael Field, Esquire, beginning the date of Board of Estimates approval or January 5, 2023, whichever one comes later through August 3, 2023, at a rate of \$90.00 per hour, for a maximum of 960 hours, not to exceed \$86,400.00. Michael Field will continue to work as a **Contract Services Specialist II**. This position is responsible for conducting hearings pursuant to the requirements and rules of ECB, the Baltimore City Code, Art. 1 §40, et. seq. ("Code"); and conducting hearings for the Department of Housing and Community Development for the formal administrative appeals for Housing Code Enforcement under Section 128. et seq. of the Building, Fire and related codes of Baltimore City which permits the Commissioner of Housing to designate a Hearing Officer for administrative review of certain agency decisions. In addition to the foregoing services as a Hearing Officer, this position may from time to time at the request of Department of Public Works (DPW) and ECB, conduct water bill appeals in strict accordance with the regulations and policies adopted by the Department of Public Works ("DPW") and the Baltimore City Code, Article 24, Subtitle 2. The Hearing Officer will submit his/her proposed decision to the Director of DPW who will have the final decision-making authority per the Baltimore Charter.

14. <b>STEVEN L. TIEDEMANN</b>	<b>\$90.00</b>	<b>\$86,400.00</b>
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Fund:1001 Cost Center:CCA000468

The Environmental Control Board (ECB) has requested approval of an employment contract renewal for Steven L. Tiedemann, Esquire, beginning the date of Board of Estimates approval or January 5, 2023, whichever one comes later through August 3, 2023, at a rate of \$90.00 per hour, for a maximum of 960 hours, not to exceed \$86,400.00. Steven L. Tiedemann will continue to work as a **Contract Services Specialist II**. This position is responsible for conducting hearings pursuant to the requirements and rules of ECB, the Baltimore City Code, Art. 1 §40, et. seq. ("Code"); and conducting hearings for the Department of

## AGENDA

### BOARD OF ESTIMATES

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### PERSONNEL

#### Environmental Control Board – cont'd

Housing and Community Development for the formal administrative appeals for Housing Code Enforcement under Section 128. et seq. of the Building, Fire and related codes of Baltimore City which permits the Commissioner of Housing to designate a Hearing Officer for administrative review of certain agency decisions. In addition to the foregoing services as a Hearing Officer, this position may from time to time at the request of Department of Public Works (DPW) and ECB, conduct water bill appeals in strict accordance with the regulations and policies adopted by the Department of Public Works ("DPW") and the Baltimore City Code, Article 24, Subtitle 2. The Hearing Officer will submit his/her proposed decision to the Director of DPW who will have the final decision-making authority per the Baltimore Charter.

#### Department of Finance

15. Reclassify the following nine filled positions:

**FROM:**

Classification: Office Support Specialist III  
Job Code: 33213  
Grade: 080 (\$36,474 - \$42,907)  
Position #'s: 46366, 12498, 12536, 12494, 33382,  
12518, 12492, 12520, 12558

**TO:**

Classification: Customer Care Analyst III  
Job Code: 34265  
Grade: 084 (\$41,654 - \$49,174)  
Position #'s: Same

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

Costs: \$40,185.00      Fund: 1001      Cost Center ID: CCA000082  
General Collections

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

### PERSONNEL

#### Department of Finance

16. Reclassify the following two filled positions:

**FROM:**

Classification: Collections Supervisor II  
Job Code: 34242  
Grade: 087 (\$46,499 - \$56,207)  
Position #'s: 12486 & 12487

**TO:**

Classification: Customer Care Analyst Supervisor II  
Job Code: 34257  
Grade: 090 (\$52,540 - \$63,856)  
Position #'s: Same

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

Costs: \$30,259.00 Fund: 1001 Cost Center ID: CCA000082  
General Collections

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

17. Reclassify the following position:

**FROM:**

Classification: Collections Representative II  
Job Code: 34254  
Grade: 082 (\$38,814 - \$45,911)  
Position #: 46638

**TO:**

Classification: Customer Care Analyst III  
Job Code: 34265  
Grade: 084 (\$41,654 - \$49,174)  
Position #: Same

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Department of Finance

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

Costs: \$4,622.00    Fund: 1001    Cost Center ID: CCA000082  
General Collections

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

18. Reclassify the following vacant position:

#### **FROM:**

Classification:        HR Generalist I  
Job Code:                33676  
Grade:                    088 (\$48,402 - \$58,643)  
Position #'s:            33381

#### **TO:**

Classification:        Operations Director II  
Job Code:                00094  
Grade:                    969 (\$123,732 - \$204,246)  
Position #'s:            Same

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

Costs: \$129,354.00    Fund: 1001    Cost Center ID: CCA000088  
Finance Administration

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

##### Fire Department

19. Reclassify the following filled position:

#### **FROM:**

Classification:        Accountant II  
Job Code:                34142  
Grade:                    923 (\$66,300 - \$106,331)  
Position #'s:            12579

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Fire Department – cont'd

###### **TO:**

Classification: Records and Payroll Manager  
Job Code: 33267  
Grade: 927 (\$70,509 - \$112,814)  
Position #'s: Same

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

Costs: \$10,225.00 Fund: 1001 Cost Center ID: CCA000107  
Fire Financial Services

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

##### 20. Abolish the following three vacant positions:

Classification: Firefighter  
Job Code: 41215  
Grade: 320 (\$42,416 - \$68,142)  
Position #'s: 13230 & 13366

Classification: Firefighter/Paramedic  
Job Code: 41207  
Grade: 315 (\$44,249 - \$70,023)  
Position #: 13411

###### **Create the following position:**

Classification: Public Information Officer I  
Job Code: 33411  
Grade: 085 (\$42,962 - \$51,767)  
Position #: TBA

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

Costs: \$76,742.00 Fund: 1001 Cost Center ID: CCA000116  
Fire Administration

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Fire Department – cont'd

21. Classify the following position:

**FROM:**

Classification: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000)  
Position #'s: 53466

**TO:**

Classification: HR Generalist II  
Job Code: 33677  
Grade: 923 (\$66,300 - \$106,331)  
Position #'s: Same

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

Costs: \$29,182.00 Fund: 1001 Cost Center ID: CCA000116  
EMS Administration

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 Housing and Community Development

22. Reclassify the following vacant position:

**FROM:**

Classification: Social Policy and Program Analyst  
Job Code: 81162  
Grade: 927 (\$70,509 - \$112,814)  
Position #: 14903

**TO:**

Classification: Contract Officer  
Job Code: 72496  
Grade: 927 (\$70,509 - \$112,814)  
Position #: Same

## AGENDA

### BOARD OF ESTIMATES

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### PERSONNEL

Department of Housing and Community Development – cont'd

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

23. Reclassify the following filled position:

**FROM:**

Classification: Operations Manager I  
Job Code: 31114  
Grade: 939 (\$93,367 - \$153,867)  
Position #'s: 15296

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$93,367 - \$153,867)  
Position #'s: Same

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

### Law Department

24. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: 15569

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Law Department – cont'd

**TO:**

Classification: Operations Officer III

Job Code: 00087

Grade: 929 (\$74,943 - \$119,750)

Position #: 15569

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

Costs: \$20,440.00      Fund Code: 1001      Cost Center ID: CCA000376

Minority & Women's Business

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

25. Reclassify the following filled position:

**FROM:**

Classification: Program Coordinator

Job Code: 31192

Grade: 923 (\$66,300 - \$106,331)

Position #: 35635

**TO:**

Classification: Program Compliance Officer II

Job Code: 31502

Grade: 927 (\$70,509 - \$112,814)

Position # 35635

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Mayor's Office of Neighborhood Safety and Engagement

26. Create the following two classifications:

**FROM:**

Classification: Operations Director II  
Job Code: 00094  
Grade: 969 (\$123,732 - \$204,246)  
Position #: 47962

**TO:**

Classification: Executive Director III  
Job Code: 00097  
Grade: 992 (\$150,229 - \$247,916)  
Position #: Same

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

Cost: \$24,202.00    Fund: 1001    Cost Center: CCA000533  
(Public Safety Strategy Executive Direction)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

##### Mayor's Office of Performance and Innovation

27. Create the following two classifications:

Classification: Citistat Analyst I  
Job Code: 01214  
Grade: 923

Classification: Citistat Analyst II  
Job Code: 01215  
Grade: 927

Reclassify the following filled position:

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300.00 - \$106,331.00)  
Position #: 16441

## AGENDA

### BOARD OF ESTIMATES

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### PERSONNEL

#### Mayor's Office of Performance and Innovation – cont'd

**TO:**

Classification: Citistat Analyst I  
Job Code: 01214  
Grade: 923 (\$66,300.00 - \$106,331.00)  
Position #: Same

Reclassify the following two vacant positions:

**FROM:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312.00 - \$83,699.00)  
Position #: 47946

**TO:**

Classification: Citistat Analyst I  
Job Code: 01214  
Grade: 923 (\$66,300.00 - \$106,331.00)  
Position #: Same

**FROM:**

Classification: Operations Assistant III  
Job Code: 31106  
Grade: 904 (\$52,312.00 - \$83,699.00)  
Position #: 52437

**TO:**

Classification: Citistat Analyst I  
Job Code: 01214  
Grade: 923 (\$66,300.00 - \$106,331.00)  
Position #: Same

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

Cost: \$62,130.00    Fund: 1001    Cost Center: CCA000391  
Performance and Strategy

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of Equity and Civil Rights

28. Reclassify the following three vacant positions:

**FROM:**

Classification: Program Compliance Officer I  
Job Code: 31501  
Grade: 087 (\$46,499 - \$56,207)  
Position #: 46229

**TO:**

Classification: Program Compliance Officer I  
Job Code: 00416  
Grade: 087 (\$46,499 - \$56,207)  
Position #: Same

**FROM:**

Classification: Liaison Officer II  
Job Code: 31422  
Grade: 093 (\$59,647 - \$72,729)  
Position #: 54332

**TO:**

Classification: Liaison Officer I  
Job Code: 01227  
Grade: 093 (\$59,647 - \$72,729)  
Position #: Same

**FROM:**

Classification: Fiscal Officer  
Job Code: 34424  
Grade: 923 (\$66,300 - \$106,331)  
Position #: 10099

**TO:**

Classification: Fiscal Officer  
Job Code: 00742  
Grade: 923 (\$66,300 - \$106,331)  
Position #: Same

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### PERSONNEL

Office of Equity and Civil Rights – cont'd

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

There are no costs associated with this action.

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

On November 4, 2022, the Civil Service Commission approved the removal of the above positions from Civil Service membership.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

29. Reclassify the following vacant position:

#### **FROM:**

Classification: Pollution Control Analyst III  
Job Code: 71213  
Grade: 093 (\$59,647 - \$72,729)  
Position #: 23822

#### **TO:**

Classification: Operations Officer IV  
Job Code: 31112  
Grade: 931 (\$80,743 - \$129,075)  
Position #: Same

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

Cost: \$37,888.00      Fund: 2070      Cost Center: CCA000886  
(Water and Wastewater Engineering  
Preventive Maintenance)

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## PERSONNEL

Department of Public Works – cont'd

30. Reclassify the following vacant position:

**FROM:**

Classification: Mechanical Maintenance Technician Supervisor II  
Job Code: 54366  
Grade: 923 (\$66,300 - \$106,331)  
Position #: 32599

**TO:**

Classification: General Superintendent of Building and Grounds  
Job Code: 53337  
Grade: 923 (\$66,300 - \$106,331)  
Position #: Same

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

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

31. Reclassify the following filled position:

**FROM:**

Classification: Carpenter II  
Job Code: 52242  
Grade: 429 (\$37,057 - \$40,823)  
Position #: 23444

**TO:**

Classification: Building Maintenance General Supervisor  
Job Code: 52991  
Grade: 088 (\$48,402 - \$58,643)  
Position #: Same

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

Cost: \$12,763      Fund: 2070      Cost Center: CCA000848  
(Back River Wastewater Treatment Plant  
Maintenance)

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

### PERSONNEL

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

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

#### 32. Upgrade and/or Change the following classifications:

**FROM:**

Classification: General Superintendent Utilities Maintenance Supervisor  
Job Code: 53523  
Grade: 927 (\$70,509.00 - \$112,814.00)

**TO:**

Classification: General Superintendent Utilities Maintenance Supervisor  
Job Code: 53523  
Grade: 931 (\$80,743.00 - \$129,075.00)

**FROM:**

Classification: WW Maintenance Manager Mechanical  
Job Code: 54359  
Grade: 931 (\$80,743.00 - \$129,075.00)

**TO:**

Classification: WW Maintenance Manager Mechanical  
Job Code: 54359  
Grade: 936 (\$88,248.00 - \$141,131.00)

**FROM:**

Classification: WW Plant Manager  
Job Code: 54339  
Grade: 936 (\$88,248.00 - \$141,131.00)

**TO:**

Classification: WW Plant Manager  
Job Code: 54339  
Grade: 942 (\$99,052.00 - \$163,305.00)

**FROM:**

Classification: WWW Division Manager II  
Job Code: 10233  
Grade: 942 (\$99,052.00 - \$163,305.00)

## AGENDA

### BOARD OF ESTIMATES

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#### PERSONNEL

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

**TO:**

Classification: WWW Division Manager II  
Job Code: 10233  
Grade: 960 (\$105,079.00 - \$173,314.00)

**FROM:**

Classification: Water Systems Pumping Manager  
Job Code: 54322  
Grade: 936 (\$88,248.00 - \$141,131.00)

**TO:**

Classification: Water Systems Pumping Manager  
Job Code: 54322  
Grade: 942 (\$99,052.00 - \$163,305.00)

**FROM:**

Classification: Water Systems Treatment Manager  
Job Code: 54323  
Grade: 936 (\$88,248.00 - \$141,131.00)

**TO:**

Classification: Water Systems Treatment Manager  
Job Code: 54323  
Grade: 942 (\$99,052.00 - \$163,305.00)

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

The Bureau of Budget and Management Research will establish the costs after Board of Estimates approval.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

33. Reclassify the following vacant position:

**FROM:**

Classification: Customer Care Analyst Supervisor II  
Job Code: 34267  
Grade: 090 (\$52,540 - \$63,856)  
Position #: 33655

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

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

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$93,367 - \$153,867)  
Position #: Same

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

Cost: \$78,945.00      Fund: 2071      Cost Center: CCA000841  
(Water and Wastewater Meter Operations  
Baltimore County)

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

34. Reclassify the following two vacant positions:

**FROM:**

Classification: Administrative Analyst I  
Job Code: 31311  
Grade: 087 (\$46,499 - \$56,207)  
Position #: 49790 and 49792

**TO:**

Classification: Administrative Analyst II  
Job Code: 31312  
Grade: 923 (\$66,300 - \$106,331)  
Position #: Same

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

Cost: \$53,076.00      Fund: 2071      Cost Center: CCA000841  
(Water and Wastewater Meter Operations Baltimore County)

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Recreation and Parks

35.     **CHRISTIANE R. DREISBUSCH**                     **\$35.75**                     **\$68,163.33**

Fund: 5000 Cost Center: CCA000905

The Department of Recreation and Parks has requested approval of an employment contract renewal for Christiane R. Dreisbusch, for one-year beginning the date of Board approval at a rate of \$35.75 per hour, for 1,907 hours, not to exceed \$68,163.33. Christiane R. Dreisbusch will continue to work as a **Contract Services Specialist II**. This position is responsible for designing capital improvements to City parks; developing and implementing projects from conception through construction; preparing conceptual designs, construction drawings, cost estimates, and technical specifications for project advertisement and the acquisition of building permits; attending community meetings to solicit residents' wants and needs for capital projects; and collaborating with city colleagues to solve design challenges.

36.     **ANGELIA MORRISON**                                 **\$17.38**                     **\$10,845.12**

The Department of Recreation and Parks has requested approval of an employment contract renewal for Angelia Morrison, retiree, for one-year beginning the date of Board of Estimates at a rate of \$17.38 per hour, for 624 hours, not to exceed \$10,845.12. This is the same hourly rate as in the previous contract period and is in compliance with AM 212-1, Part I. Angelia Morrison will continue to work as a **Contract Services Specialist I**. This position is responsible for planning, organizing and conducting recreational programs for seniors to promote physical fitness and wellness, and providing age appropriate activities.

##### Office of the Mayor

37.     Reclassify the following two filled positions:

**FROM:**

Classification:	Manager Level
Job Code:	01226
Grade:	927 (\$70,509 - \$112,814)
Position #:	16499

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$93,367 - \$153,867)  
Position #: Same

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #: 52493

**TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: Same

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this project.

The positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

38. Reclassify the following two filled positions:

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #: 52499

**TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: Same

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

**FROM:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: 52435

**TO:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #: Same

**Reclassify the following vacant position:****FROM:**

Classification: Operations Officer IV  
Job Code: 00088  
Grade: 931 (\$80,743 - \$129,075)  
Position #: 15972

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$93,367 - \$153,867)  
Position #: Same

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

There are no costs associated with this action.

The positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

39. **Reclassify the following vacant position:**

**FROM:**

Classification: Operations Assistant I  
Job Code: 00078  
Grade: 902 (\$46,512 - \$74,375)  
Position #: 16003

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

**TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: Same

Reclassify the following three filled positions:

**FROM:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: 15973

**TO:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #: Same

**FROM:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312 - \$83,699)  
Position #'s: 16447 and 15974

**TO:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #'s: Same

#### AMOUNT OF MONEY AND SOURCE OF FUNDS:

There are no costs associated with this action.

The positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

**PERSONNEL**

Office of the Mayor – cont'd

40. Reclassify the following filled position:

**FROM:**

Classification: Executive Director II  
 Job Code: 00096  
 Grade: 991 (\$141,473 - \$233,473)  
 Position #: 43649

**TO:**

Classification: Operations Director II  
 Job Code: 00094  
 Grade: 969 (\$123,732 - \$204,246)  
 Position #: Same

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

There are no costs associated with this action.

The position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

41. Reclassify the following filled position:

**FROM:**

Classification: Operations Officer V  
 Job Code: 00089  
 Grade: 936 (\$88,248 - \$141,131)  
 Position #: 15963

**TO:**

Classification: Operations Officer III  
 Job Code: 00087  
 Grade: 929 (\$74,943 - \$119,750)  
 Position #: Same

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

There are no costs associated with this action.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

The position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

42. Reclassify the following four filled positions:

**FROM:**

Classification: Operations Assistant I  
Job Code: 00078  
Grade: 902 (\$46,512 - \$74,375)  
Position #: 15999

**TO:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

**FROM:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: 46248

**TO:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

**FROM:**

Classification: Executive Secretary  
Job Code: 00010  
Grade: 921 (\$46,739 - \$74,125)  
Position #'s: 15993 and 15996

**TO:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312 - \$83,699)  
Position #'s: Same

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

Office of the Mayor – cont'd

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

There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

43. **Reclassify the following nine filled positions:**

**FROM:**

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$66,300 - \$106,331)  
Position #: 15994

**TO:**

Classification: Operations Manager I  
Job Code: 00090  
Grade: 939 (\$93,367 - \$153,867)  
Position #: Same

**FROM:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: 46349

**TO:**

Classification: Operations Officer II  
Job Code: 00086  
Grade: 927 (\$70,509 - \$112,814)  
Position #: TBD

**FROM:**

Classification: Criminal Justice Associate  
Job Code: 00111  
Grade: 903 (\$49,356 - \$78,924)  
Position #: 16053

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

**TO:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

**FROM:**

Classification: Staff Assistant (Elected Official)  
Job Code: 00138  
Grade: 903 (\$49,356 - \$78,924)  
Position #'s: 46620 and 46905

**TO:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #'s: Same

**FROM:**

Classification: Office Assistant  
Job Code: 00197  
Grade: 914 (\$33,649 - \$46,198)  
Position #: 16001

**TO:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

**FROM:**

Classification: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$52,312 - \$83,699)  
Position #: 15981

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### PERSONNEL

##### Office of the Mayor – cont'd

###### **TO:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

###### **FROM:**

Classification: Office Assistant I  
Job Code: 00078  
Grade: 902 (\$46,512 - \$74,375)  
Position #: 46786

###### **TO:**

Classification: Operations Assistant III  
Job Code: 00081  
Grade: 904 (\$52,312 - \$83,699)  
Position #: Same

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

There are no costs associated with this action.

The positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

Department of Public Works – Change Order to Master Blanket Purchase Order

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

The Board is requested to approve a Change Order to increase funds for the two existing master blanket purchase orders which provide Sludge Heat Drying services to the Back River and Patapsco Wastewater Treatment Plants. This increase is needed to cover the FY23 cost of this service for one year. The period of the change order is effective upon Board approval.

#### **AMOUNT OF MONEY AND SOURCE:**

<u>PO#</u>	<u>Description</u>	<u>Funding Source:</u>
P502275	Service Tipping Fee-Pat	Wastewater Utility Funds 2070-000000-5501-396864-603053

Amount:  
\$5,050,722.00

<u>PO#</u>	<u>Description</u>	<u>Funding Source:</u>
P502276	Service Tipping Fee-BR	Wastewater Utility Funds 2070-000000-5501-630064-603053

Amount:  
\$5,900,150.00

<u>Fund (Workday)</u>	<u>Cost Center</u>	<u>Account</u>	<u>Spent Category</u>	<u>Activity</u>
2070	CCA000844	63045	SC630353	DPW127

**Total: \$10,950,872.00**

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

The Agreement between the City and Synagro Technologies which sets the fees and contract specifications was originally approved by the Board of Estimates on November 15, 2000. The contract was amended and renewed for an additional ten-year period; the amendment to the contract was approved by the Board on March 4, 2015. Since this is an internal agreement between DPW and Synagro, the master blankets will be used to provide for the funding of the agreement and as instruments for expediting payments.

**AGENDA**

**BOARD OF ESTIMATES**

**12/21/2022**

Department of Public Works – cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

Mayor's Office of Homeless Services – Agreement

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

The Board is requested to approve and authorize execution of an agreement with United Way of Central Maryland. The period of the agreement is July 1, 2022 through June 30, 2024.

#### **AMOUNT OF MONEY AND SOURCE:**

\$267,741.40

Emergency Solutions Grant (ESG)

Grant Worktag #: 4000-GRT000890-CCA000575-630351

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

The City has received a U.S. Department of Housing and Urban Development (HUD) grant to undertake the Emergency Solutions (ESG) Program. As a sub-recipient, United Way of Central Maryland, will provide short term rental assistance and Supportive services for 25 individuals experiencing homelessness in the City of Baltimore. The Provider will offer services under its Housing Stabilization and Homelessness Prevention 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.**

**AFFECTED COUNCIL DISTRICT:** Baltimore City

**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

12/21/2022

#### Mayor's Officer of Employment Development – Sick Leave Donation

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

The Mayor's Office of Employment Development (MOED) requests the Board of Estimates to approve the transfer of a total of 19 sick leave days from City employees of the agency to India Brown.

##### **AMOUNT OF MONEY AND SOURCE:**

N/A

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

Employees of the City of Baltimore have volunteered to transfer their sick leave in order for this employee to remain in pay status and maintain health care coverage during the period of illness/injury. The requirements of AM-203-3, Sick Leave Donation Program, have been followed. This employee is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of her leave has been used. The employee is expected to return to work by January 3, 2023.

Sick leave donations will be transferred from each donor's life-to-date sick leave balance to the requesting employee's sick leave account. The transfers will occur after the Central Payroll Division receives the following information from the agency personnel office: a copy of this memo approved by the Board and a list of donors with their social security numbers, department/payroll locations codes, and number of sick leave days to be donated.

<u>Name</u>	<u>No. of Days</u>
Adrienne McAuley	3
Kim Neal	2
Amy Frost	5
Karen Graves	2
Elaine Lee	5
Mark Hooper	<u>2</u>
	<b>19</b>

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Office of the Mayor – Travel Request

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

The Board is requested to approve travel for Mayor Brandon M. Scott. The event was held in Kansas City, MO on November 16 – 19, 2022 and the Mayor attended on November 17 – 18, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

Funds are available as follows:

Cost Center: CCA000394                      \$ 2,026.51

Spend Category: SC630301

Funding Source: General Funds

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

Mayor Scott will be attending to collaborate with other municipal government initiatives to see what we can incorporate in Baltimore City. Our communities depend on forward-thinking leaders to take bold action to build a brighter future. To share with peers, public and private sector stakeholders and subject matter experts on how to best use impact, action and service as tools for a better tomorrow. The per diem rate for this location is \$187/day as per GSA's Per Diem rate for FY2023. We are requesting additional funds for Hotel \$18, Meals & Incidentals \$40 / day and \$60 for Ground Transportation.

The item is pursuant to AM 240-3 Board of Estimates Approval for Employee Travel.

Trip related cost:

Airfare		\$	904.95
Registration		\$	780.00
Subsistence Rate	\$187/day x 1	\$	187.00
Additional Funds for Hotel		\$	18.00
Hotel/Room Tax & Fees		\$	36.56
Meals & Incidentals	\$40 /day x 1	\$	40.00
Ground Transportation		\$	60.00
Total:		\$	2,026.51

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Mayor's Office of Neighborhood Safety and Engagement – Travel Request

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

The Board is requested to approve third-party fully funded travel for Shantay Jackson, Director, Mayor's Office of Neighborhood Safety and Engagement, who traveled to Washington, DC to attend the National Office of Violence Prevention Networking Convening on November 16-18, 2022. Shantay Jackson's hotel room and mileage were paid for by the National Office of Violence Prevention (NOVP), seminar organizers.

##### **AMOUNT OF MONEY AND SOURCE:**

As an attendee NOVP is covering the full amount of all expenses for Shantay Jackson; the total is \$1,858.07. There will be no cost incurred by the City of Baltimore.

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

Baltimore is one of 16 cities that participate in the White House's Community Violence Intervention Collaborative (CVIC). Director Jackson serves as the Scott Administration's liaison for this collaborative.

Travel Expenses covered by NOVP:

- Two nights stay at the Sofitel hotel: \$ 1,740.57

Mileage Expenses covered by NOVP:

- Mileage to and from: \$120.00

Grand total covered by NOVP:

- Total cost: \$1,858.07

This item is submitted to the Board of Estimates pursuant to Administrative Manual Policy 239-2-1, Board of Estimates Approval of Third Party Funded Travel. General funds will be requested for transportation to and from the seminar.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Health Department – Retroactive Travel Request**

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

The Board is requested to approve a Retroactive Travel Request for Amit Chattopadhyay, who attended the American Public Health Association Conference in Boston, MA on November 5-9, 2022.

##### **AMOUNT OF MONEY AND SOURCE:**

\$1,609.37 is the total amount of travel expenses as listed below:

\$57.52- Tolls

\$985.00- Registration (Paid on procurement card assigned to Jennifer Martin)

\$63.60- Parking

\$503.25- Mileage

\$133.84- Meals and Incidentals

Workday Worktags- 4000-GRT000109- CCA000209- SC603001

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

Dr. Amit Chattopadhyay is requesting reimbursement for attending the American Public Health Association Conference. As this travel includes Saturday and Sunday and is over \$800.00, the Department is requesting the Board to ratify this travel request.

The request is late due to administrative delays.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Health Department – Retroactive Travel Request

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

The Board is requested to approve a Retroactive Travel Request for Faiza Shekhani, who attended the American Public Health Association Conference in Boston, MA on November 5-8, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$2,599.37 is the total amount of travel expenses as listed below:

\$985.00- Registration (Paid on procurement card assigned to Jennifer Martin)  
\$351.90- Transportation/Airfare (Paid on procurement card assigned to Jennifer Martin)  
\$709.55- Hotel (Paid on procurement card assigned to Jennifer Martin)  
\$324.28- Hotel Taxes  
\$198.64 (meals and incidentals total)- Remaining Subsistence (days @ per diem rate)  
\$30.00- Parking

Workday Worktag- 5000-GRT000979- CCA000208- SC603001

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

Faiza Shekhani is requesting reimbursement for attending the American Public Health Association Conference. As this travel included Saturday and Sunday and is over \$800.00, the Department is requesting the Board to ratify this travel request.

The request is late due to administrative delays.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Police Department – Travel Request

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

The Board is requested to approve a Travel Request for Sgt. Dean McFadden to Birmingham, AL to attend Supervising Counterdrug Operations-Advanced, March 26--April 1, 2023.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,768.87 funded by Budget Account Number CCA001220-1001-SC630301.

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

This course is designed to emphasize the fundamental policy, leadership skills, and legal principles necessary to acquire proficiency in directing the effects of a proactive drug enforcement unit. This course will present fundamental and advanced supervisory concepts, strategies and techniques in policy, leadership and legal principles.

The subsistence rate for this location is \$182.00 per day.

Airfare (\$ 459.96) and Hotel (\$784.56) were paid by BPD Travel Card issued to Howard Hall. The total expenses for this travel will be as here:

1. Airfare	\$ 459.96
2. Subsistence	\$1,092.00
3. Hotel Taxes	\$ 156.91
4. Ground Transportation	\$ 60.00
5. Registration Charges	Free
<b>Total</b>	<b>\$1,768.87</b>

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Transportation – Retroactive Travel Request**

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

The Board is requested to approve reimbursement of travel for Mr. Matthew Hendrickson, who attended the National Assn of City Transportation Officials conference in Boston, MA on September 6-10, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$2,174.55

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

Mr. Matthew Hendrickson attended the National Assn of City Transportation Officials (NACTO) Conference. This is NACTO's 10<sup>th</sup> year and it brought together nearly 1,000 officials, practitioners, and planners to advance the state of transportation in cities. This conference was held to celebrate the innovation and movement made over the past decade.

The subsistence rate was \$376.00 per night. The hotel totaled \$1,463.42; the hotel taxes were \$379.14; and Amtrak was \$331.99. The registration fee was \$675.00 which was paid on Dharendra Sinha's procurement card, which is not included in the amount above.

This travel request was not sent to the Board of Estimates prior to travel due to miscommunication on the travel process policy.

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Mayor's Office of Neighborhood Safety and Engagement – Travel Request**

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

The Board is requested to approve a Travel Request for Crystal Miller, Community Violence Intervention Deputy Director, Mayor's Office of Neighborhood Safety and Engagement, for third-party funded travel to Kansas City Missouri to present at the National League of Cities (NLC), City Summit Conference on November 17-19, 2022.

##### **AMOUNT OF MONEY AND SOURCE:**

The estimated cost for this trip that is covered by third party funding is \$994.52. As a presenter at this conference a partial amount of Crystal Miller's expenses were covered by NLC. The remaining cost (\$828.96 for airfare, ground transportation, and subsistence) will be covered by General Funds under the Fund 1001/Cost center: CCA000521/Spend category: SC630301

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

Crystal Miller, Community Violence Intervention Deputy Director, Mayor's Office of Neighborhood Safety and Engagement was invited by NLC to present at their annual City Summit conference. Crystal Miller's conference registration and hotel rooms were paid for the conference organizers.

This item is submitted to the Board of Estimates pursuant to Administrative Manual Policy 239-2-1, Board of Estimates Approval of Third Party Funded Travel. General funds will be requested for airfare, parking, and transportation to and from the airport.

Crystal Miller is a Subject Matter Expert in the field of community violence intervention work. Crystal Miller was asked to present during the Alternative Response, Striking a Balance Locally session, sharing on Baltimore's efforts on community violence intervention efforts to combat gun violence. This presentation included the discussion points centering on the City of Baltimore's CVI Ecosystem. This presentation highlighted the alternative and community focused violence reduction work being done in the City of Baltimore.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Mayor's Office of Neighborhood Safety and Engagement – cont'd

##### Travel Expenses covered by NLC:

- Conference registration: \$495.00
- Two nights stay at the conference hotel: \$229.00 per night plus \$79.52 in taxes
- Total cost: \$994.52 including taxes

##### Travel Expenses covered by General Funds:

- Air fare: \$378.96
- Ground Transportation: \$200.00

## **AGENDA**

### **BOARD OF ESTIMATES**

**12/21/2022**

#### **Department of Transportation – Travel Request**

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

The Board is requested to approve a reimbursement for travel for Ms. Shayna Rose for the National Assn of City Transportation Officials' conference in Boston, MA held on September 6-10, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,835.75

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

Ms. Shayna Rose attended the National Assn of City Transportation Officials (NACTO) Conference. This is NACTO's 10<sup>th</sup> year and it brought together nearly 1,000 officials, practitioners, and planners to advance the state of transportation in cities. This conference was held to celebrate the innovation and movement made over the past decade. The subsistence rate was \$376.00 per night. Shayna Rose's hotel totaled \$1,196.00; the hotel taxes were \$196.75; Amtrak was \$283.00; meals were \$160.00. The registration fee was \$0.00 due to being paid by WAZE.

This travel request was not sent to the Board of Estimates prior to travel due to miscommunication on the travel process policy.

## AGENDA

### BOARD OF ESTIMATES

12/21/2022

#### Department of Transportation – Travel Request

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

The Board is requested to approve a reimbursement for travel for Ms. Margaret Young for the National Assn of City Transportation Officials' conference in Boston, MA held on September 6-10, 2022.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,986.33

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

Ms. Margaret Young attended the National Assn of City Transportation Officials (NACTO) Conference. This is NACTO's 10<sup>th</sup> year and it brought together nearly 1,000 officials, practitioners, and planners to advance the state of transportation in cities. This conference was held to celebrate the innovation and movement made over the past decade. The subsistence rate was \$376.00 per night. Margaret Young's hotel totaled \$1,399.50; the hotel taxes were \$230.23; Amtrak was \$162.00; Airfare was \$151.99; and Lyft was \$42.61. The registration fee was \$545.00 which was paid on Dhirendra Sinha's procurement card and is not included in the amount above.

This travel request was not sent to the Board of Estimates prior to travel due to miscommunication on the travel process policy.

## AGENDA

BOARD OF ESTIMATES

12/21/2022

### PROPOSALS AND SPECIFICATIONS

1. Department of Public Works – WC 1287, Water Main Replacement and Rehabilitation in Westgate, Hunting Ridge, and Uplands Neighborhoods  
**BIDS TO BE RECV'D: 03/01/2023**  
**BIDS TO BE OPENED: 03/01/2023**

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED