

NOTICES :

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (http://www.baltimorecitycouncil.com/boe_agenda.htm) and the Secretary to the Board's web site (<http://www.comptroller.baltimorecity.gov/BOE.html>).

Submit Protests to:
Attn: Clerk,
Board of Estimates
Room 204, City Hall
100 N. Holliday Street
Baltimore, Maryland 21202

NOTICES - cont'd:

- 2.

BOARD OF ESTIMATES' RECESS
AUGUST 1, 2018

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on August 1, 2018.

The Board of Estimates will not receive or open bids on August 1, 2018. The Board of Estimates will reconvene on August 8, 2018.

- 3.

BOARD OF ESTIMATES DEADLINE FOR
AUGUST 8, 2018 AGENDA IS
WEDNESDAY JULY 25, 2018 BY 1:00 P.M.

BOARD OF ESTIMATES' AGENDA - JULY 18, 2018

Employees' Retirement System - Subscription Agreement

ACTION REQUESTED OF B/E:

The Board is requested by the Board of Trustees of the Employees' Retirement System (ERS) to approve a Subscription Agreement for participation in Lombard Odier Funds IV - Alternative Risk Premia, managed by Lombard Odier Asset Management (USA) Corp.

AMOUNT OF MONEY AND SOURCE:

\$40,000,000.00 - of ERS funds

No General Fund monies are involved in this transaction.

BACKGROUND/EXPLANATION:

All funds and expenses will be expended from the ERS accounts. Lombard Odier Asset Management (USA) Corp. will be investing \$40,000,000.00 of ERS assets in Lombard Odier Funds IV - Alternative Risk Premia, an alternative risk premia investment fund.

The ERS Board of Trustees conducted a search for an alternative risk premia fund manager, and, as a result of that search, the Board unanimously selected Lombard Odier Asset Management (USA) Corp. The search and selection was conducted with the assistance and advice of the ERS's investment advisor, Pension Consulting Alliance.

MWBOO GRANTED A WAIVER.

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

TRANSFERS OF FUNDS

* * * * *

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

3 - 4

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>			
1.	\$43,250.00	9938-913001-9475	9938-928006-9474
	Other Funds	(Unallocated Reserve)	Howard Dog Park (Active)

This transfer will provide funds to cover costs associated with construction of Howard Park Dog Park.

Department of Public Works

2.	\$50,000.00	9956-903569-9549	9956-901577-9551-3
	Wastewater Revenue Bonds	(Sanitary Sewer Replace/ Rehab)	(Design & Study)

This transfer will cover the cost of advertising for SC 964, Improvements to the Sanitary Sewers in the North West Area of Baltimore City.

3.	\$50,000.00	9956-903569-9549	9956-907575-9551-3
	Wastewater Revenue Bonds	(Sanitary Sewer Replace/ Rehab)	(Design & Study)

This transfer will cover cost of advertising for SC 962R, Sanitary Sewer Replace/Rehab.

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRANSFERS OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Public Works - cont'd</u>			
4.	\$43,000.00	9960-904689-9588	
	Water Revenue	(Urgent Needs Water	
	Bond	Engineering)	
	7,000.00	" "	
	Baltimore		
	County		
	<u>Revenue</u>		
	\$50,000.00	-----	9960-911985-9557-3 (Design & Study)

This transfer will cover the cost of advertising for WC 1385, Urgent Need Water Infrastructure Rehabilitation Phase I FY19.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Planning - Fourth Amendment to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Fourth Amendment to Grant Agreement (Amendment No. 4) with Healthy Neighborhoods, Inc. (HNI).

AMOUNT OF MONEY AND SOURCE:

\$1,420,000.00 - 2025-000000-1873-783200-603050

BACKGROUND/EXPLANATION:

On July 16, 2014, the Board approved an agreement with the HNI in the amount of \$1,654,000.00 to serve as the financial and programmatic manager for community based projects funded with FY13, FY14, and FY15 slots revenue in the greater Pimlico area known as the One Mile Radius.

On August 10, 2016, the Board approved the First Amendment with the HNI to allocate additional local impact aid funds totaling \$117,525.00 for community based projects funded with FY16 slots revenue in the greater Pimlico area known as the One Mile Radius. HNI also had a carryover of \$11,250.00 from FY15 funds that were reallocated in FY16, for a total of \$128,775.00.

On April 26, 2017, the Board approved the Second Amendment with the HNI to allocate additional local impact aid funds totaling \$999,175.00 with FY17 slots revenue. In FY17, \$60,000.00 was allocated for gap financing/development and incentives/technical assistance within the Liberty Wabash area. These funds were re-allocated in the FY19 spending plan to another project within the Liberty Wabash area: Ambassador/community development, changing the FY17 total to \$939,175.00. The Second Amendment also extended the period of the agreement through December 31, 2018.

On November 1, 2017, the Board approved the Third Amendment with the HNI to allocate additional local impact aid funds totaling \$1,066,602.00 with FY18 slots revenue. The Third Amendment extended the period of the agreement through December 31, 2019.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Planning - cont'd

The funds were awarded by the Maryland General Assembly to the City for a 20 year-period beginning in fiscal year 2012 through fiscal year 2032 to support primarily capital community and economic development projects in the Pimlico community.

Under the terms of the Grant Agreement, HNI is responsible for meeting with grantees that have been awarded slots revenue to provide the following services including:

- Technical Assistance
- Compliance and Monitoring
- Compliance with City Laws
- Recognition of City Support

This Amendment No. 4 will add funds to FY19 and amends the budget due to Spending Plan changes. It will also extend the HNI's grant management area defined as the Park Heights Master Plan and the one mile radius.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Office of the City Council - Governmental/Charitable
Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mr. Damion Cooper of the Office of the City Council President to solicit donations from friends, family members and associates to benefit the 501 (c) (3) non-profit organization, Project Pneuma. The period of the campaign is effective upon Board approval through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

As Executive Director of the organization, Mr. Cooper is expected to support Project Pneuma's fundraising efforts through a variety of endeavors during the 2018 year, most notably social media campaigns, telephone campaigns and opportunities as a result of direct presentations. Family, friends, associates, philanthropic grant makers, and Federal, State and City agencies will be solicited directly by Damion Cooper. Solicitations will be made in person, by telephone, in writing and email.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Office of the City Council - cont'd

The mission of Project Pneuma is "to Breathe New Life holistically into the young men we serve by challenging them intellectually, strengthening them physically, nurturing them emotionally and uplifting them spiritually". Project Pneuma works with young males of Baltimore City, who are often considered to be at-risk to violence within their communities, to instill the values of forgiveness, self-control, and discipline. The organization also strives to bridge the gap between at-risk youth and the Baltimore City Police Department, with courses routinely being held within the Police Academy's facilities.

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

MBE/WBE PARTICIPATION:

N/A

AGENDA

BOARD OF ESTIMATES

07/18/2018

Space Utilization Committee - Lease Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Lease Agreement with 1118 Leadenhall, LLC, Landlord, for the rental of the property known as 1118 Leadenhall Street, consisting of approximately 840 sq. ft. The period of the agreement is June 1, 2018 through May 31, 2021.

AMOUNT OF MONEY AND SOURCE:

The annual rent is \$1.00, if demanded.

BACKGROUND/EXPLANATION:

The leased premises will be used by the Baltimore City Police Department, Tenant, for Administrative offices.

The Landlord will provide all systems in working condition (heating, air conditioning, ventilation, electrical and plumbing) maintain the roof, exterior structural elements of the building, walls gutters, downspouts, air conditioning, ventilating and heating systems, and all water, electrical and plumbing supply lines except for damage caused by the negligence of the Tenant.

The Tenant will be responsible for payment of computer and telephone services, and cable services; the installation and monitoring costs associated with the security system. The Tenant will have the right to install walls and make improvements to the Leased Premises with Landlord's prior approval. The Tenant is responsible for janitorial, utilities, which will include water, sewer, gas and electric, trash removal, and liability insurance under the City's self-insurance program.

The Space Utilization Committee approved this Lease Agreement on June 12, 2018.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Real Estate - First and Third Interdepartmental
Lease Renewals

The Board is requested to approve the First Renewal (item no. 1) and Third Renewals (item nos. 2 - 10) of Inter-departmental Lease Agreements between the Department of General Services, Landlord, and the Baltimore Police Department, Tenant, for the below-listed locations. The period of the lease renewal is July 1, 2018 through June 30, 2019.

	<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
1.	500 E. Baltimore Street Central District	\$ 48,594.33	\$ 583,132.00

On August 30, 2017 the Board approved the original lease agreement for the period July 1, 2017 through June 30, 2018. This is the first renewal for approximately 53,609 sq. ft.

Account: 1001-000000-2041-716600-603096

2.	1034 N. Mount Street Western District	\$17,916.00	\$ 214,992.00
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 22,481 sq. ft.

3.	2201 W. Cold Spring Lane Northern District	\$ 25,807.08	\$ 309,685.00
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
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period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 28,473 sq. ft.

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|---|--------------|---------------|
| 4. 424 Fonthill Avenue
Southwestern District | \$ 17,820.18 | \$ 213,842.00 |
|---|--------------|---------------|

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 22,314 sq. ft.

- | | | |
|---|--------------|---------------|
| 5. 5710 Eastern Avenue
Southeastern District | \$ 18,837.17 | \$ 226,046.00 |
|---|--------------|---------------|

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017 the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 24,527 sq. ft.

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|---|--------------|---------------|
| 6. 10 Cherry Hill Road
Southern District | \$ 18,789.42 | \$ 225,473.00 |
|---|--------------|---------------|

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 21,114 sq. ft.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
7. 1620 Edison Highway Eastern District	\$ 20,499.42	\$ 245,993.00

On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 27,863 sq. ft.

8. 5271 Reisterstown Road Northwestern District	\$ 18,851.08	\$ 226,213.00
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 22,575 sq. ft.

9. 1900 Argonne Drive Northeastern District	\$ 21,378.58	\$ 256,543.00
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016. On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 27,810 sq. ft.

10. 242 W. 29 th Street Warrant Task Force	\$ 22,758.42	\$ 273,101.00
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On November 18, 2015, the Board approved the original lease agreement for the period July 1, 2015 through June 30, 2016.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Real Estate - cont'd

<u>Location</u>	<u>Monthly Rent</u>	<u>Annual Rent</u>
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On June 8, 2016, the Board approved the first renewal for the period July 1, 2016 through June 30, 2017. On August 16, 2017, the Board approved the second renewal for the period July 1, 2017 through June 30, 2018. This is the third renewal for approximately 35,894 sq. ft.

Account: 1001-000000-2041-716600-603096

The Baltimore Police Department will continue to use these leased premises for administrative offices.

All other terms and conditions of the Inter-Departmental Lease Agreements dated November 18, 2015 will remain in full force and effect.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - Agreements and Ratification of Agreements

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

AGREEMENTS

1. **HEALTH CARE FOR THE HOMELESS, INC.** **\$664,585.00**

Account: 5000-523019-3030-764900-603051

Health Care for the Homeless, Inc. will provide health care services for homeless persons through its clinic and outreach program in the greater Baltimore area. The period of the agreement is July 1, 2018 through June 30, 2019.

2. **BRUCE SHAPIRO** **\$ 11,132.00**

Account: 6000-622119-3080-294300-603051

Mr. Shapiro will provide consultant services for the Baltimore Infants & Toddlers Program. He will coordinate and lead the evaluation team of professionals from varied backgrounds, provide medical input, provide family debriefing, and identify children at risk for developmental delays. He will also review health status of referred children, serve as the official signatory for children that present with medical concerns at birth and assist in developing goals, outcomes and completion of the Individualized Family Services Plan. The period of the agreement is July 1, 2018 through June 30, 2019.

MWBOO GRANTED A WAIVER.

RATIFICATION OF AGREEMENTS

3. **HEALTH CARE FOR THE HOMELESS, INC.** **\$159,423.00**

Account: 5000-569718-3023-273324-603051

Health Care for the Homeless, Inc. provided Health Education/Risk Reduction (HERR) services for clients living

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - cont'd

with HIV, about HIV transmission and how to reduce the risk of HIV transmission. HERR services included sharing information about medical and psychosocial support services, and counseling clients to improve their health status.

The ratification will allow for services to be completed. The period of the agreement was July 1, 2017 through June 30, 2018.

4. SISTERS TOGETHER AND REACHING, INC. (STAR) \$109,983.00

Account: 5000-569718-3023-273347-603051

STAR provided Psychosocial Support services to assist eligible people living with HIV to address behavioral and physical health concerns. Services included bereavement counseling, child abuse and neglect counseling, HIV support groups, nutrition counseling by a non-registered dietitian, and pastoral care/counseling services.

The ratification will allow for services to be completed. The period of the agreement was July 1, 2017 through June 30, 2018.

The agreements are late because the State of Maryland, Department of Health and Mental Hygiene's Prevention and Health Promotion Administration (PHPA) programmatically manages Ryan White Part B HIV/AIDS State Special services. The Providers are asked to submit a budget narrative, and scope of services. The Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are many times revised because of inadequate information from the Providers. This review is required to comply with grant requirements.

MWBOO GRANTED A WAIVER.

5. ASSOCIATED CATHOLIC CHARITIES, INC. \$ 18,700.00

Account: 4000-407918-3044-761500-601001

The Associated Catholic Charities, Inc. through the

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - cont'd

Department's Hospital to Home (H2H) - Balancing Incentive Program provided a Community Service Coordinator who engaged older adults in accessing information, resources and services, and positively influenced the non-clinical social determinants of health with a goal of improving lives and improving health throughout Baltimore City. The period of the agreement was April 1, 2018 through June 30, 2018.

AUDITS REVIEWED AND HAD NO OBJECTION.

6. GILEAD SCIENCES, INC. \$ 0.00

On September 20, 2017, the Board approved the grant award agreement in the amount of \$279,077.00 for the period of May 1, 2017 through April 30, 2018.

On April 20, 2018, the Department requested a no-cost time extension through September 30, 2018.

On May 30, 2018, Gilead Sciences approved the no-cost time extension. This will allow for continuation of Hepatitis C screening and testing services through September 30, 2018.

This no-cost time extension is late because of delays at the administrative level.

7. CHESAPEAKE REGIONAL INFORMATION SYSTEM FOR OUR PATIENTS (CRISP) \$ 0.00

On May 3, 2017, the Board approved the original agreement in the amount of \$75,000.00 for the period of September 22, 2016 through July 14, 2017.

On August 9, 2017, the Board approved the second No-Cost Time Extension with the Robert Wood Johnson (RWJ) Foundation, Grantor, extending the period of the grant through November 15, 2017.

On December 20, 2017, the Board approved the amendment to agreement with CRISP extending the agreement period through November 15, 2017.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - cont'd

On May 30, 2018, the Board approved the acceptance of the third No-Cost Time Extension with the RWJ Foundation extending the period of the grant through May 15, 2018.

This ratification is for extension of the agreement with CRISP which ended on May 15, 2018. The extension was necessary to allow CRISP time to complete its deliverables and reports.

The agreement is late because revisions delayed processing.

AUDITS NOTED THE NO-COST TIME EXTENSION.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the Expenditure of Funds to reimburse Powell Recovery Center.

AMOUNT OF MONEY AND SOURCE:

\$80,100.00 - 5000-531117-3070-518500-405001

BACKGROUND/EXPLANATION:

On January 13, 2016, the Board approved the initial Intergovernmental Agreement (IGA) with the Maryland Department of Public Safety and Correctional Services, Division of Parole and Probation (DPSCS/DPP), for the purpose of contracting with Behavioral Health System Baltimore (BHSB) to provide substance abuse treatment services. The amount of the IGA was \$400,000.00 for the period of December 1, 2015 through June 30, 2016.

On March 16, 2016, the Board approved the agreement with BHSB in the amount of \$400,000.00 for the period of December 1, 2015 through June 30, 2016.

On August 31, 2016, the Board approved Modification No. 1 of the IGA, which extended the period for an additional six months through December 31, 2016. However, Powell Recovery Center, one of the BHSB's sub-vendors, continued substance treatment services from January 1, 2017 through June 30, 2017, while the FY 2018 IGA agreement with DPSCS/DPP was being completed.

On September 13, 2017, the Board approved the FY 2018 IGA with DPSCS/DPP in the amount of \$400,000.00 for the period of July 1, 2017 through June 30, 2018.

On December 20, 2017, the Board approved the Agreement with BHSB in the amount of \$400,000.00 for the period of July 1, 2017 through June 30, 2018.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Health Department - cont'd

The BHSB could not reimburse Powell Recovery Center for services it provided prior to the DPSCS/DPP IGA being finalized. Therefore, the Department requested and received approval from the State of Maryland Office of Public Safety and Correctional Services, Division of Parole and Probation on December 20, 2017, to reimburse Powell Recovery Center.

The agreement is late because the DPSCS/DPP and the Department were waiting for appropriate invoices.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

AGENDA

BOARD OF ESTIMATES

07/18/2018

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

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

Barrett and Sons Coating, Inc.	\$1,500,000.00
P & P Sewer Techs, Inc.	\$1,500,000.00
Starlight Security, Inc.	\$1,500,000.00
The Temple Group, Inc.	\$1,500,000.00
W. Concrete, Inc.	\$1,500,000.00

2. Prequalification of Architects and Engineers

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

Arora Engineers, Inc.	Engineer
HEERY International, Inc.	Architecture Engineer
Itenology Corporation	Engineer
RMF Engineering, Inc.	Engineer
Somat Engineering, Inc.	Engineer
Waldon Studio Architects & Planners, PC	Architecture
WATEK Engineering Corporation	Engineer

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Human Resources - Group Sales Agreement

ACTION REQUESTED OF B/E:

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

AMOUNT OF MONEY AND SOURCE:

11,600.00	Rental of Baltimore Convention Center Room Rate 4 Ballrooms @ \$2,900 per room per day @ 1 day (\$2,900.00 x 4)
26,017.20	Hotel RL: Aug. 27 th - Aug. 31 st Oral Assessment Overnight Guestrooms Aug. 26 th - Aug. 31 st 40 Guest Suites x 6 nights @ \$99.00 net rate = \$23,760.00 (\$23,760.00 x 9.5% occupancy tax)
6,504.30	Interview/Test Rooms Aug. 27 th - Aug. 31 st 15 rooms x 4 days @ \$99.00 net rate = \$5,940.00 (\$5,940.00 x 9.5% occupancy tax)
4,800.00	Self-Parking Aug. 26 th - Sept. 1 st 40 cars x 6 nights @ \$20.00 per day (\$800.00 x 6 days)
295.00	Training/Registration Room 5 days @\$50.00 (set-up fee) per day x 5 days \$250.00 x 18% service fee
0.00	Hospitality Suite 35 guests x 4 days (Complimentary)
0.00	Coffee Service - training day @ (Complimentary) Aug. 27 th
1,321.60	Coffee Service Beverage/Snack Break Tues. Aug. 28 th - Fri. Aug. 31 st 35 attendees x \$8.00 per person x 4 days = \$1,120 (\$1,120 x 18%)

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Human Resources - cont'd

159.00	Audiovisual Equipment (training day) Monday Aug. 27 th Screen & Projector Rental @ 1 day = \$150.00 (\$150.00 x 6% service/gratuity)
20,900.00	Examiners' Airfare (Roundtrip): Thirty - eight (38) examiners traveling from various locations @ \$550.00
15,732.00	Per Diem Meal Allowance Per Diem Rate - \$69.00 per day x 6 days = \$414.00 38 Examiners - \$414.00 x 38
5,700.00	Ancillary expenses – 38 Examiners x \$150.00 Each for (reimbursement of travel expenses, luggage fees, cab/shuttle fees, to and from the airport, parking)

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

BACKGROUND/EXPLANATION:

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

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

17 rooms will be rented for administration of the exam. The rooms will be utilized for training of examiners; candidate interview preparation rooms; for candidates to prepare responses to interview questions; and to conduct panel interviews. The number of candidates who will be scheduled for the oral portion of the exam will not be available until after the written component that was administered on June 9th at the Baltimore Convention Center (BCC) is scored by the Department and the test vendor. A testing schedule for the oral exam will be created after July 1st and the number of testing days will be confirmed. Room reservations for this function must be arranged many months in advance.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Human Resources - cont'd

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

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

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

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

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Baltimore Development Corporation (BDC) - Donation Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Donation Agreement for the property of 250 Charm City, LLC, Block 668, Lot 8A.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Donor is requesting permission to fund certain improvements to the existing plaza located on the northeast corner of S. Howard Street and Pratt Street. The improvements will bring the plaza's streetscaping and landscaping to be more in line with the vision set forth under the Pratt Street Plan.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 12 to Rummel, Klepper & Kahl, LLP (Consultant) under Project No. 1142, On-Call Traffic Signal & ITS and Traffic Engineering Design Services. The period of Task No. 12 is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

\$138,347.55 - 9950-916103-9512-900010-703032

BACKGROUND/EXPLANATION:

This authorization provides for but is not limited to field survey, data collection, attending field meetings, utility survey, signal design and to prepare plans for revised traffic signal phasing and new timing. The listed locations will be designed as part of the group of signals for TR 17305 Traffic Signal Upgrades, Light Street & Ostend Street, Northern Parkway & Old Harford Road, North Avenue & Eutaw Place, Charles Street & Northern Parkway, Belair Road & Parkside Drive, Belair Road & Chesterfield Avenue, Eastern Avenue & Haven Street and Highland Avenue, Madison Street & Monument Street.

DBE PARTICIPATION:

The Consultant will comply with Title 49 code of the Federal Regulations parts 26 (49 CFR 26) and the DBE goal established in the original agreement.

DBE: 23.00%

The Consultant has met 21.18% of the DBE goal at this time. However, they have enough capacity to meet the remaining goal requirement for this contract.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Transportation

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$113,100.00 FED	9950-924080-9513 Constr. Reserve - Traffic Safety Improvements Citywide	
28,275.00 <u>GF (HUR)</u>	" "	
\$141,375.00	-----	9950-916103-9512-3 Design Traffic Signals ITS

This transfer will fund the costs associated with Task No. 12 on Project 1142, On-Call Traffic Signals & ITS and Traffic Engineering Design Services with Rummel, Klepper & Kahl, LLP.

(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

07/18/2018

Department of Transportation - Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 11 to KCI Technologies, Inc. (Consultant) under Project No. 1225, On-Call Construction Project Management Services. The period of Task No. 12 is approximately nine months.

AMOUNT OF MONEY AND SOURCE:

\$101,131.00 - 2024-000000-5480-395600-603026
63,207.00 - 1001-000000-2301-249800-603026
88,487.88 - 2076-000000-2341-256300-603050
\$252,825.88

BACKGROUND/EXPLANATION:

This authorization provides for implementing Cityworks for service requests, work order management and work flow management for the Transportation Engineer Construction, Safety, Right-of-Way and Towing Divisions.

MBE/WBE PARTICIPATION:

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

MBE: 27.00%

WBE: 10.00%

The Consultant has met 3.67% of the MBE goal and 4.99% of the WBE goal. However, they have enough capacity to meet the remaining goal requirement for this contract.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Transportation - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

	<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1.	522 S. Washington Street	Treasure Protection Management, Inc.	One set of steps 3' x 4'
	\$ 35.20 - Flat Charge		
2.	2 E. Preston Street	2 Preston Street Partners, LLC	One ADA Ramp 24' x 3' 6"
	\$ 70.30 - Flat Charge		
3.	1400-1408 Olive Street	1401 S. Hanover, LLC	Five sets of steps 48" x 48"
	\$ 35.20 Flat Rate		
	\$176.00 - Total Flat Rate Charge		
4.	1401-1409 S. Hanover Street	1401 S. Hanover, LLC	Five sets of steps 48" x 48"
	\$ 35.20 each Flat Rate		
	\$176.00 - Flat Rate Charge		
5.	1915 Fleet Street	Martha E. Kumer	One bracket sign 2' x 3'
	\$158.60 - Flat Charge		

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Transportation - cont'd

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
6. 158 N. Linwood Avenue	Southeast Community Development Corp.	One bus shelter 12' x 5'
\$210.90 Flat Rate		
NEC Lakewood at Fayette St.	Southeast Community Development Corp.	One bus shelter 10' x 5'
\$210.90 Flat Rate		
\$421.80 Total Flat Charge		
7. 1000 S. Linwood Avenue	Canton Crab, LLC	One Canopy 307 sq. ft.
\$644.70 - Flat Rate		

Since no protests were received, there are no objections to approval.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Transportation - Developer's Agreement No. 1517-A

ACTION REQUESTED OF B/E:

The Board is requested to approve the Developer's Agreement with Metro Heights Limited Partnership.

AMOUNT OF MONEY AND SOURCE:

\$25,871.00

BACKGROUND/EXPLANATION:

Metro Heights Limited Partnership would like to upgrade an existing conduit service in the vicinity of their new construction to 2700-2722 Reisterstown Road. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$25,871.00 has been issued to Metro Heights Limited Partnership which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Options</u>			
1. Micah Management, LLC	1723 W. Lafayette Avenue	L/H	\$103,620.00
2. Ina Sally Merowitz Axelrad	1216 Mosher Street	G/R \$65.00	\$ 596.00

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

3. MJRE, LLC	1123 Sarah Ann Street	G/R \$60.00	\$ 550.00
4. MJRE, LLC	1125 Sarah Ann Street	G/R \$60.00	\$ 550.00
5. MJRE, LLC	1127 Sarah Ann Street	G/R \$60.00	\$ 550.00
6. MJRE, LLC	1129 Sarah Ann Street	G/R \$60.00	\$ 550.00
7. MJRE, LLC	1131 Sarah Ann Street	G/R \$60.00	\$ 550.00
8. MJRE, LLC	1133 Sarah Ann Street	G/R \$60.00	\$ 550.00
9. MJRE, LLC	1135 Sarah Ann Street	G/R \$60.00	\$ 550.00

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

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
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DHCD - Options - cont'd

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

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

- 1. **LEARNING IS FOR TOMORROW, INC. \$63,370.00**
(LIFT)

Account: 2089-208918-5930-435134-603051

Under this CDBG Agreement, the LIFT will conduct literacy program offering personalized, participatory and comprehensive literacy and support services to low- and moderate-income illiterate adults. The program curriculum includes pre-GED/GED preparation, literacy, math, computer labs, life skills classes and tutoring. The funds will be utilized to subsidize operating costs.

MWBOO GRANTED A WAIVER.

- 2. **THE VILLAGE LEARNING PLACE, INC. \$49,000.00**

Account: 2089-208918-5930-429300-603051

Under this CDBG Agreement The Village Learning Place, Inc. will utilize the funds to subsidize the operating expenses of The Village Learning Place, Inc., literacy outreach and Let's Invest in Neighborhood Kids (LINK) initiative. The LINK program will provide free, educational after-school and summer programs for low- to moderate-income youth in the City, primarily in the Greater Charles Village/Barclay area.

- 3. **INTERSECTION OF CHANGE, INC. \$76,000.00**
(IOC)

Accounts: 2089-208918-5930-429823-603051	\$46,000.00
2089-208918-5930-429826-603051	\$30,000.00

AGENDA

BOARD OF ESTIMATES

07/18/2018

DHCD - cont'd

The IOC will utilize the funds to subsidize the operating costs of Martha's Place, a recovery program for women overcoming addiction and homelessness. The program offers permanent housing with recovery and support services. Participants are primarily from the Upton and Sandtown-Winchester communities. The IOC also operates Jubilee Arts, a comprehensive art program that offers art classes and cultural opportunities to adults and children.

FOR FY 2018, THE MBE AND WBE PARTICIPATION GOALS FOR THE ORGANIZATION WERE SET ON THE AMOUNT OF \$18,900.00 AS FOLLOWS:

MBE: \$5,103.00

WBE: \$1,890.00

4. **BALTIMORE GREEN SPACE (BGS): A LAND. \$40,000.00**
TRUST FOR COMMUNITY MANAGED
OPEN SPACE, INC.

Account: 2089-208918-5930-705980-603051

The funds will be utilized to subsidize the BGS operating expenses. The BGS will provide planning and technical assistance to communities, Baltimore City, and other non-profits to support efficient disposition of City-owned vacant land; the development of viable and self-sustainable community managed open space (CMOS) and forest patches; maintain a database of vacant lots and CMOS maintain a body of best practices for greening projects. The period of the agreement is January 1, 20-18 through December 31, 2018.

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

AGENDA

BOARD OF ESTIMATES

07/18/2018

DHCD - cont'd

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the plan effective July 1, 2017 and beyond. Consequently, these CDBG Agreements were delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Dayman Stewart and Lasharon Diggs, Developer, for the sale of the City-owned property located at 3300 Hayward Avenue (Block 4536A, Lot 009).

AMOUNT OF MONEY AND SOURCE:

\$6,000.00 - Purchase price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 3300 Hayward Avenue which will be paid to the City of Baltimore at the time of settlement. The purchase and improvements to the site will be financed through private funds.

The Developer wishes to purchase the vacant lot located at 3300 Hayward Avenue to build a deck, create green space and put a shed.

The City may dispose of the property located at 3300 Hayward Avenue by virtue of the following legal authorities: Article 13, § 2-7 (h) of the Baltimore City Code.

The City may dispose of the property located at 3300 Hayward Avenue by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on January 15, 2008.

Department of Housing and - cont'd
Community Development

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

Pursuant to the Appraisal Policy of Baltimore City, the Waiver Valuation Process determined that the property located at 3300 Hayward Avenue was valued at \$10,540.00. The property is being sold for \$6,000.00.

The property will be sold below the Waiver Valuation Price for the following reasons:

- the sale will serve a specific benefit to the community,
- the sale will eliminate blight, and
- the sale will return of the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

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

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Housing and - Memorandum of Understanding
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Memorandum of Understanding with the Baltimore City Department of Recreation and Parks (R&P). The period of the Memorandum of Understanding is July 1, 2017 through June 30, 2018.

AMOUNT OF MONEY AND SOURCE:

\$351,276.00 - 2089-208918-5930-434430-603051

BACKGROUND/EXPLANATION:

Pursuant to guidance from the United States Department of Housing and Urban Development, a Memorandum of Understanding (MOU) must be executed for the utilization of Community Development Block Grant (CDBG) funds to support other City agencies. The Department of Recreation and Parks is authorized to provide leisure activities through management of recreation centers and the municipal parks system. The Department of Recreation and Parks will provide recreational, educational, cultural, after-school, youth sports programs and summer camp programs for over 850 unduplicated, low and moderate-income youth at five recreation centers located in low and moderate-income areas of the City. The Department of Recreation and Parks will provide services in accordance with CDBG Entitlement Grant Regulations.

On June 28, 2017, the Board approved the Resolution authorizing the Commissioner of the Department of Housing and Community Development (DHCD), on behalf of the Mayor and City Council, to file a Federal FY 2017 Annual Action Plan for the following formula programs:

AGENDA

BOARD OF ESTIMATES

07/18/2018

DHCD - cont'd

1. Community Development Block Grant (CDBG)
2. HOME
3. Emergency Solutions Grant (ESG)
4. Housing Opportunities for Persons with AIDS (HOPWA)

Upon approval of the resolution, the DHCD's Contracts Section began negotiating and processing the CDBG Agreements as outlined in the Plan effective July 1, 2017 and beyond. Consequently, this MOU was delayed due to final negotiations and processing.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVEIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Police Department - Third Renewal of Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Third Renewal of the Memorandum of Understanding (MOU) with Baltimore Child Abuse Center, Inc. (BCAC). The period of the MOU is July 1, 2018 through June 30, 2019.

AMOUNT OF MONEY AND SOURCE:

\$110,000.00 - 5000-588518-2021-212900-603026

BACKGROUND/EXPLANATION:

On February 3, 2016, the Board approved the original MOU with BCAC, in the amount of \$110,000.00, for the period July 1, 2015 through June 30, 2016. The grant funds were from the State of Maryland, Department of Public Safety and Correctional Services to be used as a reimbursement for Sex Offender Registration.

On October 12, 2016, the Board approved the first of three one-year extensions.

On September 20, 2017, the Board approved the second one-year extension.

This request will fully exhaust the three one-year time extensions.

This MOU is funded through a reimbursement award from the State of Maryland, Department of Public Safety and Correction Services for Sex Offender Registration.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Mayor's Office of Employment - TRANSFER OF LIFE-TO-DATE
Development (MOED) SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Jannie Williams.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

Stanley Smith	1
Barbara McLeod	2
Dennis Williams	2
Michelle Miles	3
Ernest Dorsey	3
Rachel Brash	4
Nicole Hargrove	5
Jonathan Smeton	5
Tim Johnson	5
Total	<u>30</u>

Ms. Williams 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. This transfer will allow Ms. Williams to remain in pay status and maintain her health coverage.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Mayor's Office of Employment - TRANSFER OF LIFE-TO-DATE
Development (MOED) SICK LEAVE

The Board is requested to approve the transfer of LIFE-TO-DATE sick leave days from the listed City employees to the designated employee, Oliver Frazier.

The transfer of sick leave days is necessary in order for the designated employee to remain in pay status with continued health coverage. The City employees have asked permission to donate the sick leave days that will be transferred from their LIFE-TO-DATE sick leave balances as follows:

Cynthia Dugger	5
Rosemary Hutcherson	5
Vanessa Johnson	3
Beatrice Kane	5
James Smith	<u>5</u>
Total	23

Mr. Frazier is not a member of a union sick leave bank and is not eligible for membership in a union sick leave bank. All of his leave has been used. This transfer will allow Mr. Frazier to remain in pay status and maintain his health coverage.

THE LABOR COMMISSIONER RECOMMENDED APPROVAL.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Recreation and Parks - Omnibus Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of the Omnibus Agreement with the Baltimore Gas and Electric Company (BGE). The period of the Omnibus Agreement is effective upon Board approval and will continue until such time as the duct bank is removed from the Carroll Park Municipal Golf Course and Maisel Street Park property or otherwise decommissioned.

AMOUNT OF MONEY AND SOURCE:

No City funds will be transacted under this agreement.

BACKGROUND/EXPLANATION:

This Omnibus Agreement will impact the City property known as Carroll Park Municipal Golf Course and Maisel Street Park and will allow the BGE to enter the properties for the purpose of excavating, boring, and installing underground high voltage electric transmission cables and duct bank from a switching station at Wenburn and Manokin Streets in Westport to a substation at Wilkens Avenue and Catherine Street.

Additionally, the BGE will construct related infrastructure to include manholes and vaults on other City properties to include streets, lanes, and alleys not subject to the terms of this particular Omnibus Agreement.

All work related to this project will be funded at the sole cost and expense of the BGE. Upon completion of this project, the BGE will maintain ownership of the duct bank and related facilities and improvements and will provide long-term maintenance of the duct bank at its own cost and expense, as long as the duct bank exists on City property.

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Recreation and Parks - cont'd

The City and the BGE agree to diligently pursue the development and adoption of a Franchise Ordinance for the installation, use, repair, and maintenance of the duct bank on City park properties and surrounding areas.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Recreation and Parks - City Funding Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize the execution of a City Funding Agreement between the Baltimore Herb Festival, Inc. (Donor) and the Department of Recreation and Parks (Beneficiary). The period of the City Funding Agreement is effective upon Board approval until final acceptance by the City, unless earlier terminated pursuant to the terms therein. Final Acceptance is defined as the acceptance of the Project by the City after it has verified that the equipment and systems are fully operational, all warranty work is complete, and the Contractor has fulfilled its contract obligations.

AMOUNT OF MONEY AND SOURCE:

\$ 74,710.00	-	9938-911083-9474-901234-706063	(Herb Festival In-kind Donation)
<u>30,000.00</u>	-	9938-911083-9474-900000-706063	(City Contribution)
\$104,710.00			

BACKGROUND/EXPLANATION:

Preservation project planning for historic Winans Chapel in Gwynns Falls Leakin Park began in 2015, under the direction of the Department's then Director who, in a letter dated February 8, 2015, promised to contribute \$30,000.00 (available per FY17 CIP funds) toward the total cost of \$104,710.00 for the preservation project.

The Baltimore Herb Festival, Inc. successfully raised \$74,710.00, its portion of the cost and hired C & H Restoration and Renovation LLC, a Contractor with experience in performing historic property renovations and repairs. The project is expected to commence upon the Board's approval of this Funding Agreement. The Department

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Recreation and Parks - cont'd

requests that special attention be given to this City Funding Agreement as the Department would like for the renovations to commence shortly thereafter and be completed by late summer, early fall, 2018.

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

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
\$30,000.00	9938-910083-9475	9938-911083-9474
1 st Parks & Public Facilities	FY17 Historic Park Facility Renovations (Reserve)	FY17 Historic Park Facility Renovations (Active)

This transfer will provide funds to cover costs for improvements to the Winan's Chapel in Gwynns Falls/Leakin Park.

(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

07/18/2018

Department of Recreation and Parks - Performance and
Payment Bonds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Performance and Payment Bonds submitted by the Contractor, C&H Restoration and Renovation, LLC and Western Surety Company, its surety company, a corporation of the State of South Dakota. The period of the Performance and Payment Bonds will remain effective until the principal Contractor fulfills the undertakings, covenant, terms and conditions of the Funding Agreement for the Winans Chapel Preservation Project as agreed to by the Baltimore Herb Festival, Inc. (Donor) and the Department of Recreation and Parks (Beneficiary).

AMOUNT OF MONEY AND SOURCE:

\$104,710.00 - C & H Restoration and Renovation, LLC. (No City of Baltimore funds will be used.)

BACKGROUND/EXPLANATION:

The Performance and Payment Bonds (submitted on behalf of C & H Restoration and Renovation LLC, the Contractor hired by the Donor for the Winans Chapel Preservation Project at Gwynns Falls Leakin Park) will accompany the submitted Funding Agreement between the Department of Recreation and Parks and the Donor.

This Preservation Project planning began in 2015, under the direction of the former Director of the Department of Recreation and Parks. Renovations are expected to commence upon the Board's approval of the Performance and Payment Bonds and the submitted Funding Agreement.

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

EXTRA WORK ORDERS

* * * * *

The Board is requested to approve
the Extra Work Orders
as listed on the following pages:

49 - 51

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

EXTRA WORK ORDERS

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

Department of Public Works/Office
of Engineering and Construction

1. EWO #001, \$0.00 - WC 1356, AMI/R Urgent Need Metering
Infrastructure Repair and Replacement, Various Locations

\$3,994,581.50 \$0.00 R.E. Harring- 12 0%
ton Plumbing mths
& Heating,
Co., Inc.

The Office of Engineering & Construction requests the Board to approve a 12-month time extension for WC 1356. The contract scope of WC 1356 is related to AMI/R Urgent Need Small Meter Repair and Replacement. The time extension is necessary in order to complete the remaining detector checks replacement throughout the City and County. WC 1356 is the only small meter AMI/R contract to perform the work. WC 1356 has only used 19.1% of the allotted funds to date. The time extension is required in order to utilize the remaining funds on the contract to perform the outstanding detector checks. The Office of Engineering & Construction is requesting the time extension which adds 365 calendar days to the existing contract and revises the completion date to July 31, 2019. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

The original scope of work includes repair and cleaning of meter vaults, renewal/replacement of existing water services, site restoration, paving and various other work items related to the repair of meter infrastructure and the installation of

AGENDA

BOARD OF ESTIMATES

07/18/2018

EXTRA WORK ORDERS

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

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

Advanced Metering Infrastructure/Automated Meter Reading (AMI/AMR) meters. There is no proposed change in the scope of work under this request. The current completion date is August 1, 2018 and the new construction completion date is July 31, 2019.

MBE/WBE PARTICIPATION:

The Vendor will continue to comply with the MBE goals of 44% and the WBE Goals of 6% assigned to the original agreement.

- 2. EWO #001, \$0.00 - SC 961, Emergency Construction Services

\$7,833,453.64	\$0.00	The Whiting-	6	90%
		Turner Con-	mths	
		tracting Co.,		
		Inc.		

The Office of Engineering and Construction is requesting a time extension of 6 months in order for the Supplemental Contractor, The Whiting Turner Contracting Co., Inc. to complete the Quality Control Deficiency list from the Project No. SC 845R/852R, Patapsco Enhanced Nutrient Removal Projects. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency. The completion date was May 31, 2018 and the new construction completion date is November 30, 2018.

AGENDA

BOARD OF ESTIMATES

07/18/2018

EXTRA WORK ORDERS

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

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

The scope of the construction project includes: Resolution of the Quality Control Deficiency list from SC 845R/852R Patapsco Enhanced Nutrient Removal projects.

MBE/WBE PARTICIPATION:

The Vendor will continue to comply with Article 5, Subtitle 28 of the Baltimore City Code. The MBE and WBE goals assigned to the original agreement were 0% MBE and 0% WBE.

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task No. 01 to Whitman, Requardt & Associates, LLP under Project 1254W (WC 1354) On-Call Environmental Engineering Services. The period of the Task Assignment is approximately 16 months.

AMOUNT OF MONEY AND SOURCE:

\$196,509.43 - 9960-902296-9557-900020-703032

BACKGROUND/EXPLANATION:

The Department under Project 1254W (WC 1354) On-Call Environmental Engineering Services will provide design, which will include requirements for a contractor to provide services to remove and dispose of water treatment residuals that have settled in Ashburton Washwater Lake.

This task consists of development of a plan for residuals removal, development of design and performance criteria, and estimation of the volume of material to be removed and disposed. They will also prepare engineering drawings, specifications and contract documents, and assist the City during the bidding phase.

The scope of the original agreement includes: providing design related services for the repair, maintenance and new construction of facilities managed by the Department.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

MBE: 27%

WBE: 10%

MWBOO SET GOALS OF 16.41% MBE 22.21% WBE.

MWBOO FOUND CONSULTANT IN COMPLIANCE.

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

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$126,274.62 (Water Revenue Bond)	9960-910300-9588 (Urgent Needs Water Facilities)	
85,955.56 (County Revenue)	" "	
\$212,230.18	-----	9960-902296-9557-3 (Design)

The transfer will cover the cost of Project 1254 (WC 1354) On-Call Environmental Engineering Services, Task No. 1.

(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

07/18/2018

Department of Public Works/Office - Partial Release of Retainage
of Construction and Engineering

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an agreement for the partial release of retainage to Allan Myers, MD, Inc. for WC 1173R Guilford Finished Water Reservoir Improvements.

AMOUNT OF MONEY AND SOURCE:

\$1,913,674.24 - 9960-903710-9557-000000-200001

BACKGROUND/EXPLANATION:

As of February 1, 2018, Allan Myers, MD, Inc. has completed 58.5% of all work for WC 1173R. The Contractor has requested a Release of Retainage in the amount of \$1,913,674.24. Currently the City is holding \$2,733,820.35 in retainage. The remaining \$820,146.11 is sufficient to protect the interests of the City.

MWBOO HAS APPROVED THE RELEASE.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Public Works/Office - On-Call Consultant Agreement
of Engineering and Construction for Project 1267D

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement for Project 1267D On-Call Water Design and Engineering Services (Agreement) with Dewberry Engineers, Inc. The period of agreement is effective upon Board approval for a period of two years.

AMOUNT OF MONEY AND SOURCE:

The amount will be determined with each individual task.
\$1,000.000.00 - upset limit.

BACKGROUND/EXPLANATION:

This is an Agreement for the Office of Engineering and construction. Dewberry Engineers, Inc. will perform on-call consulting services for various tasks assigned by the City on an as needed basis. The scope involves providing on-call water engineering, repairs, maintenance and new construction for the continued improvement of the City's water system. The cost of services rendered will be based on not to be exceeded negotiated price for each task assigned. The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 4, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are MBE: 27% and WBE: 10%.

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

MWBOO SET GOALS OF 27% MBE AND 10% WBE.

MBE: AB Consultants, Inc.	\$240,000.00	24%
DM Enterprises of Baltimore, LLC *	<u>60,000.00</u>	<u>6%</u>
Total	\$300,000.00	30%
WBE: Peer Consultants, P.C.	\$100,000.00	10%

*The MBE Subcontractor is not in good standing with the Department of Assessments and Taxation. The Bidder will be allowed to substitute an approved MBE if DM Enterprises of Baltimore, LLC is not in good standing at the time of award.

MWBOO FOUND CONSULTANT IN COMPLIANCE.

AUDITS NOTES THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The Agreement for Project Number 1267D, On-Call Water Design and Engineering Services has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Public Works/Office - On- Call Consultant Agreement
of Engineering and Construction for Project 1272E

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Agreement for Project 1272E On-Call Solid Waste Engineering Services (Agreements) with EA Engineering, Science, and Technology, Inc. The period of the Agreement is effective upon Board approval and remain in effect for four years.

AMOUNT OF MONEY AND SOURCE:

\$2,500.000.00 - upset limit.
(The amount will be determined with each individual task.)

BACKGROUND/EXPLANATION:

This is an Agreement for the Office of Engineering and Construction. EA Engineering, Science and Technology, Inc. will perform on-call consulting services for various tasks assigned by the City on an as needed basis. The scope involves providing on-call consulting services related to the planning, engineering design, permitting, and construction support, as well as general operational, and technical services to the Bureau of Solid Waste for the City's Solid Waste system. The cost of services rendered will be based on not to be exceeded negotiated price for each task assigned. The Consultant was approved by the Office of Boards and Commissions and Architectural and Engineering Award Commission.

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement which are MBE: 27.0% and WBE: 10%.

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

MWBOO SET GOALS OF 27% MBE AND 10% WBE.

MBE: C.C. Johnson & Malholtra, P.C.	\$125,000.00	5%
Findling, Inc.	125,000.00	5%
Dhillion Engineering, Inc.	<u>425,000.00</u>	<u>17%</u>
	\$675,000.00	27%
WBE: Bay Associates Environmental, Inc.	\$ 50,000.00	2%
Chesapeake Environmental Management, Inc.	<u>200,000.00</u>	<u>8%</u>
	\$250,000.00	10%

MWBOO FOUND CONSULTANT IN COMPLIANCE.

AUDITS NOTES THIS ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.

(The Agreement for Project Number 1272E On-Call Solid Waste Engineering Services has been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following pages:
60 - 63
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

In connection with the Transfer of Funds,
a report has been requested
from the Planning Commission,
the Director of Finance having reported favorably
thereon, as required by the provisions
of the City Charter.

AGENDA

BOARD OF ESTIMATES

07/18/2018

RECOMMENDATION FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - DOT Office
of Engineering and Construction

1. TR 03319, Replace- Technopref Industries, \$18,997,069.00
ment of Bridge No. Inc.
BC3212 Harford
Road Over Herring
Run

DBE: Ackerman and Baynes, LLC	\$ 331,000.00	1.74%
Apex Petroleum Corporation	69,000.00	0.36%
Bulldog Distribution Truck- ing, LLC	680,000.00	3.58%
Daco Construction Corporation	850,000.00	4.47%
Mohawk Bridge & Iron, Inc.	820,000.00	4.32%
Rowen Concrete, Inc.	670,000.00	3.53%
Total	\$3,420,000.00	18.00%

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$17,847,690.92 FED	9950-904087-9509 Constr. Res. Harford Road Bridge Over Herring Run	
2,149,195.00 FED	9950-944002-9507 Reserve for Close- outs	
1,849,743.43 <u>FED</u>	9950-919001-9509 Constr. Res. - Unallotted	
\$21,846,629.35		

AGENDA

BOARD OF ESTIMATES

07/18/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation - DOT Office - cont'd
of Engineering and Construction

TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$18,997,069.00	-----	9950-904097-9508-6 Structure & Improv.
1,899,706.90	-----	9950-904097-9508-5 Inspection
949,853.45	-----	9950-904097-9508-2 Contingencies
<u>\$21,846,629.35</u>		Harford Road Bridge Over Herring Run

This transfer will fund the costs associated with the award of Project No. TR 03319, Bridge Replacement, Harford Road over Herring Run, with Technopref Industries, Inc.

Bureau of Procurement

- 3. B50005453, Remotely Operated Underwater Vehicle - ROV

(Baltimore Police Dept.)

Videoray, LLC \$ 71,786.21

MWBOO GRANTED A WAIVER.

- 4. B50005244, Reflective Sign Sheeting \$131,854.75

(Department of Transportation)

Items 1-16
3M Company \$118,407.50

Items 17-19
Orafol Americas, Inc. \$ 13,447.25

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/18/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

- | | | |
|--|-----------------------------|---------------------|
| 5. B50005390, Closed Top Trailers with Ejection Device | Spector Manufacturing, Inc. | \$351,132.00 |
|--|-----------------------------|---------------------|

(Depart. of General Services, Fleet Management)

MWBOO GRANTED A WAIVER.

- | | |
|--|---|
| 6. B50005166, Emergency Medical Supplies | REJECTION - Vendors were solicited by posting on CitiBuy, eMaryland Marketplace, and in local newspapers. The 14 bids received were opened on January 10, 2018. Upon further view of the solicitation, specifications, and questions submitted by the Baltimore City Fire Department, it is recommended that the Board reject all bids, in the best interest of the City. The specifications will be reviewed and revised in order to decrease the large amount of questions on items. |
| 7. B50005295, Portable Generators | RESCIND AWARD - On April 4, 2018, the Board approved the award to Ramsay-Bliese Corp. d/b/a Leete Generators. Due to significant changes in emissions requirements established by the Environmental Protection Agency after the solicitation had closed, but prior to award, the recommended vendor is unable to provide the quoted unit. |

AGENDA

BOARD OF ESTIMATES

07/18/2018

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Procurement

The City's Fleet Management Division is revising the specifications and it is recommended that the Board rescind the award and cancel the solicitation, in the best of interest of the City. The requirement will be revised and re-advertised at a later date.

8. B50005155, Charter Bus Transportation

REJECTION - On June 27, 2018, the Board received and opened five bids. After further review of the solicitation specifications, it was determined that modifying the specifications and method of award to increase the total number of vendors awarded would improve participation. It is recommended that the Board reject all bids, in the best interest of the City. The specification will be reviewed and revised in order to rebid this requirement.

9. B50005215, Thirty-Seven Foot Bucket Truck

REJECTION - On February 14, 2018, the Board received and opened two bids. Beltway International, LLC offered an alternative truck, which is not compatible with lift currently in the City fleet. The second bidder did not include a bid bond with their submission and was determined to be non-responsive. It is recommended that the Board reject all bids, in the best interest of the City. The specifications will be reviewed and revised in order to rebid this requirement

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

Bureau of Procurement

- | | | |
|--|--------------|---------|
| 1. WEST COAST ESCALATOR
CLEANING, INC. | \$ 25,300.00 | Renewal |
| Contract No. B50005013 - Escalator Cleaning - Baltimore Convention Center - P.O. No. P540134 | | |

On July 12, 2017, the Board approved the initial award in the amount of \$25,300.00. The award contained four 1-year renewal options. This first renewal in the amount of \$25,300.00 is for the period July 12, 2018 through July 11, 2019, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 2. RESOURCE INFORMATION AND
CONTROL CORPORATION | \$ 11,958.74 | Renewal |
| Contract No. 08000 - Annual Maintenance ConCentRICs Software - Baltimore Convention Center - P.O. No. P530727 | | |

On May 4, 2015, the City Purchasing Agent approved the initial award in the amount of \$9,103.56. The award contained four 1-year renewal options. Two renewals have been approved. This third renewal in the amount of \$11,958.74 is for the period May 1, 2018 through April 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- | | | |
|---|--------------|---------|
| 3. AMERICAN TEST CENTER,
INC. | \$ 16,275.00 | Renewal |
| Contract No. B50005047 - Provide Ground Ladder Testing -
Baltimore City Fire Department - P.O. No. P540160 | | |

On July 13, 2017, the Board approved the initial award in the amount of \$10,850.00. The award contained three 1-year renewal options. On October 26, 2017, the City Purchasing Agent approved an increase in the amount of \$5,425.00. The above amount is the City's estimated requirement. This first renewal in the amount of \$16,275.00 is for the period July 20, 2018 through July 19, 2019, with two 1-year renewal options remaining.

MBE/WBE PARTICIPATION:

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

- | | | |
|---|--------------|---------|
| 4. ALL HANDS FIRE EQUIPMENT,
L.L.C. | \$ 40,000.00 | Renewal |
| Contract No. B50003612 - Firefighter Hoods - Baltimore City
Fire Department - P.O. No. P528046 | | |

On July 23, 2014, the Board approved the initial award in the amount of \$40,000.00. The award contained five 1-year renewal options. Three renewals have been approved. This fourth renewal in the amount of \$40,000.00 is for the period July 23, 2018 through July 22, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

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

5. ARROW SAFETY DEVICE

COMPANY	\$ 0.00	Renewal
Contract No. B50004055 - Steel Sub Base for Light Poles - Departments of Transportation and Public Works - P.O. No. P531766		

On June 17, 2015, the Board approved the initial award in the amount of \$576,000.00. The award contained two 1-year renewal options. This first renewal in the amount of \$0.00 is for the period July 1, 2018 through June 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 26, 2015, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

6. H & E EQUIPMENT SALES

H & E EQUIPMENT SALES	\$ 0.00	Renewal
Contract No. B50003557 - O.E.M. Parts and Service for Doosan Heavy Equipment - Department of General Services, Fleet Management - P.O. No. P528195		

On July 30, 2014, the Board approved the initial award in the amount of \$250,000.00. The award contained two 1-year renewal

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

options. On July 26, 2017, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$0.00 is for the period August 1, 2018 through July 31, 2019.

MBE/WBE PARTICIPATION:

On May 27, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. Diagnostic analysis, industry standard parts required for the repairs, and parts and repairs under warranty are the responsibility of the prime contractor, and must be provided by manufacturer authorized and certified mechanics. Segmentation is not feasible on this contract.

MWBOO GRANTED A WAIVER.

- | | | |
|-----------------------------------|--------------|---------|
| 7. CROWN SECURITY SYSTEM,
INC. | \$800,000.00 | Renewal |
|-----------------------------------|--------------|---------|
- Contract No. B50003952 - Provide Personnel for CCTV Monitoring - Mayor's Office of Criminal Justice, Municipal Mailroom - P.O. No. P531307

On April 22, 2015, the Board approved the initial award in the amount of \$2,225,610.00. The award contained two 1-year renewal options. This first renewal in the amount of \$800,000.00 is for the period May 1, 2018 through April 30, 2019, with one 1-year renewal option remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On April 9, 2015, MWBOO set goals of 15% MBE and 0% WBE.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

	<u>Commitment</u>	<u>Performed</u>	
MBE: Aasim Security Agency, Inc.	15%	\$261,479.48	12.5%

WBE: N/A

MWBOO FOUND VENDOR IN COMPLIANCE.

8. **GROUPS 1-4 & ITEMS 40, 42-50**

F&F AND A. JACOBS &
SONS, INC.

ITEM 41

HOWARD UNIFORM
COMPANY

\$200,000.00

Renewal

Contract No. B50004550 - Dress and Work Uniforms for the Fire
Department - Fire Department - P.O. Nos. P536230 and 536231

On July 13, 2016, the Board approved the initial award in the amount of \$1,500,000.00. The award contained four 1-year renewal options. On July 19, 2017, the Board approved the first renewal in the amount of \$200,000.00. This second renewal in the amount of \$200,000.00 is for the period July 21, 2018 through July 20, 2019, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- 9. COMPLETE FIRE PROTECTION,
LLC
LEROY HENRY d/b/a FIRE
SAFETY CO.

\$ 0.00	Renewal
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Contract No. B50003503 - Provide Inspections, Service and Repairs for Fire Extinguishers - Department of General Services - P.O. Nos. P527737 and P527738

On June 25, 2014, the Board approved the initial award in the amount of \$200,000.00. The award contained three 1-year renewal options. Two renewals have been approved. This third and final renewal in the amount of \$0.00 is for the period June 25, 2018 through June 24, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On January 17, 2014, it was determined that no goals would be set because of no opportunity to segment the contract. This is a specialized service requirement where the prime contractor is responsible for the warranty of performance. Fire Safety Co., is a certified MBE.

MWBOO GRANTED A WAIVER.

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

\$20,000,000.00	Renewal
-----------------	---------

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

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

MBE/WBE PARTICIPATION:

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

a. TELECOMMUNICATIONS SYSTEMS, INC.

	<u>Commitment</u>	<u>Performed</u>	
MBE: Bithgroup Technologies, Inc.	15%	\$ 585,852.87	17.8%
Serigor, Inc.	9%	37,115.00	13.3%
N. Scott Phillips Legal and Business Consulting Services, LLC	<u>3%</u>	<u>35,424.00</u>	<u>0.00%</u>
	27%	\$1,058,391.89	
WBE: Realistic Consulting, Inc.	10%	\$ 319,691.38	9.7%

MWBOO FOUND VENDOR IN COMPLIANCE.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD		AWARD BASIS
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Bureau of Procurement

b. TRIGYN TECHNOLOGIES

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

MWBOO FOUND VENDOR IN COMPLIANCE.

c. KONIAG SERVICES, INC.

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

MWBOO FOUND VENDOR IN COMPLIANCE.

11. ACME AUTO LEASING, LLC
 ALL CAR LEASING, INC.
 d/b/a NEXTCAR
 ENTERPRISE RAC COMPANY OF
 BALTIMORE LLC

	\$4,000,000.00	Renewal
Contract No. B50004568 - Provide Various Rental Vehicles - Baltimore Police Department, etc. - P.O. Nos. P536011, P536012 and P5360313		

On June 22, 2016, the Board approved the initial award in the amount of \$3,500,000.00. The award contained two 2-year renewal options. On February 7, 2018, the Board approved an increase in the amount of \$1,000,000.00. This first renewal in the amount of \$4,000,000.00 is for the period August 1, 2018 through July 31, 2020, with one 2-year renewal option remaining. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

MBE/WBE PARTICIPATION:

On March 31, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

12. PETERBILT OF BALTIMORE, LLC	\$787,518.00	Increase
Contract No. B50005313 - Front Load Packer - Department of General Services, Fleet Management - P.O. No. P544109		

On June 6, 2018, the Board approved the initial award in the amount of \$262,506.00. This increase in the amount of \$787,518.00 is needed to purchase three additional trucks to replace older units which have exceeded their expected life cycle. The need for these additional trucks was identified after the solicitation had been awarded. This increase will make the award amount \$1,050,024.00. The contract expires on June 5, 2019. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On May 15, 2017, it was determined that no goals would be set because of no opportunity to segment the contract. This is a commodity purchase from an authorized dealer who is required to provide associated pre-delivery inspection and warranty parts.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

13. <u>EAGLE GROUP LTD, LLC</u>	\$ 26,399.70	Low Bid
Solicitation No. B50005458 - Park Administration Uniforms - Department of Recreation and Parks - Req. No. R795608		

Vendors were solicited by posting on CitiBuy. The six bids received were opened on June 18, 2018. Award is recommended to be made to the lowest, responsive and responsible bidder. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

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

14. <u>VERIZON BUSINESS NETWORK</u>	Sole source
SERVICES INC. on behalf of	Service Agreement
<u>VERIZON MARYLAND, LLC</u>	\$482,373.55
Contract No. 08000 - Verizon Fiber Network Facilities Construction for E911 Fiber Diversity - Baltimore City Information Technology - To be determined.	

The Board is requested to approve and authorize execution of a Service Agreement with Verizon Business Network Services, Inc. on behalf of Verizon Maryland LLC. The period of the agreement is July 18, 2018 through July 17, 2019.

The vendor is the sole provider of Enhanced 911 (E911) service in the State of Maryland and houses the fiber infrastructure for sending 911 calls to the City. Execution of the agreement will provide hardware and construction of Verizon fiber network facilities supporting E911 Diverse Routing of Transport Facilities: Fiber Diversity, Alternate Serving Wire Center, Fiber & Equipment. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

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.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as a sole source procurement. The vendor is the sole providers of E911 fiber diversity support services.

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

15. <u>LEHIGH OUTFITTERS, LLC.</u>	\$ 0.00	Extension
Contract No. B50002893 - Safety Shoes and Boots - Citywide - P.O. No. P536284		

On June 12, 2013, the Board approved the initial award in the amount of \$806,074.00. The award contained three renewal options. Subsequent actions have been approved and all renewal options have been exercised. The City intended to piggyback on a competitively bid NJPA contract with W.W. Granger Inc. before the current contract expired. However, SafGard Safety Shoe Company contacted the City, asserting it could provide the same products and services as Grainger, only cheaper. The City then determined it would in its best interest to rebid the contract. Therefore, an extension is needed to provide continuity of service and safety shoe products while a new contract is awarded. The contract expires on June 30, 2018. The period of the extension is July 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

MBE/WBE PARTICIPATION:

On October 1, 2012, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

16. WEX BANK	\$ 0.00	Extension
Contract No. B50002878 - Fleet Fuel Credit Card Service - Department of General Services - P.O. No. P523988		

On June 26, 2013, the Board approved the initial award in the amount of \$1,500,000.00. The award contained two renewal options. Both renewal options have been exercised. An extension is necessary to continue services while the Department of General Services revised the specifications to advertise a new contract. The period of the extension is July 1, 2018 through December 31, 2018. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On March 21, 2013, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

17. CLEAR IMPACT, LLC	\$ 75,000.00	Extension and First Amendment to License Agreement
Contract No. 06000 - Results Based Accountability Agreement - Bureau of the Budget and Management Research - P.O. No. P528179		

The Board is requested to approve and authorize execution of the First Amendment to Agreement to License Agreement with Clear Impact, LLC. The contract expires on July 22, 2018. The period of the extension is July 23, 2018 through July 22, 2019.

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Procurement

On July 23, 2014, the Board approved the initial award in the amount of \$133,400.00. The award contained three renewal options. Subsequent actions have been approved and all renewals have been exercised. An extension is necessary because the Bureau of the Budget and Management Research (BBMR) would like to continue the performance management platform used by BBMR and MOSS/CitstatSMART for the Citywide budget process and for agencies to provide performance reporting to the Mayor's Office. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On July 14, 2014, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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

18. CHESAPEAKE MEDICAL STAFFING LLC	\$ 96,000.00	Consent to Assignment and Increase
Contract No. B50002394 - Personal Care & Homemaker Services - Health Department, CARE - P.O. No. P522030		

The Board is requested to approve and authorize execution of the Consent to Assignment Agreement with Chesapeake Medical Staffing, Inc. The contract expires on October 16, 2018.

On October 12, 2012, the Board approved the initial award in the amount of \$432,525.00 to Chesapeake Medical Staffing, LLC. The award contained two renewal options. Subsequent actions

AGENDA

BOARD OF ESTIMATES

07/18/2018

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Procurement

have been approved. Chesapeake Medical Staffing, Inc. has acquired the rights, title and interest in Chesapeake Medical Staffing, LLC and is requesting an assignment of Contract No. B50002394. This increase in the amount of \$96,000.00 will fund the remaining term of the contract and will make the award amount \$2,897,170.00.

MBE/WBE PARTICIPATION:

On April 16, 2012, it was determined that no goals would be set because there is no opportunity to segment the contract.

MWBOO GRANTED A WAIVER.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Mayor's Office - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with the Powers Consulting Group, LLC and Tyrone Powers PHD. (Consultant). The period of the Consultant Agreement is effective upon Board approval for one year.

AMOUNT OF MONEY AND SOURCE:

\$90,000.00 - 1001-000000-2041-195800-601009

BACKGROUND/EXPLANATION:

Dr. Tyrone Powers will serve as an independent contractor with the Mayor's office on African American Male Engagement. He is an expert consultant to several legal teams on criminal law and civil court procedures concerning civil rights violations; legal, public and agency policies; and police ethics and practices.

A Sociologist in the field of Justice, Dr. Powers finished his Doctoral Dissertation at American University, "The Decline of Black Institutions and the Rise of Violent Crime in Urban black America - Post Integration (1998)." At American University, he earned a dual Ph.D. in Sociology and Justice. He was a Maryland State Trooper for four years and a Special Agent with the Federal Bureau of Investigation for ten years. Dr. Powers is also an historian and an inexhaustible reader - recounting the historical and legal events impacting the progression of American culture in law, legal policy, education and social reform. His lectures are received around the world- inciting listeners to research history, and gain a thorough and accurate knowledge about the law. His audiences include criminal justice professionals and students as far-reaching in diversity as Yale University to Montego Bay, Jamaica.

As a Special Agent with the FBI, Dr. Powers was an Intelligence Analyst in the Counter-terrorism Unit. For the last ten years, he is recognized as an expert on terrorism and intelligence, having

AGENDA

BOARD OF ESTIMATES

07/18/2018

Mayor's Office - cont'd

advised Criminal Justice agencies internationally. Since the tragic events of 911, and the continued national and international concerns about homeland security and terrorism, countless agencies and media eagerly seek his insight, expertise, and advice on the analysis and prognosis of events as they occur around the world. He consults with scores of congressional and senatorial officials, religious, as well as world leaders. His lecture topics include issues on links between education and the reduction of crime; Penology; Urban America, Crime and Law Enforcement; Racial Profiling; Terrorism/Counterterrorism; intelligence/Counter-Intelligence; Police Training; Racism; Organized Crime; Leadership and countless other areas.

Dr. Powers will consult with the Mayor's Office of African American Male Engagement on a range of issues including but not limited to: identify and develop individuals interested in careers in law enforcement, criminal justice and homeland security and careers with the Baltimore Police Department.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Finance - EEOC-Related Policies to Include
in the Administrative Manual

ACTION REQUESTED OF B/E:

The Board is requested to authorize and approve the Administrative Manual (AM) Policies that have either been reviewed or determined by the Equal Employment Opportunity Commission (EEOC). These Personnel Policies will become effective upon Board of Estimates approval.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

Recent EEOC litigation requires the inclusion of policies related to religious accommodations in the workplace. In an effort to comply with EEOC recommendations, the following policies are presented for Board of Estimates approval.

AM 207-3	Religious Accommodation
AM 207-3-1	Religious Accommodation Form
AM 207-3-2	Religious Accommodation: Sample Approval Letter
AM 207-3-3	Religious Accommodation: Sample Denial Letter

- AM 207-3, AM 207-3-1, AM 207-3-2, and AM 207-3-3 are new EEOC-mandated policies that govern how Agencies interact with employees when there is a request made for a religious accommodation in the workplace.

Therefore, the Department of Human Resources requests the Board of Estimates approval of the submitted new AM policies.



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AM 207-3

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Religious Accommodation

The City of Baltimore ("City") is committed to maintaining a work environment that accommodates the religious beliefs and practices of applicants and employees. To achieve this objective, the City provides guidance by way of this Policy to ensure compliance with Title VII of the Civil Rights Act of 1964.

I. PURPOSE

The purpose of this Policy is to promote an environment for individuals working for the City that is free from religious discrimination and to provide instructions on what to do if an employee is in need of a religious accommodation.

II. SCOPE

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

III. DEFINITIONS

A. Religious Discrimination: Religious discrimination involves treating an individual (whether it is an applicant or employee) unfavorably because of his or her bonafide religious beliefs. Religious discrimination can also involve treating an individual differently because they are married to or associated with an individual of a particular religion. The law forbids discrimination regarding any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term of consideration of employment.

B. Religion (as defined by Title VII of the Civil Rights Act of 1964): Religion includes traditional, organized religions as well as religious beliefs that are new, uncommon, not part of a church sect, or only held by a small number of people.

IV. PROHIBITED CONDUCT

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on religion. This includes refusing to accommodate an employee's sincerely held religious beliefs or practices, unless the accommodation would pose an undue hardship (more than a minimal burden on the business).

V. ACCOMMODATIONS

Common requested religious accommodations may be:

- Adherence to a specific dress code;
- Schedule changes for holidays or prayer time;
- Requests to be excused from religious practices offered in the workplace;

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AM 207-3

*m****Religious Accommodation***

- Attendance at ritual ceremonies;
- Breaks for daily prayers at prescribed times;
- Requests from working on a Sabbath day;
- Job reassignments (where a lateral transfer is not available, an employer can offer a lower paying position if that position would enable the employee to abide by his or her religious beliefs). The decision is up to the requesting employee to accept or decline the offer; and
- Modifications to the workplace or policy practices.

VI. DETERMINING AN UNDUE HARDSHIP

- A. The determination of what constitutes an undue hardship is made on a case by case basis. Under Title VII, the “undue hardship” defense requires a showing that the proposed accommodation poses a “more than de minimis” cost or burden. However, a few common examples includes:
1. Violating a seniority system;
 2. Causing a lack of necessary staffing;
 3. Jeopardizing health or security;
 4. Costing the employer more than a minimal amount;
 5. Infringing on the rights of other employees;
 6. Requiring other employees to do more than their share of potentially hazardous or burdensome work;
 7. Decreasing workplace efficiency; and
 8. Violating a collective bargaining agreement.
- B. Even when an undue hardship exists, the Agency can take measures to alternatively accommodate the employee. If scheduling poses an undue hardship, the Agency should consider allowing employees to voluntarily substitute or switch shifts. An Agency may have to make an exception to its scheduling policies, procedures, or practices in order to grant the accommodation if doing so does not pose an undue hardship. The Director of DHR or designee and the employee’s Agency Head or designee must be involved in any decisions regarding this exception.
- C. Schedule changes that cause infrequent payment of overtime is not a qualification for undue hardship. If an Agency is unable to accommodate the requesting employee in their current position, they should consider offering a lateral transfer or demotion into a vacant position.

VII. STEPS FOR REQUESTING A RELIGIOUS ACCOMODATION

- A. The employee must make the Agency aware of the need for an accommodation based on a conflict between the individual’s belief or practice and their work duties or the application process. The initial request can be made orally and/or in writing to the immediate supervisor. The Agency HR Practitioner will assist the employee with completing *AM 207-3-1 Religious Accommodation Form (“AM 207-3-1”)*.

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AM 207-3

*m**Religious Accommodation*

- B. Should the Agency HR Practitioner need more information, the Agency HR Practitioner and the employee will discuss the request and the options. The employee is obligated to explain the religious nature of the belief or practice at issue and cannot assume that the Agency will already understand. Requested accommodations may vary, so the employer must attempt to arrange the employee to allow an employee to meet their religious accommodations. An Agency may require an employee to use paid time off, such as accrued personal or vacation leave, to meet the requested accommodation.
- C. An Agency may not refuse to accommodate an employee because it is based on an unfamiliar religious belief or practice. Additionally, an Agency must demonstrate how the requested accommodation qualifies as an undue hardship. The Agency must make a good-faith attempt to meet the employee's religious needs and job requirements if the specific request cannot be granted. The employee may not be unreasonable in demanding an accommodation. Although the employee must be clear when requesting their accommodation, they do not need to prove anything regarding their religious belief. However, the employee must cooperate with the Agency's efforts to determine whether a reasonable accommodation can be granted.
- D. Upon a reasonable request of an employee, the Agency will give consideration to accommodating an employee's sincerely held religious belief, practice, or observance which conflicts with a work requirement, unless doing so would pose an undue hardship. Because the definition of religion is so broad and protects unfamiliar beliefs and practices, the Agency should assume that the employee's request for religious accommodation is based on a sincerely held belief. In order to consider a requested accommodation, the following steps must be followed:
1. The employee initiates the request orally or in writing;
 2. The employee must complete *AM 207-3-1*;
 3. The supervisor will forward the form to the Agency's HR Practitioner;
 4. The Agency HR Practitioner and supervisor will review the form with the employee.
 - a. If the accommodation is not immediately apparent, the Agency HR Practitioner will discuss the request with the employee to determine what alternative accommodations might be effective, taking into consideration any additional factors or extenuating circumstances.
 - b. When the accommodation cannot be promptly implemented, the Agency should consider alternative methods of accommodation on a temporary basis while a permanent accommodation is being explored. In this case, the employee should be informed, in writing, of the status of the employer's efforts to implement a solution.
 5. The Agency HR Practitioner shall submit the completed request along with the Agency's recommendation to the Director of DHR or designee within five (5) business days of receipt of the request.
 6. The employee shall be notified, in writing, of the decision of the proposed accommodation within five (5) business days of review by the Director of DHR or designee. The letter shall also be sent to the Agency HR Practitioner and immediate supervisor.



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AM 207-3

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Religious Accommodation

E. Factors that are considered when a religious accommodation request is made include, but is not limited to, the nature of the accommodation, the duration of the request, alternative accommodations, the impact on the operation of the respective department within the Agency, and the ability of the individual to perform the essential functions of the position should the accommodation be granted.

VIII. AUTHORITY

The Department of Human Resources issues this policy pursuant to the authority provided in *AM 002-1 Administrative Manual*, and the approval of the City's Board of Estimates.

IX. INTERPRETATION

The Department of Human Resources reserves the right to revise or eliminate this policy at any time, with the approval of the City's Board of Estimates.

X. RELATED POLICIES

- AM 204-18 Equal Employment Opportunity
- AM 207-3-1 Religious Accommodation Form
- AM 207-3-2 Religious Accommodation – Sample Approval Letter
- AM 207-3-3 Religious Accommodation – Sample Denial Letter



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AM 207-3-1

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Religious Accommodation Form

Section I: Contact Information

Name: _____ Date: _____
 Agency: _____
 Address: _____
 Email Address: _____ Phone Number: _____
 Immediate Supervisor: _____ Phone Number: _____

Section II: Request Information

Identify your religious beliefs or practices (Religion includes traditional, organized religions as well as religious beliefs that are new, uncommon, not part of a church set, or only held by a small number of people). Please indicate your proposed religious accommodation request (i.e., frequency per day/week, facility accommodation, dress code, attendance/exclusion from ceremonies, schedule changes, job reassignment, etc.)



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AM 207-3-1

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Religious Accommodation Form

Section III: Accommodation Review Process

This request will be reviewed by your Agency Head or designee and Director of DHR or designee. You will be notified, in writing, of the decision regarding the request within 10 days of receipt of your submitted request.

Once your Agency has been made aware of your request for a religious accommodation, your Agency HR Practitioner must engage in an interactive process with you to help determine what accommodations might be appropriate. Your Agency does not have to provide the exact accommodation you are requesting but must have meaningful discussions with you about what will work and what is reasonable. Your Agency must make reasonable efforts to determine the appropriate accommodation for you by consulting with you and giving primary consideration to your preference. Your Agency may, however, select a less expensive alternative as long as it is appropriate and meets your needs.

Employee's Signature: _____ Date: _____

Agency HR Practitioner: _____ Date: _____

Section IV: Agency Recommendation

This request has been reviewed by [insert Agency Name] and is [approved/denied] because:



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AM 207-3-1

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Religious Accommodation Form

Section V: DHR Recommendation

This request has been reviewed by DHR and is [approved/denied] because:

DHR INTERNAL USE ONLY:
Rec'd by: _____



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AM 207-3-2

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***Religious Accommodation:
Sample Approval Letter***

Certified Mail #

Date

Employee Name
Employee Address
City, State, Zipcode

Dear Employee Name:

On insert date, you requested specify the religious accommodation request. At that time, you were provided with *AM 207-3-1 Religious Accommodation Request Form* to complete and submit to your Agency HR Practitioner on insert date.

Your request for a religious accommodation has been approved. Your religious accommodation is as follows: List specifics about the approved religious accommodation (i.e., completion of leave slips, location of prayer room, change of schedule, etc. or other relevant information). Please note that your accommodation will be reviewed on an annual basis or as operational needs mandate.

Sincerely,

Agency HR Practitioner

cc: DHR Director
Immediate Supervisor



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AM 207-3-3

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***Religious Accommodation:
Sample Denial Letter***

Certified Mail #

Date

Employee Name
Employee Address
City, State, Zipcode

Dear Employee Name:

On insert date, you requested specify the religious accommodation request. At that time, you were provided with *AM 207-3-1 Religious Accommodation Request Form* to complete and submit to your Agency HR Practitioner on insert date.

On insert date you met with insert name of Agency HR Practitioner, Agency Head, and/or immediate supervisor to discuss alternative methods of accommodating your request, including: list all alternative accommodations presented to the employee. You indicated that the proposed alternative accommodations were unacceptable.

At this time, your request creates an undue hardship on the Agency because list possible issues: difficult to cover/fill on a temporary basis, limited financial resources available, the negative impact and disruption on the structure and function of the remaining workforce and therefore denied. Please note that you can make an additional modified request.

Sincerely,

Agency HR Practitioner

cc: DHR Director
Immediate Supervisor

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Finance - Editorial Changes from AM policies
Approved on December 12, 2017

ACTION REQUESTED OF B/E:

The Board is requested to authorize and approve edits to nine recently revised Administrative Manual ("AM") Policies and a request to abolish a policy as further outlined below. The revised policies and abolishment will be effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

On December 13, 2017, the Department of Human Resources ("DHR") received approval for thirty-four polices in the AM. After further review, including feedback from City Agencies, editorial changes are required to certain polices. Editorial changes include the correction of signature blocks, renumbering polices, reintroducing policies that are still in use, and recommending for abolishment polices that are procedurally outdated due to approval of DHR's most recent submission. Below is a list of polices that are presented for your approval.

AM 219-1-1 Tuition and Educational Assistance Request Form

- *AM 219-1-1* is a Policy approved by the BOE on December 12, 2017, that employees fill out when requesting tuition assistance. The Policy requires two editorial changes. First, the second signatory on third page should read "Agency HR Signature" instead of "Agency Head." Second, the last signatory on the third page should read "Agency Head" instead of "Immediate Supervisor Signature."

AM 203-4 Permission Time for Cancer Screening

AM 203-4-1 City of Baltimore Cancer Screening Program

- *AM 203-4* and *AM 203-4-1* are Polices that govern an employee's ability to receive permission time for cancer screening during City work hours. The Policies became ineffective during the renumbering of the AM 200 series. The Policies are being resubmitted in its original format with its original numbering in the AM series.

Department of Finance - cont'd**AM 203-5 Reasonable Accommodations****AM 203-5-1 Reasonable Accommodations Request Form**

- *AM 203-4 and AM 203-4-1* are Policies approved by the B/E on December 13, 2017, that were incorrectly numbered in the restructuring of the AM 200 series. As a result, *AM 203-4 Permission Time for Cancer Screening and AM 203-4-1 Cancer Screening Program* became ineffective. The Policies are renumbered to reflect the new numbering system in the AM 200 series.

AM 204-18 Equal Employment Opportunity

- *AM 204-18* is a Policy that replaced *AM 226-1-1* and *AM 226-1-2* in 2013. To reintroduce the latter Policies into the AM, *AM 204-18* requires a change in the effective date section. The Policy is being resubmitted in its original format with the only change being the effective date information.

AM 226-1 Sexual Harassment**AM 226-1-1 Procedure for Agency Internal Complaint****AM 226-1-2 Procedure for Outside Agency Complaint**

- *AM 226-1, AM 226-1-1, and AM 226-1-2* are Policies that were originally mandated through a Baltimore City Court order providing procedures for employees to report instances of sexual harassment in the workplace. The Policies were replaced with *AM 204-18 Equal Employment Opportunity* in 2013. However, the Policies were not supposed to be removed from the AM 200 series. The Policies are in its original format and numbering in the AM 200 series.

As we go about the process of reviewing, revising and establishing new policies, it becomes necessary to eliminate old and out dated policies. The following policies have been recommended for Abolishment.

Department of Finance - cont'd

AM 219-2-1 Processing Repayment of Tuition Reimbursement

- *AM 219-2-1* is recommended for abolishment because the procedures outlined in this Policy does not accurately reflect the current policies approved on December 13, 2017, regarding tuition assistance for City employees. This Policy should have been abolished in our first set of policies submitted to the B/E.

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



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AM 219-1-1

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Tuition and Education Assistance Request Form

Employee Name: _____

Title: _____ Date: _____

Department/ Division: _____ Work Location: _____

Employee Status Full-Time Part-time/Temporary

Section I: To be completed by the Employee

TYPE OF EDUCATION ASSISTANCE: (SELECT ONLY ONE)

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

TUITION ASSISTANCE CRITERIA:

- A requirement in a job related degree seeking program?
- Preparing for higher lever duties or other career at COB?
- Preparation for a job-related examination or certification?

Please provide explanation of how request meets on or more of the criteria selected above:

COURSE INFORMATION:

Institution/ Organization	Title	Begin/End Dates	Credit Hours (if applicable)	Cost



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AM 219-1-1

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Tuition and Education Assistance Request Form

PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS

Certifications

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

Signature of Employee

Print Name

Date

Forward to Your Immediate Supervisor for Additional Processing



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AM 219-1-1

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Tuition and Education Assistance Request Form

Section II: Approvals

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

Approve

Disapprove

Reasons: _____

Immediate Supervisor Signature

Date

- Employee is eligible for tuition reimbursement.
- Selected course of study is eligible for tuition reimbursement.

Agency HR Signature

Date

- Funding for this request is available
- Approve
- Disapprove

Reasons: _____

Agency Head Signature

Date



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AM 203-4

m **Permission Time for Cancer Screening**

SCOPE

Cancer is the second leading cause of death in Maryland, after heart disease. In Baltimore City, the most common cancers are breast, cervical, oral and colon. Early detection is the best form of prevention for all cancers. City employees are encouraged to seek cancer screening. To promote a healthier workforce and reduce cancer deaths, permanent full-time and permanent part-time employees will be granted permission time up to four hours once a year for cancer screening.

PERMISSION TIME

All City employees will be allowed up to four (4) hours once per calendar year as Permission (P) time to use for cancer screening without using their accumulated leave time.

To ensure appropriate coverage at the worksite, prior approval from the employee's supervisor is required. The employees must submit to the supervisor a Request for Time Off form (28-1408-5040) as soon as the appointment is made for the screening. Employees are asked to make a reasonable effort to schedule the screening when their absence is less disruptive to the operations of the workplace. The supervisor will keep the employee's Request for Time Off form until the employee returns verification of the screening. The employee will be required to submit as verification to the supervisor a completed City of Baltimore Cancer Screening Program Certification Form after the screening. The supervisor can then authorize Permission (P) time for correct payroll marking.

Additional time needed for cancer screening beyond the four hour permission time must be charged to the employee's accrued leave. This does not count as an occurrence.

CERTIFICATION FORM

To ensure appropriate coverage at the worksite, prior approval from the supervisor for the four hour leave for cancer screening is required.

In order for the employee's time to be marked as Permission (P) time, employees who use the four hour leave for cancer screening must provide their supervisor with a completed Cancer Screening Program Certification Form (AM-203-4-1) following the screening. This form is to be completed by the physician or health care professional/medical facility conducting the cancer screening.

The employee must submit the completed Cancer Screening Program Certification Form to his/her supervisor in order for the four hour screening benefit to be applied. For appropriate payroll marking of Permission time and documentation, the supervisor will verify use of



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AM 203-4

m ***Permission Time for Cancer Screening***

Permission time and note that verification was received in the area above the supervisor's signature on the Request for Time Off form.

The completed Request for Time Off form must be attached to the employee's timesheet for appropriate payroll marking and documentation. The supervisor must send the completed verification form to the agency's human resources/personnel office for filing with other medical related documents. The verification form must not be attached to payroll attendance sheets or submitted to the payroll clerk.

PROVIDERS

Employees enrolled in the PPN are encouraged to consult with their primary care provider on cancer screening. Employees enrolled in HMOs must contact their service center sites for either onsite cancer screenings or referrals. Mercy Medical Center and the University of Maryland Medical Systems are partnering with the City to provide screening for all other City employees who choose to go to their sites.

RELATED FORM AND POLICIES

- AM-203-4-1 Cancer Screening Program Certification Form
- AM-202-1 Compensatory Leave
- AM-204-2 Vacation Leave
- AM-204-4 Personal Leave
- AM-204-14 Sick Leave


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AM 203-5

m ***Reasonable Accommodations***

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

I. PURPOSE

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

II. SCOPE

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

III. DEFINITIONS

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

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

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

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

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

B. Employees

- 1. An employee who has a disabling condition that affects their ability to perform an essential job function may request a reasonable accommodation. An initial request may be made verbally or in writing and should be directed to the Agency ADA Coordinator.
- 2. To enable the City to keep accurate records regarding requests for accommodations, an employee requesting the accommodation may confirm their request in writing by completing *AM 203-5-1 Request for an ADA Accommodation/Modification Form (AM 203-5-1)* and provide any necessary medical documentation.
 - i. If the employee elects not to use *AM 203-5-1* the employee and the medical provider must submit written documentation which substantially provides the same information as requested on the form.
- 3. An employee must meet with the ADA Coordinator who will facilitate the interactive process regarding the nature of the employee's disability, the extent of the limitations, and the range of possible accommodations. Failure to engage in the interactive process may result in the denial of the employee's accommodation request.


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*m****Reasonable Accommodations***

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

VI. MEDICAL DOCUMENTATION AND EXAMINATION

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

VII. THE INTERACTIVE PROCESS

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


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m ***Reasonable Accommodations***

the precise job-related limitations; and offer suggestion for possible reasonable and effective accommodations.

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

VIII. CONFIDENTIALITY

All medical information and documentation collected or received in accordance with this Policy, including ADA and FMLA documentation, shall be kept confidential, and medical records shall be maintained in separate medical files by the Agency's office. Such information shall be shared only with those having an official need to know.

IX. REQUESTS FOR RECONSIDERATION

Any questions that arise during the interactive process should be directed to the Agency's ADA Coordinator handling the accommodation request. Where an employee or applicant is dissatisfied with the resolution of a request, a request for reconsideration may be made to the Agency's Director of HR. In such cases, the Agency's Director of HR shall confer with the Director of DHR or his/her designee before responding to the request for reconsideration. The Director of DHR or his/her designee shall make the final determination for all requests for reconsideration.

X. NO RETALIATION

Retaliation against an individual with a disability for having requested an accommodation under this policy is strictly prohibited. Concerns about retaliation or discrimination on the



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m **Reasonable Accommodations**

basis of disability should be promptly reported to the Agency's Equal Opportunity Compliance (EOC) Officer in accordance with *AM-204-18 Equal Employment Opportunity Policy*, Section IV.

XI. AUTHORITY

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

XII. INTERPRETATION

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

XIII. RELATED POLICIES

- AM 203-5-1 Request for an ADA Accommodation/Modification Form
- AM 203-2 Family and Medical Leave
- AM 204-14 Sick Leave
- AM 208-1 Leave of Absence Without Pay 30 Calendar Days or Less Overview



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AM 203-5-1

m Reasonable Accommodation Request Form

Reasonable Accommodation Request Form

INFORMATION PERTAINING TO MEDICAL DOCUMENTATION:

In the context of assessing an accommodation request, medical documentation may be needed. Medical documentation is often needed to determine if the employee has a disability covered by the ADA and is entitled to an accommodation (i.e., has a permanent disability, as distinguished from temporary disability, that substantially limits one or more major life activities, affects the employee's ability to perform essential job functions, and is of sufficient severity) and if so, to help identify an effective accommodation.

Generally, in the context of an accommodation, medical inquiries related to an employee's disability and functional limitations are permissible and may include consultations with knowledgeable professional sources, such as doctors, occupational and physical therapists, rehabilitation specialists, and organizations with expertise in adaptations for specific disabilities. In the event that medical documentation is required, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information. The City is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities.



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AM 203-5-1

m Reasonable Accommodation Request Form

CONFIDENTIAL
City of Baltimore

Reasonable Accommodation Request Form - Employment

The purpose of this form is to assist the City of Baltimore ("City") in determining whether, or to what extent, a reasonable accommodation is required for an employee with a disability to perform one or more essential functions of their job safely and effectively. This form must be filed separately from the employee's personnel file and be treated confidentially.

Agency	Division/Unit
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SECTION I: Employee: To be completed by employee requesting accommodation.

Employee:	Telephone:
Address:	
Job Title:	Request Date:
Supervisor:	Telephone:
Agency Human Resources Practioner:	Telephone:

I give the City of Baltimore permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act of 1990, as amended (ADA). I understand that all information obtained during this process will be maintained and used in accordance with ADA and all legal and regulatory requirements as they pertain to medical and genetic information confidentiality.

Date Employee's Signature



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AM 203-5-1

m Reasonable Accommodation Request Form

Please answer the following questions to assist us in understanding the basis and nature of your request for a reasonable accommodation (attach additional sheets if necessary).

A. Indicate physical or mental limitation(s) and expected duration of limitation(s). (Attach additional pages if necessary.) It is not necessary to indicate a medical diagnosis or condition.

B. Explain how the disability/limitation affects the ability to perform one or more essential functions of the job:

C. What specific accommodation(s) are you requesting and how will this accommodation(s) assist you? (Attach additional pages if necessary):

D. Has a physician, vocational rehabilitation specialist, or other health professional recommended a specific accommodation? Yes ____; No ____;
If yes, please attach a copy of their recommendations.

E. Please provide any additional information that might be useful in processing your accommodation request:



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AM 203-5-1

m Reasonable Accommodation Request Form

**City of Baltimore
Request for Medical Information**

Directions: Please print neatly or type requested information.

Employee's Name: _____

The above named employee has requested a change to their job because of a mental or physical condition. Please assist us by answering the following questions related to the employee's condition and need for an accommodation.

1. I (Medical Provider's Name) _____ certify that (Name) _____ is being treated by my office for the condition described below:

2. Does the employee's condition prevent him/her from performing any of the essential duties, functions, physical requirements and/or activities listed on the attached Job Description and Functional Capacities Assessment form for the employee's position? If yes, please identify those duties, functions, physical requirements and/or activities that, in your opinion, the employee is unable to perform. (A completed Functional Capacities Assessment form and Job Description for the employee are attached to aid you in making this determination.)

3. For each duty, function, physical requirement and/or activity that you identify the employee is unable to perform, please state the medical reason that the employee is unable to perform those functions, duties and activities.

4. In your opinion, is the employee's medical condition temporary or permanent? If temporary, please state (if possible) the expected duration of the employee's inability to perform those functions, duties and activities identified above?



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AM 203-5-1

m Reasonable Accommodation Request Form

5. In your opinion, is the employee likely to experience injury, harm or aggravation of his/her medical condition by performing or attempting to perform the essential duties of his/her job? If so, to what degree? Please provide the medical basis for believing that this risk could occur.

6. Does the employee's medical condition present a significant risk of substantial harm to the employee and/or others?

7. Can the employee's condition be corrected and/or controlled through medication or treatment? If yes, explain?

8. Is the employee presently taking any medication, treatment, or other measures to correct and/or control his/her medical condition?

9. If yes, what effect, if any, does/would this medication, treatment or other measure have on the employee's ability to perform the essential duties of his/her job?

10. If you find that the employee has any condition:

- a. That will adversely affect his/her ability to perform the essential functions of his job (#2);
- b. That may be aggravated by his/her performance of or attempt to perform the essential duties of his/her job or that may lead to his/her injury or harm (#5); or
- c. That presents a significant risk of substantial harm to the employee and/or others (#6),

please identify any accommodations which would enable the employee to perform the essential functions of his/her job without harm or injury to him/her, without aggravation of the impairment, or without presenting a significant risk of harm to the employee of others.



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AM 203-5-1

m Reasonable Accommodation Request Form

Printed Name of Certifying Medical Provider

License number #

Type of Practice

Address

Telephone Number

Signature

Date

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AM 204-18

m ***Equal Employment Opportunity***

As part of our ongoing commitment to equal employment opportunity, the City of Baltimore adopts the following policy and procedures to ensure compliance with local, state, and federal laws prohibiting discrimination in employment. The concepts of equal opportunity and fair treatment are core values of Baltimore City government, and City Agencies constantly strive to promote a professional work environment that is free from unlawful discrimination and harassment.

This policy applies to all City employees, including full and part-time, probationary, seasonal, temporary, at-will, as well as elected officials and their appointed staff. Additionally, independent contractors, vendors, volunteers and visitors must refrain from engaging in behavior that violates this policy.

1. COMMITMENT TO INCLUSION AND NON-DISCRIMINATION

The City of Baltimore understands that the success of every City Agency depends on the ability to attract and retain the best available talent and to help those individuals reach their fullest potential. Accordingly, the City remains firmly committed to equal employment opportunity for all employees and job applicants and to developing a highly talented and diverse workforce that can deliver the best possible services to the citizens of Baltimore.

City Agencies will base all employment decisions individual merit, qualifications, experience and skills, without regard to such factors as race, color, age, national origin, ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law. They will ensure equal opportunity in all aspects of employment, including recruitment, hiring, termination, discipline, transfers, training and career development, work assignments, promotions and demotions, compensation, benefit administration and all other terms and conditions of employment. All forms of unlawful discrimination are strictly prohibited.

Through the implementation of this policy, the City aims to create a diverse and inclusive workplace in which all employees feel they belong and can make meaningful contributions to City government. By fostering a level playing field for all employees, the City enhances the progress of individuals and the community they serve.

2. PROHIBITION AGAINST HARASSMENT AND SEXUAL HARASSMENT

All employees have a right to work in an environment free from the demoralizing effects of unlawful harassment. For this reason, harassment based on race, color, age, national origin,



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AM 204-18

m ***Equal Employment Opportunity***

ancestry, marital status, sexual orientation, gender, religion, veteran status, physical or mental disability, genetic information, gender identity or expression or any other status protected by law will not be tolerated.

Inappropriate harassing behavior may include, but is not limited to, verbal abuse, slurs and negative stereotyping, offensive jokes and comments, threatening or intimidating behavior, the display or circulation of offensive objects and materials (including offensive graffiti, photographs, cartoons, texts and emails) and any other behavior meant to mistreat someone because of his or her race, color, religion, ethnicity, national origin, gender, marital status, age, disability, sexual orientation, gender identity or expression or veterans status.

This policy also prohibits sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually suggestive or offensive language or other sexual conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Examples of sexual harassment includes, but are not limited to: a) repeated and unwelcome sexual advances or requests for sexual favors; b) offensive comments, jokes and innuendo; c) sexually graphic or degrading comments about appearance; d) sexually offensive gestures, whistling and leering; e) offensive physical contact (such as patting, grabbing, pinching or brushing up against someone); and f) displaying or circulating sexually suggestive objects and materials (including inappropriate photographs, cartoons, posters, texts and emails).

Under no circumstances may a supervisor or manager: 1) offer or provide an employment benefit in exchange for sexual favors; or 2) take (or threaten to take) an adverse employment action because someone refused to perform a sexual favor.

Employees are expected to conduct themselves in a professional manner at all times while they are working, whether on or off City property or outside regular work hours. The policy also applies during work-related business and social events.

3. CONSEQUENCES FOR VIOLATIONS

The City's policy is one of zero-tolerance for discrimination and harassment. Accordingly, any employee found in violation of this policy will be subject to disciplinary action, up to and including discharge from employment.

In addition, any vendor, contractor, volunteer or visitor who engages in behavior prohibited by this policy will be so advised and asked to immediately cease the offending behavior. If



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AM 204-18

m ***Equal Employment Opportunity***

compliance is not forthcoming, the City may terminate its relationship with the individual and/or remove the person from City property.

4. REPORTING AND COMPLAINT PROCEDURES

Everyone in City government has a shared responsibility for creating and maintaining a workplace that is free of discrimination and harassment. To that end, all employees are responsible for conducting themselves professionally and for reporting violations of this policy. Supervisors at all levels are responsible for ensuring full compliance with this policy in their respective work areas. Any supervisor who has knowledge of discriminatory or harassing behavior and fails to correct and/or report it will be subject to disciplinary action, up to and including discharge from employment.

Concerns about discrimination or harassment should be brought to the attention of a supervisor or manager, an HR Representative or an Equal Opportunity Compliance (EOC) Officer assigned to the agency. Where a complaint is first received by a supervisor, the supervisor shall promptly refer the matter to an HR Representative or an EOC Officer.

The City encourages prompt reporting so that potential problems can be addressed before a situation escalates. To facilitate prompt reporting, individuals may bring a complaint either orally or in writing.

Agencies shall investigate concerns about harassment and discrimination and take prompt and effective corrective action where appropriate. Individuals asked to participate in the investigation of a complaint, including the complainant, will be expected to give their full cooperation until the matter has been resolved.

5. NO RETALIATION

This policy strictly prohibits retaliation against any individual for having: 1) made a complaint of discrimination or harassment; 2) opposed discrimination or harassment at work; or 3) participated in a complaint investigation. Anyone found to have engaged in retaliation in violation of this policy will be subject to disciplinary action, up to and including discharge from employment. In the case of a non-employee found to have engaged in retaliation, the City may direct the individual to cease the retaliatory behavior, terminate its relationship with the individual and/or remove him or her from City property.



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m ***Equal Employment Opportunity***

Concerns about retaliation should be immediately reported to a supervisor, an agency HR Representative or an EOC Officer. Agencies shall promptly investigate such concerns and take appropriate corrective action when necessary.


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AM-226-1

*m**Sexual Harassment*

The City of Baltimore ("City") does not tolerate workplace sexual harassment, whether it involves co-worker harassment, harassment by a supervisor or manager, or harassment by persons doing business on behalf of the City. Sexual harassment violates an employee's fundamental rights and personal dignity, as well as state and federal law. Sexual harassment may also adversely affect an employee's productivity and morale.

I. PURPOSE

The purpose of this policy is to define sexual harassment, provide guidelines to an employee who believes that they have been subjected to sexual harassment, provide procedures that management can use to investigate sexual harassment claims, and ensure that violations are remedied.

II. SCOPE

This Policy applies to all City employees, including regular full and part-time, probationary, seasonal, temporary, at-will, as well as elected officials and their appointed staff. Additionally, independent contractors, vendors, volunteers, and visitors must refrain from engaging in behavior that violates this Policy.

III. SEXUAL HARASSMENT DEFINED

"Unwelcome sexual advances, request for sexual favors and other verbal and physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

- Promising, directly or indirectly, an employee a reward, if the employee complies with a sexually oriented request;
- Threatening, directly or indirectly, to retaliate against an employee, if the employee refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, an employee an employment-related opportunity, if the employee refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact or touching another employee in a way that is unwelcome;
- Displaying, storing, or transmitting pornographic sexually oriented materials using the City's equipment or facilities;



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AM-226-1

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Sexual Harassment

- Engaging in indecent exposure;
- Making sexual or romantic advances toward an employee and persisting despite the employee's rejection of the advances;
- Unwanted sexual jokes, flirtations, or propositions, or obscene comments or gestures of a sexual nature made in the presence of others;
- Unwanted or suggestive leering, whistling, pinching, or insulting; or
- Inappropriate comments based on an employee's sex (e.g., commenting on an employee's menstrual cycle or private body parts).

These types of behavior are unacceptable at any City work location, or in such work settings as business trips, and at business related social events. All City employees, and particularly managers and supervisors, have a responsibility for keeping the work environment free of harassment.

Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

IV. RESPONSIBILITIES

A. Employees

If an employee believes that they have been subjected to sexual harassment or any unwanted sexual attention, they should:

1. Make their unease and/or disapproval directly and immediately known to the harasser as soon as feasible;
2. Make a written statement of the date, time, and nature of the incident(s) and the names of any witnesses; and
3. Report the incident to either the Agency Equal Opportunity Compliance ("EOC") Officer or designee, Human Resources Personnel, or a Supervisor. It is not required that the employee report their claim of harassment to more than one of the persons identified immediately above.

An employee should follow the procedures delineated in *AM 226-1-1, Agency Internal Complaint*, or file a complaint with one of the following outside Agencies: Baltimore City Community Relations Commission, Maryland Human Relations Commission, or U.S. Equal Employment Opportunity Commission, by following the procedures delineated in *AM 226-1-2, Outside Agency Complaint*. It is not a requirement to file an internal complaint prior to filing an outside Agency complaint.


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AM-226-1

*m****Sexual Harassment***

All incidents of sexual harassment or inappropriate sexual conduct should be reported regardless of their seriousness.

B. Supervisors

Supervisors must deal expeditiously and fairly with allegations of sexual harassment within their sections whether or not there has been a written or formal complaint.

Supervisors must:

- Act promptly to ensure that the harassment or inappropriate sexually oriented conduct is reported immediately to the Agency's EOC Officer or Human Resources Personnel, regardless of whether the individual filing the complaint ("complainant") wants the supervisor to do so; and
- Take corrective action to prevent any prohibited conduct from reoccurring in the workplace.

Supervisors who knowingly allow or tolerate sexual harassment are in violation of this Policy and shall be subject to disciplinary action.

C. EOC Officer

An employee within each Agency shall be designated as an EOC Officer. Additionally, each Agency shall also designate an Alternate EOC Officer.

The EOC Officer shall inform the complainant and the accused individual ("respondent") that the City takes complaints of sexual harassment seriously and will thoroughly investigate each claim of sexual harassment. The EOC Officer shall be responsible for:

- Explaining the City's sexual harassment Policy and investigation procedures to the complainant and the respondent;
- Conducting an investigation of the alleged harassment and preparing a written report and recommendation, which may include exploring informal means of resolving the complaint;
- Referring the complainant and/or the respondent to the Employee Assistance Program ("EAP") for counseling and referral services, if appropriate; and
- Notifying the police if criminal activities are alleged.

The Department of Human Resources ("DHR") will coordinate training for Agency EOC Officers to ensure their understanding of equal employment opportunity laws and sexual harassment statutes. In cases of sexual harassment, the primary responsibility of the EOC Officer shall be to receive complaints of sexual harassment and to process them according to these procedures.


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AM-226-1

*m****Sexual Harassment***

In addition, the EOC Officer shall promote sensitivity to the problem of sexual harassment, e.g., obtaining brochures for distribution, requesting speakers for supervisory meetings, and including harassment as a training topic for staff development.

Each current and future employee of the Agency shall be advised either at the time of employment or upon adoption of these standards, whichever is appropriate, of the identification of the Agency EOC Officer and Alternate EOC Officer. The EOC Officer shall conduct interviews with employees in a professional and objective manner and must assure confidentiality to the extent practical and appropriate under the circumstances.

D. Law Department

The Law Department staff will offer advice at any step of this procedure. If there are specific issues that require consultation, contact the Law Department at (410) 396-3297.

To assist the Law Department's Labor, Employment & Personnel Division, a quarterly listing of pending EEO Complaints should be prepared and submitted by each Agency to the City Solicitor. This information will assist the Labor, Employment & Personnel Division in determining sections, areas, or classifications where there are specific problems involving a group.

The Law Department must be consulted if the EOC Officer suspects any validity to the charges.

The Law Department may assist in negotiating a settlement, in implementing remedies, or in recommending corrective action. The Director of DHR should be notified as early as possible if a settlement or court order includes rehiring a person to a classified position, recommends sanctions, or orders changes in Agency procedures.

V. COMPLAINT DECISIONS

Decisions made regarding complaints of sexual harassment are usually expressed as findings of "probable cause" or "no probable cause." Probable cause is when there is reasonable ground to believe that the charges of harassment on the basis of sex are valid. No probable cause is when there is reasonable ground to believe that the charges of harassment on the basis of sex are untrue and without basis in fact.

A regulatory Agency finding of "no probable cause" is accompanied by a "RIGHT TO SUE NOTICE." Even if the outside Agency finds no probable cause, the complainant has a right to sue the employer under Title VII of the Civil Rights Act of 1964, assuming a timely charge was filed. The complainant may exercise a right to sue in federal court within ninety (90) days upon receipt of a decision rendered by the regulatory Agency.



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AM-226-1

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Sexual Harassment

VI. RETALIATION

No employee will be subject to, and it is the City's Policy to strictly prohibit, any form of discipline in retaliation for reporting any incident or situation of discrimination or harassment, pursuing any claim of discrimination or harassment, or otherwise participating or cooperating in any investigation of a complaint of discrimination or harassment.

VII. LIABILITY

All efforts should be made to identify problems and resolve complaints in an expeditious and unequivocal manner. The failure of an employee to complain to Agency administration or management does not insulate the City from liability for the supervisor's conduct.

VIII. AUTHORITY

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

IX. INTERPRETATION

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

X. RELATED POLICIES

- AM 204-18 Equal Employment Opportunity
- AM 226-1-1 Procedure for Agency Internal Complaint
- AM 226-1-2 Procedure for Outside Agency Complaint

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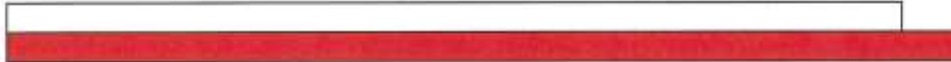
AM-226-1-1

*m Procedure for Agency Internal Complaint***RESPONSIBILITY****ACTION****EMPLOYEE/
COMPLAINANT**

1. File a complaint with the Agency EOC Officer. (If complainant concludes or otherwise believes that reporting the incident to the Agency EOC Officer is not convenient or comfortable, the incident may be reported to a supervisor or Human Resources Personnel.

AGENCY EOC OFFICER

2. Inform the complainant that they have 300 days to file a charge with an outside Agency.
3. Ask basic questions to ascertain the general nature of the complaint.
4. The initial investigation should begin immediately, but no later than three (3) working days from the receipt of the complaint. Collect all relevant information from the complainant to determine whether the complaint is based upon the definition of sexual harassment. If there is sufficient information to indicate that a valid complaint has been made, PROCEED TO STEP 6.
5. If there is not sufficient information, the PROCEDURE ENDS HERE. Explain the reasons for ending the procedure to the complainant. File a report containing the name, date, description of complaint, and reason for concluding that there is insufficient information to proceed. This should be done within ten (10) days of receipt of the complaint. Remind the complainant of their right to file an external complaint.
6. Determine the scope of the investigation, i.e., who to contact for information, what questions to ask, what documents to request, and the order in which interviewing will be conducted.
7. Proceed with the investigation, to ascertain validity of the allegations made in the complaint.



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AM-226-1-1

m Procedure for Agency Internal Complaint

RESPONSIBILITY

ACTION

**DESIGNATED
PANEL/AGENCY EOC
OFFICER**

AGENCY EOC OFFICER

- 8. Finalize a draft containing the findings within ten (10) days of receipt of the initial complaint. The draft document should include the nature of the complaint, results of interviews, findings and conclusions, and recommendation for disciplinary action if warranted.
- 9. Department Head or their designee shall review the final draft within three (30) days of receipt and shall forward any comments, suggestions, or recommendations to the Agency EOC Officer for finalization. The findings shall be finalized and signed by the Agency EOC Officer and Department Head within two (2) days.
- 10. If the complaint is upheld, the recommended resolution is implemented immediately. If the complaint is not upheld, no action is taken.
- 11. Discuss the findings with the parties and remind each party of appropriate behavior and standards for the work environment.
- 12. If disciplinary action is taken, the extent of discipline will depend upon the nature and severity of the sexual harassment.

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AM-226-1-2

*m Procedure for Outside Agency Complaint***RESPONSIBILITY****ACTION****AGENCY HEAD/EOC OFFICER**

1. Upon receipt of a cover letter and form from the Outside Agency, the cover letter and form shall be given to the Agency EOC Officer unopened. The letter or form will contain the following information:
 - a. The name of the complainant;
 - b. The nature of the allegations;
 - c. The information and/or documents requested by the Outside Agency for review; and
 - d. The deadline for returning the requested information.
2. Review the letter or form and determine:
 - a. The organizational unit(s) to prepare the requested information;
 - b. The deadline for returning information and/or documents;
 - c. The extent of content detail to be used in responding to request; and
 - d. If an extension of time is necessary to prepare a response to the Outside Agency.

AGENCY EOC OFFICER

3. Collect facts and data which will document the Agency's position at any hearing or interview.
4. Collect the requested information and assure that the responses correctly address the requested information in the letter or form. The information is drafted into a document whose format corresponds with the request.

AGENCY HEAD/EOC OFFICER

5. Review draft of the response and discuss the validity of the allegations as necessary.
6. The final document is prepared and signed by Agency EOC Officer and/or Agency Head.
7. The final document is copied and the original mailed or delivered to the Outside Agency and a copy is sent to the Law Department.



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AM-226-1-2

m Procedure for Outside Agency Complaint

RESPONSIBILITY

ACTION

OUTSIDE AGENCY

The Agency EOC Officer has not control over the procedures or processes used by the Outside Agency. Typically, however, the Outside Agency will:

- 8. Conduct an investigation of this complaint to include a hearing or pertinent interviews, depending upon the Agency's procedure after the information requested is returned. The Outside Agency may resolve the charge through a written agreement at any stage of the complaint procedure.
- 9. Conduct hearing(s) or interview(s) as necessary in designated offices. The Agency EOC Officer and/or other employee(s) and supervisor(s) must attend the hearing(s). The Law Department should be notified of any scheduled hearing(s).
- 10. Upon completion of the hearing, the Outside Agency will submit their findings and decision to the Agency in writing.

AGENCY HEAD

- 11. Accept the findings and decision and take the recommended action or appeal the decision.



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AM 219-2-1

m Processing Repayment of Tuition Reimbursement

ABOLISHED

AGENDA

BOARD OF ESTIMATES

07/18/2018

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

ACTION REQUESTED OF B/E:

The Board is requested to authorize and approve edits to seven new Administrative Manual ("AM") Policies, eight revised AM Policies, and a request to abolish thirty-three AM Policies as further outlined below. The new and revised policies and abolishments will be effective upon Board approval

AMOUNT OF MONEY AND SOURCE:

There are no costs associated with these actions.

BACKGROUND/EXPLANATION:

On December 13, 2017, the Department of Human Resources ("DHR") submitted and received approval for the inclusion, revision, and abolishment of thirty-four AM policies. As part of our standard policy review process, DHR has completed review of forty-eight policies. The policies were revised to ensure that they are easy to understand; organized; consistent with existing policies and/or practices; accommodate business needs; reflective of current law; and reflective of best practices. Below is a list of policies that are presented for your approval.

AM 200-2 Work Hours and Employee Status

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

AM 200-3 Moving Expenses

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

Department of Finance - cont'd**AM 200-4 Positions of Trust****AM 200-4-1 Criminal Background Check****AM 200-4-2 Criminal Background Check: Sample Adverse
Action Letters**

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

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

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

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

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

Department of Finance - cont'd**AM 241-1 Employee Layoff****AM 241-1-1 Employee Layoff Checklist****AM 241-1-2 Employee Layoff: Layoff Letter**

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

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

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

As we go about the process of reviewing, revising and establishing new policies, it becomes necessary to eliminate old and out dated policies. The following policies have been Recommended for Abolishment:

AM 204-12 Length of Service

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

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

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Finance - cont'd

AM 205-5 Employee Clearance on Terminations

AM 205-5-1 Employee Clearance on Terminations

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

AM 205-7-2 Employee Exit Interview

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

AM 205-8 Employee Layoffs

AM 205-8-1 Employee Layoff Procedures

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

AM 205-18 Portal-to-Portal Pay

AM 205-19 Environmental Differential Pay

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

AM 207-1 Work Hours

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

AM 221-4 Moving Expenses

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

AGENDA

BOARD OF ESTIMATES

07/18/2018

Department of Finance - cont'd

AM 237-1 Positions of Trust

AM 237-1-1 Initiating a Criminal Background Investigation

AM 237-1-2 Processing Results of a Criminal Background Investigation

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

AM 290-1 City Union of Baltimore Salary Scales

AM 290-1-1 City Union of Baltimore Salary Scale Flat Grades

AM 290-2-1 Local 44 Full-Time Salary Scale

AM 290-2-2 Local 44 Hourly Wage Scale

AM 290-2-3 Local 44 Part-Time Salary Scale

AM 290-2-4 Local 44 Flat Scales

AM 290-3 Local 2202 Full-Time Salary Scale

AM 290-5 Salary Scale for City Agencies Governed by State of Maryland Salary System

AM 290-6 Nurses, Local 558, Salary Scale

AM 290-7-1 Managerial and Professional Society, MAPS, Graded Salary Scale

AM 290-7-2 Managerial and Professional Society, MAPS, Flat Grade Salary Scale

AM 290-7-3 Managerial and Professional Society, MAPS, Flat Grade Salary Scale

AM 290-9 Fire Officers Salary Scale Local 964 IAFF

AM 290-10 Fire Officers Salary Scale Local 734 IAFF

AM 290-11 Police Salary Scale - Unit I (Non-Supervisory)

AM 290-12 Police Salary Scale - Unit II (Supervisory)

AM 290-13 Salary Scales for Grade 800 & 900

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

Department of Finance - cont'd

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


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AM 200-2

m ***Work Hours and Employee Status***

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

I. PURPOSE

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

II. SCOPE

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

III. DEFINITIONS

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

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AM 200-2

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

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

V. WORK WEEK

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

VI. EMPLOYEE STATUS

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


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AM 200-2

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

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

B. Bargaining Units (except Public Safety)

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

VIII. CONCURRENT CITY EMPLOYMENT PROHIBITION

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

IX. CONSEQUENCES OF POLICY VIOLATION

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

X. AUTHORITY

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



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AM 200-2

m ***Work Hours and Employee Status***

XI. CONFLICTS WITH OTHER CITY POLICIES

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

XII. INTERPRETATION

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

XIII. RELATED POLICIES

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


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AM 200-3

*m**Moving Expenses*

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

I. PURPOSE

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

II. SCOPE

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

III. COVERED COSTS

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

IV. COST DETERMINATION

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

V. REIMBURSEMENT PRICES

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



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AM 200-3

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Moving Expenses

VI. AUTHORITY

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

VII. INTERPRETATION

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

VIII. RELATED POLICIES

AM 303-1 Expenditure Authorizations (EAs)

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AM 200-4

m***Positions of Trust***

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

I. PURPOSE

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

II. SCOPE

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

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

III. GUIDELINES

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

A. Category 1

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



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AM 200-4

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Positions of Trust

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

B. Category 2

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

C. Category 3

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

D. Category 4

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

E. Category 5

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

F. Category 6

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

G. Category 7

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

IV. POLICY IMPLEMENTATION

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



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AM 200-4

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Positions of Trust

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

A. Exception

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

B. Non-Positions of Trust

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

V. AUTHORITY

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

VI. INTERPRETATION

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

VII. RELATED POLICIES

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


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AM 200-4-1

*m****Criminal Background Check***

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

I. PURPOSE

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

II. SCOPE

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

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

III. APPLICANT RELEASE AND AUTHORIZATION FORM

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

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AM 200-4-1

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

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

V. REVIEW OF ADVERSE BACKGROUND REPORTS

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

VI. CONFIDENTIALITY

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

VII. AUTHORITY

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

VIII. INTERPRETATION

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



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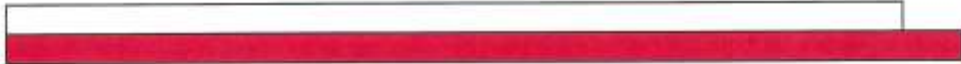
AM 200-4-1

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Criminal Background Check

IX. RELATED POLICIES

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



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AM 200-4-2

m ***Criminal Background Check:
Sample Adverse Action Letters***

SAMPLE ADVERSE ACTION PRELIMINARY LETTER TO THE APPLICANT

**Applicant/Employee
Address 1
City, State, Zipcode**

Dear Applicant/Employee,

Enclosed is a consumer report that we requested in connection with your application for employment with the City of Baltimore's **Agency** ("**Agency Abbreviation**"). In accordance with the Federal Fair Credit Reporting Act, also enclosed is a copy of your rights under the Act.

Based on our hiring criteria and the contents of your Criminal Background Report, we have made a preliminary recommendation to **Agency** not to consider you further for employment.

Unless you choose to contest this preliminary recommendation within five (5) business days of the date of this notice to explain any negative information found in your Criminal Background Report, a final decision will be issued by **Agency** regarding your employment with the City of Baltimore. If you choose to explain any negative information, please contact me at **Chief of Recruitment's Phone Number**.

You have the right to dispute the accuracy of the information in this report by directly contacting [the authorized background check vendor], the consumer agency in connection with your report. [The authorized background check vendor] did not, however, make this employment decision. [The authorized background check vendor] can be reached by mail at [address of the authorized background check vendor], or by phone at [phone number of the authorized background check vendor].

Sincerely,

Name of DHR's Chief of Recruitment
Chief, Recruitment

cc: **HR Business Partner, Agency** (w/o encls.)

Enclosures: Copy of Criminal Background Report
FCRA Notice of Rights
Noncriminal Justice Applicant's Privacy Rights



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AM 200-4-2

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***Criminal Background Check:
Sample Adverse Action Letters***

SAMPLE ADVERSE ACTION LETTER TO THE APPLICANT

**Applicant Name
Address
City, State, Zipcode**

Dear Applicant,

We regret to inform you that based on our hiring criteria, we are unable to consider you further for the position applied for/an employment opportunity with the City of Baltimore's **Name of Agency ("Abbreviation")**. This decision was made in part from the information we received from [the authorized background check vendor], our employment screening vendor. [The authorized background check vendor] does not make these decisions and is unable to provide you with the specific reasons for them.

In accordance with the Fair Credit Reporting Act, you have previously received a copy of this information and a copy of your rights under the Act. You also have the right to obtain an additional free copy of the report within 60 days of your receipt of this letter by contacting [the authorized background check vendor] at the address and telephone number below. Please refer to these documents if you have further questions. You have the right to dispute the accuracy or completeness of the information contained in the report(s) by contacting [the authorized background check vendor].

[The authorized background check vendor's] forms for the reinvestigation can be found at [domain address of the authorized background check vendor]. If you do not have internet access, you may alternatively contact [the authorized background check vendor] by mail or telephone.

[Address and phone number of the authorized background check vendor]

Thank you for your interest in employment with the City of Baltimore.

Sincerely,

**Signature of Agency HR Representative
HR Representative Name
HR Representative Title**

cc: Chief, DHR Recruitment


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AM 208-3

*m****Non-Line of Duty Injury***

The City of Baltimore ("City") endorses the return to work of employees who sustain non-line of duty injuries, illnesses, or diseases as soon as they are able to perform their assigned duties safely, efficiently and effectively.

I. PURPOSE

The Return-To-Work Program is designed to ensure the most effective utilization of employees who have incurred non-line of duty illnesses or diseases. Whenever possible, the City's goal will be to return the affected employee to regular permanent employment where the employee can satisfactorily perform all the essential functions of the position.

II. SCOPE

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

III. SERIOUS OR CATASTROPHIC NON-LINE OF DUTY INJURY, ILLNESS, OR DISEASE

When an employee has acquired a serious or catastrophic non-line of duty injury, illness, or disease and is absent for more than sixty (60) workdays, the Agency's Human Resources Practitioner shall contact the employee to ensure that all return-to-work options have been considered early in the recovery process.

IV. RETURN TO WORK PROCESS

- A. When a supervisor suspects that an employee is not satisfactorily performing the position's essential duties because of an injury, illness or disease, the supervisor through the Agency's Human Resources Office may request through the Department of Human Resources ("DHR") that the Medical Director arrange for a "fitness-for-duty" examination.
- B. If a non-line of duty injury, illness, or disease has prevented an employee from performing one or more of the regular job's essential functions for more than sixty (60) workdays, the City will begin the Return-to-Work Process.
 1. On the 61st workday following the inception of the employee's performance limiting injury, illness or disease, or the conclusion of the employee's FMLA, whichever occurs first, the Agency HR Practitioner should begin the ADA interactive process as outlined in *AM 203-5 Reasonable Accommodations*.

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AM 208-3

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Non-Line of Duty Injury

- a. If the employee can be returned to work utilizing a Reasonable Accommodation, the employee should be returned to work.
 - b. If the employee cannot be accommodated through the ADA process, then the Agency must begin the "Options" process as outlined below (See *Section V Options Process*).
- C. An employee with non-line of duty injuries, illness, or disease shall be advised in writing of the several options available after FMLA expires and, if appropriate, the conclusion of an ADA analysis (as to any available disability and reasonable accommodations).

V. OPTIONS PROCESS

- A. The options process shall begin with written notice to the employee from the Agency HR Practitioner regarding continuing employment with the City, based on the medical reports received indicating that the employee is unable to perform the position's essential function. The employee must be advised by letter of the several options available; once a selection is made, it is binding. The options available are:
 1. The employee can apply for disability or retirement service benefits. The initial application must be received within forty-five (45) calendar days from the date of the letter.
 2. The employee can seek and obtain alternative employment within and outside City government within 60 calendar days after the receipt of the letter; or
 3. The employee may submit a letter of resignation to the Agency.
- B. A meeting must be scheduled with the employee within seven (7) calendar days after the receipt of the letter to discuss the letter's contents.
- C. The employee must respond in writing within seven (7) calendar days after the date of the meeting with the Agency's HR Practitioner to inform the Agency of which option the employee wishes to select. If there is no response within seven (7) calendar days of the scheduled meeting, the employee will be recommended for termination in accordance with *PM 560 Discharge* and *Civil Service Rule 56 (2)(g) Cause for Discharge, Demotion, or Suspension*.



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AM 208-3

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Non-Line of Duty Injury

VI. AUTHORITY

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

VII. INTERPRETATION

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

VIII. RELATED POLICIES

- | | |
|-----------------------------|--|
| AM 208-3-1 | Non-Line of Duty Options Letter |
| AM 203-5 | Reasonable Accommodations |
| AM 204-12-1 | Job-Related Injury and Illness |
| PM 560 | Discharge |
| Civil Service Rule 56(2)(g) | Cause for Discharge, Demotion, or Suspension |



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AM 208-3-1

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*Non-Line of Duty
Options Letter*

CERTIFIED MAIL NO:

Month XX, 20XX

Employee Name
Employee Address
City, State, Zipcode

Dear Employee Name:

According to the medical evaluation received from the City of Baltimore-Occupational Medical Services at Mercy Clinic, you are unable to perform the essential job functions of your position. The City of Baltimore does not provide restricted or light duty assignments on a permanent basis. Consequently, you are no longer qualified to continue in your current job classification.

You can resign at any time or you can select one of the three (3) options available to you in order to resolve your work status. On the 46th day, if you have not done one of the three (3) options below, you will be recommended for termination. **You may pursue only one (1) of the following options:**

1. Apply for disability or service retirement benefits and complete the initial application by insert date [DATE IS 45 CALENDAR DAYS FROM THE DATE OF THIS LETTER]. To determine what documents and/or medical information is required, your eligibility, and to obtain assistance in filing your application, please contact the Employees' Retirement System ("ERS") at 443-984-3200 to set up an appointment with a Retirement Benefits Analyst;
2. Seek and obtain alternative employment within and outside City government by insert date [DATE IS 45 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER]; or
3. **[Only members of either the City Union of Baltimore or AFSCME Locals 44, 558 and 2202]** Contest the medical determination and request an evaluation by an independent Board certified physician with the Office of the Labor Commissioner and the Union by insert date [DATE IS 45 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER].



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AM 208-3-1

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*Non-Line of Duty
Options Letter*

A meeting has been scheduled on insert date and time [DATE IS 7 CALENDAR DAYS AFTER RECEIPT OF THIS LETTER] in insert meeting location for you to discuss the contents of this letter; potential alternative employment within and outside the City government; as well as possible eligibility for retirement benefits.

Please note that you must respond in writing by insert date [DATE IS 7 CALENDAR DAYS AFTER THE SCHEDULED MEETING DATE WITH AGENCY HR PRACTITIONER] to inform the insert Agency Name's] Human Resources Office of which avenue you intend to pursue. Once you make your selection, you are bound by your selection. If you fail to respond to this correspondence by insert date [DATE IS 7 CALENDAR DAYS AFTER THE SCHEDULED MEETING DATE WITH AGENCY HR PRACTITIONER], you will be recommended for termination in accordance with *PM 560 Discharge and Civil Service Rule 56 (2)(g) Cause for Discharge, Demotion, or Suspension.*

Sincerely,

Agency HR Practitioner Name
Agency HR Practitioner Title

cc: Office of the Labor Commissioner
Employees Retirement System
Union Representative


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AM 211-2

*m****New Employee Checklist***

The City of Baltimore ("City") acknowledges the need for consistency when hiring new employees. City Agencies are required to use the New Employee Checklist to ensure that new employees are knowledgeable of essential City policies prior to the start date.

I. PURPOSE

The purpose of this Policy is to ensure that employees are informed of all essential policies and procedures prior to the employee's start date. Employees will indicate their understanding of policies by signing the Acknowledgement Forms associated with all policies listed in *AM 211-2-1 New Employee Checklist Form ("AM 211-2-1")*.

II. SCOPE

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, and appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

III. CHECKLIST PROCEDURE

On the employee's start date, but no later than three (3) days after employment with the City, the employee's Agency Human Resources Practitioner will hold an orientation to inform the new employee of all pertinent City policies and procedures. During the orientation, the employee will fill out all paperwork as indicated in AM 211-2-1. Some items on the list apply to all new hires; some items will only apply to a select group of employees (i.e., employees who are issued City-owned electronics, such as cell phones and laptops, and the select few who have additional ethic obligations). Agency Human Resources Practitioners are responsible for providing orientation for new employees and ensuring that employees sign, retain, and provide copies of all required paperwork. Signed paperwork shall be retained in the employee's personnel files, as well as any other file as applicable (e.g., Form I-9 Verification Form file).

IV. AUTHORITY

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



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AM 211-2

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New Employee Checklist

V. INTERPRETATION

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

VI. RELATED POLICIES

AM 211-2-1 New Employee Checklist Form



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AM 211-2-1

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New Employee Checklist Form

Section I: Checklist of Relevant Policies and Procedures

The following items and/or documents listed below are to be reviewed with all new employees during the first three (3) days of employment with the City. Provide a copy of all policies discussed and of all signed documents at the time of review. Retain copies of signed documents in the employee's personnel file.

I. General Information

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Welcome/Introduction to Agency Staff <input type="checkbox"/> Agency Tour – Schedule date/time <input type="checkbox"/> Work Hours <input type="checkbox"/> Building/Work Location Rules & Regulations <input type="checkbox"/> Employment Eligibility Verification Form (I-9) – within 3 days <input type="checkbox"/> W-4 forms <input type="checkbox"/> Dress Code <input type="checkbox"/> Emergency Contact Information Form <input type="checkbox"/> Secondary Employment with the City <input type="checkbox"/> Benefits <input type="checkbox"/> Leave Policies <input type="checkbox"/> Leave Request and Postings <input type="checkbox"/> Cancer Screening & Permission Leave <input type="checkbox"/> Mandatory Sign-Off Forms for equipment (i.e., cell phone, laptop, etc.) <input type="checkbox"/> City-Issued Property (i.e., ID, keys, computers, etc.) <input type="checkbox"/> Required Training (i.e., HRIS, CitiBuy, e-Time, driving, etc.) <input type="checkbox"/> Ethics Obligations (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> File entry financial disclosure statement within 30 days; <input type="checkbox"/> Attend ethics training course and file a conflicts affidavit within 6 months. | <ul style="list-style-type: none"> <input type="checkbox"/> Health Insurance Exchange Notice <input type="checkbox"/> Voicemail <input type="checkbox"/> Keycard/Key Sign-Off Sheet <input type="checkbox"/> Expenditure Protocols <input type="checkbox"/> Payroll Information <ul style="list-style-type: none"> <input type="checkbox"/> FLSA Exempt v. Non-Exempt Status <input type="checkbox"/> Confidentiality Statement (HIPAA, if applicable) <input type="checkbox"/> Notification of New Employee Orientation <input type="checkbox"/> City Photo ID <input type="checkbox"/> Union Membership <input type="checkbox"/> Overview of the Administrative Manual, Personnel Manual, and Civil Service Rules <input type="checkbox"/> Probationary Employee Status (if applicable) <input type="checkbox"/> Safety Requirements/Recommendations <input type="checkbox"/> Essential or Non-Essential Status <input type="checkbox"/> Parking (if applicable) <input type="checkbox"/> Receipt of Strike Information |
|--|--|

II. POLICIES

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Attendance Standards <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Electronic Communications <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Business Continuity <input type="checkbox"/> Seat Belt <input type="checkbox"/> Inclement Weather | <ul style="list-style-type: none"> <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Arrest <input type="checkbox"/> Overtime/Comp Time <input type="checkbox"/> Cell Phone <input type="checkbox"/> Telework <input type="checkbox"/> Nepotism & Consensual Relationships <input type="checkbox"/> Agency-Specific Policies |
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AM 211-2-1

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New Employee Checklist Form

Section II: Acknowledgement of Policies and Procedures

I acknowledge that I have received the policies and procedures listed above in *Section I* and signed all relevant documents. I also acknowledge that I have been provided a copy of the policies and procedures, as well as a signed copy of all documents.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date


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AM 241-1

*m**Employee Layoff*

The City of Baltimore ("City") recognizes that an Agency may need to lay off an employee due to a lack of work, lack of funds, abolishment of position, or other similar causes. The City's process, outlined below, allows for Agencies to make infrastructure decisions and, when possible, providing alternative solutions in lieu of laying off affected employees. Federal, state and local laws prohibit an employer from considering factors such as age, gender, race, physical or mental disability, sexual orientation, marital status, national origin, or religion as criteria for layoff. This Policy is subject to amendment and interpretation as determined by the employee's Contractual Agreement or Memorandum of Understanding ("MOU").

I. PURPOSE

The purpose of this Policy is to ensure that City Agencies who may encounter situations such as lack of work, lack of funds, abolishment of positions, or other similar causes, have a way to restructure the Agency to fit the current goals and needs.

II. SCOPE

This Policy is limited to all regular full-time and part-time employees involved in the City's operations. This Policy may affect, but is inapplicable, to temporary employees, probationary employees, contractual employees, and appointed employees. For example, this group of employees may be the first to be separated before layoff of regular employees

III. DEFINITIONS

- A. Lay-Off:** Suspension or termination of employment, of no fault of the employee, due to a lack of work, lack of funds, abolition of position, or other similar causes.
- B. Organizational Unit:** Any City department or part of a department, declared by regulations duly adopted by the Commission, to be a unit for purposes of administration. A current description of layoff organizational units is on file at the Office of the Labor Commissioner ("OLC").
- C. Transfer:** A transfer shall mean the appointment of an employee: (1) to a position in the same class outside the authority of the original appointing officer, or (2) to a position under the authority of the same appointing officer in a comparable class which require similar knowledge, skills, and abilities.

IV. ALTERNATIVES TO LAYOFFS

Agency Heads must consider alternative measures prior to laying off affected employees. Any alternatives which involve line item budget changes require the approval of the Bureau of the Budget and Management Research ("BBMR").

- A. Departing Employees.** Agency Heads should first consult with the Agency's HR Practitioner to identify employees who will retire, separate from City employment, transfer to other City employment, or are scheduled to take a leave of absence. Once identified, Agency Heads may proceed with removing the abovementioned employees.

- 1. **Retiring Employees.** If the employee is eligible for a retirement benefit, the Agency Head should contact Employees' Retirement Systems or Fire and Police Employees' Retirement

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AM 241-1

*m****Employee Layoff***

System. The Agency Head must consult with the Mayor's Office, the Director of Human Resources, and the Law Department prior to certifying the job removal.

- B. Existing Employees.** Agencies may also reduce the impact or number of layoffs by performing one or more of the following actions:
1. Obtain other sources of funding for existing positions;
 2. Reduce other personnel costs, such as overtime;
 3. Accept requests for voluntary lay-off (Agency Head approval is required);
 4. Transfer employees assigned to expiring grant programs;
 5. Transfer employees to positions in other qualified classifications at the same or lower grade level; or
 6. Terminate temporary and probationary employees. Terminations of temporary and probationary employees are not considered layoffs. Temporary and probationary employees who have been terminated are not eligible for benefits and privileges available to regular full-time and part-time employees being laid off.

V. SELECTION OF LAID OFF EMPLOYEES

- A.** Agency Heads must select those classifications from which layoffs will occur. Selection of classifications may be based on the need for supervision, the performance of the duties of classification, or special types of employees such as departing employees (*see Section IV(A)* above).
- B.** Within the selected layoff organizational units and classifications, Agency Heads must primarily consider the good of the public service when selecting affected employee(s). The following employee characteristics govern such selection, subject to the employee's current negotiated contractual agreement or MOU:
1. For an employee whose job classification is not of an executive, administrative, technical, or professional nature:
 - a. Work performance (must be at least satisfactory).
 - b. Length of service in present classification and in present organizational unit.
 2. For an employee whose job classification is of an executive, administrative, technical, or professional nature:
 - a. Work performance (must be at least satisfactory).
 - b. Characteristics of the individual that contribute to the efficient operation of the organizational unit.
 - c. Skills and education compared to agency needs.
 - d. Length of service in present classification.
 - e. Length of service in previous classification(s) in the series.

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AM 241-1

*m**Employee Layoff***VI. OFFICIAL DATE OF LAYOFF**

- A.** If a position is abolished in the budget process, the position must be vacated no later than two (2) weeks after the budget is finalized, with at least thirty (30) day notice to the affected employees. If a position is abolished or unfunded by a special action of the Board of Estimates, the effective date of the layoff is at least two (2) weeks after the Board's action. Agency Heads must ensure the positions are vacated through layoff or transfer. Transfers are subject to approval of the BBMR and DHR. Changes from full-time to part-time employment are also subject to the approval of the BBMR.

VII. LAYOFF TIMELINE**A. Sixty (60) Days Before Layoff**

1. Agency Heads shall determine job classifications and organizational units from which employee(s) will be laid off. The layoff lists are developed using the criteria specified in this Policy or current contractual agreement or MOU, as applicable.
2. For each organizational unit, develop a list of employees in each classification from which layoffs will occur. List employees in order of their promotion dates beginning with the least senior employee. Agency files shall retain the seniority list.

B. Thirty (30) Days Before Layoff

1. Send to the OLC, DHR, Agency Equal Opportunity Officer ("Agency EEO"), and Law Department a Memorandum containing the following information on the employee(s) to be laid off:
 - a. Organizational Unit;
 - b. Class number and title;
 - c. Employee Name;
 - d. Employee Identification Number;
 - e. Position number;
 - f. Entry Date;
 - g. Length of service in present classification;
 - h. Length of service in organizational unit;
 - i. Reason for layoff;
 - j. Date of layoff;
 - k. Union or employee organization;
 - l. Date of Birth;
 - m. Gender; and
 - n. Race.

Retain a copy of the Memorandum in the affected employee's official personnel file and the Agency's file.

2. Upon receipt of the Agency's Memorandum, the OLC shall verify the layoff list and notify the appropriate union or bargaining unit of the proposed layoff; the OLC shall also verify that selection rules are followed for Civil Service positions. When a selection is invalid, the

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AM 241-1

*m****Employee Layoff***

Agency must provide the OLC with new name(s) within two (2) working days. The OLC shall also notify Employee Retirement System and DHR of the affected employee's status.

3. Upon receipt of the Agency's Memorandum, the Agency's EEO must review the proposed layoff and determine its impact on the Agency's Affirmative Action Plan.
4. Once the list of affected employee(s) is approved, the Agency's HR Practitioner shall create a layoff package for distribution to affected employees. The following material should be included in the layoff package:
 - a. The signed layoff letter;
 - b. Layoff brochure;
 - c. Your Rights Under COBRA and Notice of privacy practices;
 - d. Maryland Unemployment Insurance Brochure;
 - e. Retirement System brochure; and
 - f. Signed memo regarding employee's indebtedness, if applicable.

C. Three (3) Weeks Before Layoff

1. The Agency's EEO shall provide written comments, if any, to the Agency Head regarding the impact of the proposed layoff on the Agency's affirmative action plan.
2. The OLC will verify that the selection of employees for layoff conforms to provisions of the contractual agreements, layoff organizational units and other selection criteria. The Labor Commissioner shall notify the appropriate unions or employee organizations of the proposed layoffs.
3. DHR's Employee Benefits Division shall, if requested, confer with the affected employee(s) on eligible health benefit plan options. An employee's existing active health benefits coverage ends at the end of the month in which the layoff date occurs, unless informed otherwise by DHR.
4. DHR's Recruitment Division shall, if requested, confer with the affected employee(s) on eligibility for other City positions.

D. Two (2) Weeks Before Layoff

1. The Agency HR Practitioner shall meet with the affected employee, and the employee's union representative, if applicable, to discuss the layoff and pertinent information related to the layoff;
2. The Agency HR Practitioner shall mail via certified mail, return receipt requested, the layoff letter to the affected employee's last known home address. The layoff letter shall include the following information:
 - a. Date of layoff;
 - b. Reason for layoff; and
 - c. A statement that the separation from service is a result of a layoff and is through no fault of the employee.

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AM 241-1

*m**Employee Layoff*

Attached to this letter must be a copy of Information for Laid-Off Employees. A copy of the signed employee layoff letter shall be sent to DHR's Policy and Compliance Division.

E. Day of Layoff

1. The Agency HR Practitioner shall conduct an Exit Interview with the employee;
2. The Agency HR Practitioner shall inform the employee of any due compensation for unused vacation leave, personal leave, sick leave, compensatory leave, as applicable, and that payment will be received in a lump sum.
3. The Agency HR Practitioner shall, if applicable, discuss the employee's indebtedness to the City. Follow the procedure outlined in *AM 205-4 Employee Indebtedness*.
4. Complete an Employee Termination Checklist;
5. Advise the employee to confer with the Municipal Employees Credit Union Inc. (MECU) regarding any outstanding loans and membership entitlement, if applicable. Notify MECU accordingly of employee status.
6. Inform employee that COBRA notification will be mailed directly to the employee's last known address and that the employee has 60 (sixty) days from the date of separation to apply for COBRA benefits.
7. Enter termination information in HRIS. The reason code should indicate layoff.
 - a. **For employees eligible to retire:** The reason code should indicate **both** retired and lay-off.
8. Send Central Payroll a completed and signed termination checklist and a copy of *AM 205-4-1 Notification of Employee Indebtedness (Memo to Employee)*, if applicable.
9. **For Civil Service Employees only:** No later than the affected employee(s) last day, DHR's Recruitment Division shall place the affected employee(s) on the reemployment list(s) in accordance with Civil Service Rules 39 and 52.
10. **For Retiring Employees only:** No later than the affected employee(s) last day, the employee shall confer with either Employees' Retirement System or Fire or Police Employees' Retirement System so that appropriate paperwork regarding benefits is processed.

F. After Layoff

1. Central Payroll shall record the following information about the laid off employee:
 - a. Conversion of sick leave days to cash;
 - b. Number of sick leave days not converted to cash;
 - c. Unused compensatory leave if applicable (employees should refer to their respective MOU) before payment for accumulated compensatory leave as applicable;
 - d. Total length of City service;
 - e. Length of service in level of current salary grade; and
 - f. Subject to FLSA requirements, any accrued leave may be subject to withholding due to indebtedness with the City.

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AM 241-1

*m****Employee Layoff***

Once recorded, Central Payroll shall, with the consultation of the Law Department, Collections Division, prepare and issue the employee's final paycheck and payment for unused leave, minus any amount of the employee's indebtedness to the City, within thirty (30) calendar days. If an employee is indebted to the City, the employee should be advised to contact the Law Department, Collection Division.

2. The Agency's HR Practitioner shall retain a copy of Central Payroll's record in the employee's official personnel file and the Agency's file.

VIII. SECURITY

- A. Prior to giving the notice of layoff to affected employees, the Agency Head or designee must review access to the various City systems including, but not limited to, email, e-time, and HRIS. The Agency Head or designee must determine if access to any of the systems should be revoked prior to the employee's last day. MOIT must be notified of the Agency's decision in accordance with *AM 118-1 Electronic Communications Policy* and *AM 509-2 Pagers and Cellular Phones*.
- B. If personal safety is a concern, the employee to be laid off may be granted administrative leave with pay from the date of notice is received until the effective date of layoff. The OLC must authorize all requests for administrative leave with pay.

IX. MANDATORY SEPARATION FROM ABOLISHED OR UNFUNDED POSITIONS

- A. The Agency must remove incumbent employees from positions which are abolished or unfunded. DHR shall perform the following actions:
 1. Compare final layoff list to BOE's action. If there are any position numbers for abolishment without an employee listed on the layoff list, ascertain whether the job is vacant. If vacant, no other action will be taken. If filled, BBMR will notify the Agency to place the employee on the layoff list or laterally transfer employee to a funded vacant position with another position number.
 2. If the appointing officer has not processed the lay off for the affected employee by the official date of layoff, DHR will inform the Agency Head.

X. USE OF LEAVE PRIOR TO DATE OF LAYOFF

- A. Vacation, Personal, and Compensatory Leave: Use must comply with the City's policies governing such leave and the applicable contractual agreement or MOU.
- B. Sick Leave: Employees may use accumulated sick leave prior to the date of layoff, provided that the employee presents satisfactory medical documentation for the days used or the Agency Head is satisfied with such usage.



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AM 241-1

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Employee Layoff

XI. UNEMPLOYMENT COMPENSATION CLAIM

Laid off employees may apply for unemployment compensation from the State of Maryland. To obtain information about eligibility, compensation benefits, and the application process, laid off employees should contact the Maryland State Department of Labor Licensing and Regulation.

XII. AUTHORITY

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

XIII. INTERPRETATION

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

XIV. RELATED POLICIES

MOUs	http://labor-commissioner.baltimorecity.gov/contract-agreements
AM 241-1-1	Employee Layoff Checklist
AM 241-1-2	Employee Layoff: Layoff Letter
AM 204-4	Vacation and Personal Leave
AM 204-14	Sick Leave
AM 205-4	Employee Indebtedness
AM 205-4-1	Notification of Employee Indebtedness (Memo to Employee)
AM 118-1	Electronic Communications Policy
AM 509-2	Pagers and Cellular Phones
RULE 39	Re-Employment Lists
RULE 52	Lay-Off



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AM 241-1-1

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Employee Layoff Checklist

Effective Date and Initial	Layoff Action
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>Sixty (60) Days Before Layoff</p> <ol style="list-style-type: none"> 1. Agency Heads shall determine job classifications and organizational units from which employee(s) will be laid off. The layoff lists are developed using the criteria specified in this Policy or current contractual agreement or MOU, as applicable. 2. For each organizational unit, develop a list of employees in each classification from which layoffs will occur. List employees in order of their promotion dates beginning with the least senior employee. Agency files shall retain the seniority list.
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>Thirty (30) Days Before Layoff</p> <ol style="list-style-type: none"> 1. Send to the OLC, DHR, Agency Equal Opportunity Officer ("Agency EEO"), and Law Department a Memorandum containing the following information on the employee(s) to be laid off: <ol style="list-style-type: none"> a. Organizational Unit; b. Class number and title; c. Employee Name; d. Employee Identification Number; e. Position number; f. Entry Date; g. Length of service in present classification; h. Length of service in organizational unit; i. Reason for layoff; j. Date of layoff; k. Union or employee organization; l. Date of Birth; m. Gender; and n. Race. <p>Retain a copy of the Memorandum in the affected employee's official personnel file and the Agency's file.</p> 2. Upon receipt of the Agency's Memorandum, the OLC shall verify the layoff list and notify the appropriate union or bargaining unit of the proposed layoff; the OLC shall also verify that selection rules are followed for Civil Service



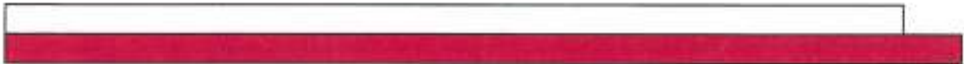
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AM 241-1-1

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Employee Layoff Checklist

	<p>positions. When a selection is invalid, the Agency must provide the OLC with new name(s) within two (2) working days. The OLC shall also notify Employee Retirement System and DHR of the affected employee's status.</p> <ol style="list-style-type: none"> 3. Upon receipt of the Agency's Memorandum, the Agency's EEO must review the proposed layoff and determine its impact on the Agency's Affirmative Action Plan. 4. Once the list of affected employee(s) is approved, the Agency's HR Practitioner shall create a layoff package for distribution to affected employees. The following material should be included in the layoff package: <ol style="list-style-type: none"> a. The signed layoff letter; b. Layoff brochure; c. Your Rights Under COBRA and Notice of privacy practices; d. Maryland Unemployment Insurance Brochure; e. Retirement System brochure; and f. Signed memo regarding employee's indebtedness, if applicable.
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>Three (3) Weeks Before Layoff</p> <ol style="list-style-type: none"> 1. The Agency's EEO shall provide written comments, if any, to the Agency Head regarding the impact of the proposed layoff on the Agency's affirmative action plan. 2. The OLC will verify that the selection of employees for layoff conforms to provisions of the contractual agreements, layoff organizational units and other selection criteria. The Labor Commissioner shall notify the appropriate unions or employee organizations of the proposed layoffs. 3. DHR's Employee Benefits Division shall, if requested, confer with the affected employee(s) on eligible health benefit plan options. An employee's existing active health benefits coverage ends at the end of the month in which the layoff date occurs, unless informed otherwise by DHR. 4. DHR's Recruitment Division shall, if requested, confer with the affected employee(s) on eligibility for other City positions.



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AM 241-1-1

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Employee Layoff Checklist

<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>Two (2) Weeks Before Layoff</p> <ol style="list-style-type: none"> 1. The Agency HR Practitioner shall meet with the affected employee, and the employee's union representative, if applicable, to discuss the layoff and pertinent information related to the layoff; 2. The Agency HR Practitioner shall mail via certified mail, return receipt requested, the layoff letter to the affected employee's last known home address. The layoff letter shall include the following information: <ol style="list-style-type: none"> a. Date of layoff; b. Reason for layoff; and c. A statement that the separation from service is a result of a layoff and is through no fault of the employee. Attached to this letter must be a copy of Information for Laid-Off Employees. A copy of the signed employee layoff letter shall be sent to DHR's Policy and Compliance Division.
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>Day of Layoff</p> <ol style="list-style-type: none"> 1. The Agency HR Practitioner shall conduct an Exit Interview with the employee; 2. The Agency HR Practitioner shall inform the employee of any due compensation for unused vacation leave, personal leave, sick leave, compensatory leave, as applicable, and that payment will be received in a lump sum. 3. The Agency HR Practitioner shall, if applicable, discuss the employee's indebtedness to the City. Follow the procedure outlined in <i>AM 205-4 Employee Indebtedness</i>. 4. Complete an Employee Termination Checklist; 5. Advise the employee to confer with the Municipal Employees Credit Union Inc. (MECU) regarding any outstanding loans and membership entitlement, if applicable. Notify MECU accordingly of employee status. 6. Inform employee that COBRA notification will be mailed directly to the employee's last known address and that the employee has 60 (sixty) days from the date of separation to apply for COBRA benefits. 7. Enter termination information in HRIS. The reason code should indicate layoff. <ol style="list-style-type: none"> d. For employees eligible to retire: The reason code should



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AM 241-1-1

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Employee Layoff Checklist

	<p>indicate both retired and lay-off.</p> <p>8. Send Central Payroll a completed and signed termination checklist and a copy of <i>AM 205-4-1 Notification of Employee Indebtedness (Memo to Employee)</i>, if applicable.</p> <p>9. For Civil Service Employees only: No later than the affected employee(s) last day, DHR's Recruitment Division shall place the affected employee(s) on the reemployment list(s) in accordance with Civil Service Rules 39 and 52.</p> <p>10. For Retiring Employees only: No later than the affected employee(s) last day, the employee shall confer with either Employees' Retirement System or Fire or Police Employees' Retirement System so that appropriate paperwork regarding benefits is processed.</p>
<p>_____</p> <p>Date</p> <p>_____</p> <p>Agency HR Practitioner Initial</p>	<p>After Layoff</p> <p>1. Central Payroll shall record the following information about the laid off employee:</p> <ul style="list-style-type: none"> a. Conversion of sick leave days to cash; b. Number of sick leave days not converted to cash; c. Unused compensatory leave if applicable (employees should refer to their respective MOU) before payment for accumulated compensatory leave as applicable; d. Total length of City service; e. Length of service in level of current salary grade; and f. Subject to FLSA requirements, any accrued leave may be subject to withholding due to indebtedness with the City. <p>Once recorded, Central Payroll shall, with the consultation of the Law Department, Collections Division, prepare and issue the employee's final paycheck and payment for unused leave, minus any amount of the employee's indebtedness to the City, within thirty (30) calendar days. If an employee is indebted to the City, the employee should be advised to contact the Law Department, Collection Division.</p> <p>2. The Agency's HR Practitioner shall retain a copy of Central</p>



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AM 241-1-1

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Employee Layoff Checklist

	Payroll's record in the employee's official personnel file and the Agency's file.
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AM 241-2-1

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Employee Clearance on Termination

The City of Baltimore ("City") recognizes the importance of maintaining all City-owned property used to complete City operations. When an employee leaves the City, an *AM 241-2-2 Employee Clearance Checklist* ("AM 241-2-2") must be completed by the Agency HR Practitioner and employee.

I. PURPOSE

The purpose of this Policy is to ensure that all City-owned equipment, records, and City-issued items are returned to the City. In addition, custodian accounts must be accounted for and reconciled, and employee access and user privileges (as applicable) must be revoked for future use.

II. SCOPE

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, elected officials, and appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

III. COMPLETION INSTRUCTIONS

AM 241-2-2 shall be completed on the last day of employment, but no later than three (3) days after separation from the City. The Agency HR Practitioner filling out *AM 241-2-2* shall initial next to all items that have been returned by the departing employee. Once complete, the Agency HR Practitioner and employee shall sign *AM 241-2-2*. One (1) signed copy shall be provided to the employee, one (1) signed copy shall be sent to Department of Finance - Central Payroll, and one (1) signed copy shall be retained in the employee's personnel file.

IV. REPORTED SHORTAGES

Restitution is required when the departing employee is responsible for a shortage of equipment or funds. The amount owed may be paid by adjusting the final paycheck. If any unpaid balance still remains, the Department of Finance will issue a "Miscellaneous Bill" to the employee. If the employee does not pay the bill, the Collections Division of the City Law Department will file for a judgment against the employee. If the Court finds in favor of the City, the employee's earnings from any subsequent employer will be garnished until the principal amount (plus court costs, legal fees, and interest) is paid in full.



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AM 241-2-1

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Employee Clearance on Termination

V. REPORTED LOSSES

Any loss of keys, key cards, fuel cards, credit cards, or drug prescription cards should be reported to the Agency's HR Practitioner, who will contact the issuing City Agency.

VI. AUTHORITY

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

VII. INTERPRETATION

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

VIII. RELATED POLICIES

- AM 241-2 Exit Interview
- AM 241-2-2 Employee Clearance Checklist



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AM 241-2

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Exit Interview

The City of Baltimore ("City") recognizes the need to attract and maintain a competitive workforce. Exit Interviews shall be used as a mechanism by Agencies to identify problems in the work environment and assist Agencies in achieving the City's overall goal.

I. PURPOSE

The purpose of this Policy is to acquire valuable information from City employees who are leaving the City about their work experience. Information from the Exit Interview will be used to highlight areas of improvement with respect to the City's basic operations, such as workload, management, and supervision. Information acquired from the Exit Interview will also inform the City of the primary reasons employees leave the City, which will, in turn, help Agencies develop retention strategies for its current and future workforce.

II. SCOPE

This Policy applies to all employees involved in the City's operations, including, but not limited to, regular full and part-time, probationary, seasonal, temporary, as well as the appointed staff for elected officials. Though not considered employees, independent contractors and volunteers are bound by the restrictions of this Policy.

III. INTERVIEW PROCEDURE

Exit Interviews shall be conducted on the employee's last day with the City, but no later than five (5) business days after the employee's departure. The Exit Interview shall be performed by the Agency's Human Resources Practitioner using the survey platform provided by the Department of Human Resources ("DHR"), which can be found on DHR's Intranet page under "HR Tools." Interviews are to be held in a private location with ample time to allow for the Agency HR Practitioner and employee to discuss comments provided in the interview.

IV. CONFIDENTIALITY

The information received through the Exit Interviews will be confidential. No specific information that could possibly be traced back to a former employee will be disseminated or discussed.

V. AUTHORITY

The Department of Human Resources issues this Policy pursuant to its authority provided in *AM 002-1 Administrative Manual*. Further, under *AM 002-1-2 Administrative Manual*



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AM 241-2

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Exit Interview

Revision Process, authority is granted to the City's Board of Estimates to approve proposed policy changes issued by the Department of Human Resources.

VI. INTERPRETATION

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

VII. RELATED POLICIES

- AM 241-2-1 Employee Clearance on Termination
- AM 241-2-2 Employee Clearance Checklist



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AM 241-1-2

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***Employee Layoff:
Layoff Letter***

Certified Mail #

Date

Employee Name
Employee Address
Employee City, State, Zipcode

Dear Employee,

[Introduction]: I regret to inform you that you are being laid off effective insert date. You are being laid off because insert reason for the layoff. Your layoff with the City is through no fault of your own.

[Paragraph One]: In accordance with Civil Service Rule 39, your name will be placed on the re-employment list.

[Paragraph Two]: [Add for Civil Service Employees ONLY] The enclosed bulletin, "Information for Laid-Off Employees," will assist in answering some questions which might arise. If additional information is needed, please contact insert name of Agency HR Practitioner at insert phone number.

Sincerely,

Name of Agency Head or designee
Title of Agency Head or designee

cc: Name of Agency HR Representative, Title of Agency HR Representative
Office of the Labor Commissioner
Department of Human Resources
Union
Personnel File



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AM 241-2-2

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Employee Clearance Checklist

Section I: Separation Checklist

Please complete this form when an employee separated from the City. Forward a completed and signed copy to Department of Finance – Central Payroll.

Employee's Name ID # Agency/Department

Work-Related Equipment	Serial #/Identifying Information	Date Received/Completed
Vehicle		
Communicative Equipment		
<input type="checkbox"/> Cell Phone		
<input type="checkbox"/> Pager		
<input type="checkbox"/> Other:		
Office Equipment		
<input type="checkbox"/> Laptop		
<input type="checkbox"/> iPad		
<input type="checkbox"/> Camera		
<input type="checkbox"/> Other:		
Hand Tools		
Uniforms		
Parking Pass		
Other:		
<hr/>		
Custodianship	Serial #/Identifying Information	Date Received/Completed
Funds (petty cash, etc.)		
Files/Records (including inspection reports)		
Other:		

06/14/18 (replaces AM 205-5-1 11/21/88)



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AM 241-2-2

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Employee Clearance Checklist

Employee Access Privileges	Serial #/Identifying Information	Date Received/Completed
Keys and Key Cards		
Employee Identification		
City Driver's Permit		
Fuel Card		
Credit Cards		
Passwords for all devices		
Other:		
Action Items		Date Received/Completed
Call 311 to create Service Request (SR)	SR#	
Agency HR Practitioner must complete form at: https://cob/moit/acct to disable employee's access to City accounts. Use your computer log-in and password to open this document.		
Other:		



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AM 241-2-2

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Employee Clearance Checklist

Section II: Acknowledgement

I acknowledge that I have turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in my possession.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date

Employee is unavailable for signature Reason: _____

Agency HR Practitioner Certification: The employee is unavailable to sign the form. I have verified that the employee turned in or properly transferred all equipment, funds, official records, official identification, and other employee access items in their possession.

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date



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AM 204-12

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Length of Service

ABOLISHED



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AM 204-17

m

Attendance Record

ABOLISHED



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AM 204-17-1

m

Completing an Attendance Record

ABOLISHED



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AM 205-7-1

m

Cut-Off Notice

ABOLISHED



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AM 205-5

m

Employee Clearance on Terminations

ABOLISHED



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AM 205-5-1

m

Employee Clearance on Terminations

ABOLISHED



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AM 205-7-2

m

Employee Exit Interview

ABOLISHED



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AM 205-8

m

Employee Layoffs

ABOLISHED



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AM 205-8-1

m

Employee Layoff Procedures

ABOLISHED



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AM 205-18

m

Portal-to-Portal Pay

ABOLISHED



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AM 205-19

m

Environmental Differential Pay

ABOLISHED



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AM 207-1

m

Work Hours

ABOLISHED



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AM 221-4

m

Moving Expenses

ABOLISHED



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AM 237-1

m

Positions of Trust

ABOLISHED



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AM 237-1-1

m *Initiating a Criminal Background Investigation*

ABOLISHED



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AM 237-1-2

m

*Processing Results of a
Criminal Background Investigation*

ABOLISHED



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AM 290-1

m

City Union of Baltimore Salary Scale

ABOLISHED



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AM 290-1-1

m

City Union of Baltimore Salary – Flat Grades

ABOLISHED



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AM 290-2-1

m

Local 44 Full-Time Salary Scale

ABOLISHED



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AM 290-2-2

m

Local 44 Hourly Wage Salary Scale

ABOLISHED



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AM 290-2-3

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Local 44 Part-Time Salary Scale

ABOLISHED



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AM 290-2-4

m

Local 44 Flat Scales

ABOLISHED



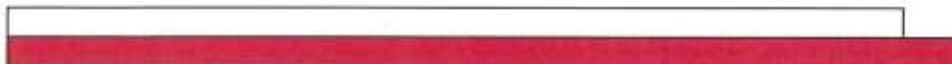
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AM 290-3

m

Local 2202 Full-Time Salary Scale

ABOLISHED



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AM 290-5

m *Salary Scale for City Agencies Governed by
State of MD Salary System*

ABOLISHED



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AM 290-6

m

Nurses, Local 558, Salary Scale

ABOLISHED



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AM 290-7-1

m *Managerial and Professional Society, MAPS,
Graded Salary Scale*

ABOLISHED



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AM 290-7-2

m *Managerial and Professional Society, MAPS,
Flat Grade Salary Scale*

ABOLISHED



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AM 290-7-3

m *Managerial and Professional Society, MAPS,
Flat Grade Salary Scale*

ABOLISHED



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AM 290-9

m

*Fire Officers Salary Scale
Local 964 IAFF*

ABOLISHED



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AM 290-10

m

*Fire Officers Salary Scale
Local 734 IAFF*

ABOLISHED

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AM 290-11

m *Police Salary Scale – Unit I (Non-Supervisory)*

ABOLISHED

06/14/18 (replaces 04/27/12)

Page 1 of 1



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AM 290-12

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Police Salary Scale – Unit II (Supervisory)

ABOLISHED



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AM 290-13

m

Salary Scales for Grade 800 and 900

ABOLISHED

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u>			
1. Bernard C. "Jack" Young	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	Elected Officials Expense Account	\$1,442.24

The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$293.00, plus taxes of \$13.19 per night. The hotel cost for 8/17/2018 is \$314.00 plus taxes of \$14.13 per night and a safe fee of \$1.41 per day.

The City Council is requesting additional subsistence of \$30.00 each day on 8/15/2018 and 8/16/2018 for meals and incidentals, \$11.00 for the cost of the hotel and \$40.00 for meals and incidentals on 8/17/2018.

The hotel cost of \$900.00 and registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. Mr. Young will travel using his City-issued vehicle and is requesting \$50.00 for fuel and \$2.50 for tolls. Therefore, the disbursement to Mr. Young is \$172.50.

2. Sharon Middleton	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	Elected Officials Expense Account	\$1,553.97
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The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$293.00, plus taxes of \$13.19 per night. The hotel cost for 8/17/2018 is \$314.00 plus taxes of \$14.13 per night and a safe fee of \$1.41 per day.

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u> - cont'd			
<p>The City Council is requesting additional subsistence of \$30.00 each day on 8/15/2018 and 8/16/2018 for meals and incidentals, \$11.00 for the cost of the hotel and \$40.00 for meals and incidentals on 8/17/2018.</p> <p>The hotel cost of \$900.00 was prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. The registration fee of \$325.00 were prepaid by Ms. Middleton. Therefore, the disbursement to Ms. Middleton is \$609.23.</p>			
3. Michael Huber	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,553.97

The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$293.00, plus taxes of \$13.19 per night. The hotel cost for 8/17/2018 is \$314.00 plus taxes of \$14.13 per night and a safe fee of \$1.41 per day.

The City Council is requesting additional subsistence of \$30.00 each day on 8/15/2018 and 8/16/2018 for meals and incidentals, \$11.00 for the cost of the hotel and \$40.00 for meals and incidentals on 8/17/2018.

The hotel cost of \$900.00 and registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. Therefore, the disbursement to Mr. Huber is \$284.23.

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Baltimore City Council</u> - cont'd			
4. Carolyn Mozell	MACo Summer Conference Ocean City, MD Aug. 15 - 18, 2018 (Reg. Fee \$325.00)	General Funds	\$1,553.97

The subsistence rate for this location is \$303.00 per night. The cost of the hotel for 8/15/2018 and 8/16/2018 is \$293.00, plus taxes of \$13.19 per night. The hotel cost for 8/17/2018 is \$314.00 plus taxes of \$14.13 per night and a safe fee of \$1.41 per day.

The City Council is requesting additional subsistence of \$30.00 each day on 8/15/2018 and 8/16/2018 for meals and incidentals, \$11.00 for the cost of the hotel and \$40.00 for meals and incidentals on 8/17/2018.

The hotel cost of \$900.00 and registration fee of \$325.00 were prepaid using a City-issued procurement card assigned to Mr. Hosea Chew. The Conference ends on August 18, 2018, Mrs. Mozell will be staying an extra night at her own expense. Therefore, the disbursement to Mrs. Mozell is \$284.23.

Department of Recreation and Parks

5. Makponse Yamonche	2018 Professional Development Training Orlando, FL July 21 - 26, 2018 (Reg. Fee \$875.00)	General Funds	\$2,166.89
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The airfare cost in the amount of \$282.96 was prepaid on a City-issued procurement card assigned to Mr. Kenn King. Therefore, the disbursement to Makponse Yamonche is \$295.00.

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Police Department</u>			
6. Allison Fischer	Basic Latent Fingerprint Comparison Youngsville, NC August 5 - 10, 2018 (Reg. Fee \$925.00)	Asset Forfeiture	\$2,838.22

The registration cost of \$925.00 and the airfare cost of \$227.96 for Ms. Fischer was prepaid using a City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Fischer is \$830.28.

7. Anealia Harvey* Rachel Hare	103 rd International Forensic Educational Conference San Antonio, TX July 28 - Aug. 4, 2018 (Reg. Fee \$475.00)* (Reg. Fee \$375.00)	Asset Forfeiture	\$3,309.15
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The subsistence rate for this location is \$188.00 per night. The cost of the hotel is \$167.20 per night, plus tax cost of \$28.01 per night. Mses. Harvey and Hare will share a hotel room.

The Department is requesting additional subsistence of \$19.20 per day for meals and incidentals for Ms. Harvey. The Department is also requesting additional subsistence of \$40.00 per day for meals and incidentals for Ms. Hare.

The airfare costs of \$343.96 for each employee and the registration fee \$475.00 for Ms. Harvey and \$375.00 for Ms.

AGENDA

BOARD OF ESTIMATES

07/18/2018

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Police Department - cont'd

Hare have were prepaid using a City-issued procurement card assigned to Tribhuvan Thacker.

Therefore, the disbursement to Ms. Harvey is \$1,471.23 and to Ms. Hare is \$300.00.

8. Troy Blackwell	Top Gun School Camp Edwards, MA Sept. 14 - 23, 2018	Massa- chusetts State Police and Massachu- setts Nat'l Guard	\$ 0.00
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Mr. Blackwell will be traveling to Camp Edwards, Massachusetts for a Top Gun School Training located at Camp Edwards/Joint Base, Cape Cod/Regional Training Institute at no cost to the Department. He has been requested to teach a session on Investigating and Prosecuting Drug Cases. This training will be fully funded by the Massachusetts State Police and the Massachusetts National Guard.

Department of Public Works

9. Michael Gallagher	WEF Disinfection and Reuse Symposium Portland, OR Jul. 29 - Aug. 1, 2018 (Reg. Fee \$570.00)	Waste Water Utility	\$1,858.33
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The subsistence rate for this location is \$246.00 per night. The cost of the hotel is \$182.00 per night. The hotel tax is \$27.85 per night.

The registration fee in the amount of \$570.00, was prepaid on a City-issued credit card assigned to Ms. Binta Gallman. Therefore, Mr. Gallagher will be disbursed \$1,288.33.

AGENDA

BOARD OF ESTIMATES

07/18/2018

RETROACTIVE TRAVEL APPROVAL/REIMBURSEMENT

Office of the State's Attorney for Baltimore City

10. Brian Marsh	Prosecuting Sexual Assault and Related Crimes Course Long Beach, CA Aug. 14 - 18, 2017 (Reg. Fee \$835.00)	State Grant	\$2,470.22
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Mr. Marsh traveled to Long Beach, California on August 14 -18, 2017 for the Prosecuting Sexual Assault and Related Crimes Course.

The subsistence rate for this location was \$222.00 per day. The hotel rate was \$120.00 per night, plus \$18.46 per night for hotel taxes.

The registration fee in the amount of \$835.00 was paid by Expenditure Authorization No. 000210952. The airfare in the amount of \$600.40, the hotel costs in the amount of \$600.00, and the hotel taxes in the amount of \$92.30 were prepaid on a City-issued credit card assigned to Ms. Robin Haskins. Mr. Marsh personally incurred the costs of meals and incidentals and ground transportation. Therefore, Mr. Marsh will be reimbursed \$342.52.

TRAVEL REIMBURSEMENT

\$291.55 - Meals and incidentals
<u>50.97 - Ground Transportation</u>
\$342.52 - Reimbursement

The retroactive travel approval is late because receipt of the grant award, Board of Estimates award acceptance, and time to schedule the trip prevented submission to the Board of Estimates for approval prior to travel. The Department apologizes for the delay.

APPROVED FOR FUNDS BY FINANCE

AGENDA

BOARD OF ESTIMATES

07/18/2018

Office of the State's Attorney for Baltimore City - cont'd

RETROACTIVE TRAVEL APPROVAL

11. Aisha Hilliard	Prosecuting Sexual Assault and Related Crimes Course Long Beach, CA Aug. 14 - 18, 2017 (Reg. Fee \$835.00)	State Grant Funds	\$2,302.21
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On Aug. 14 - 18, 2017, Ms. Hilliard traveled to Long Beach, California to attend the Prosecuting Sexual Assault and Related Crimes Course. The allowed subsistence rate for this location is \$220.00 per day. The hotel rate was \$120.00 per night. The taxes were \$18.46 per night. The registration costs of \$835.00 were prepaid using EA000210961 and the hotel cost of \$692.30 and airfare cost of \$600.40 were prepaid using a City-issued procurement card assigned to Ms. Robin Haskins. Therefore, the reimbursement to Ms. Hilliard is \$174.51.

This request is late because the grant award was not approved in time for the travel. The Department requests retroactive travel approval. The requested travel reimbursement is as follows:

TRAVEL REIMBURSEMENT

\$174.51 - Meals and incidentals

AGENDA

BOARD OF ESTIMATES

07/18/2018

PROPOSALS AND SPECIFICATIONS

1. Department of Transportation - TR 18014, Conduit System Reconstruction at Various Locations Citywide (JOC)
BIDS TO BE RECV'D: 08/15/2018
BIDS TO BE OPENED: 08/15/2018

2. Department of Transportation - TR 10309R Inner Harbor Water Taxi Terminal
BIDS TO BE RECV'D: 08/29/2018
BIDS TO BE OPENED: 08/29/2018

3. Department of Public Works/ Office of Engineering and Construction - WC 1385 Urgent Need Water Infrastructure Rehabilitation and Improvements-Phase I-FY19
BIDS TO BE RECV'D: 08/08/2018
BIDS TO BE OPENED: 08/08/2018

4. Department of Public Works/ Office of Engineering and Construction - RP 17821 Druid Hill Comfort Station in Grove #3
BIDS TO BE RECV'D: 08/22/2018
BIDS TO BE OPENED: 08/22/2018

5. Department of Public Works/ Office of Engineering and Construction - SC 940 Hydraulic Improvements to the High Level Sewershed Collection System
BIDS TO BE RECV'D: 08/29/2018
BIDS TO BE OPENED: 08/29/2018

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED