

## **NOTICE:**

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 by 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., 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/memos-agendas>) and the Secretary to the Board's web site (<http://comptroller.baltimorecity.gov/>).

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

## **BOARD OF ESTIMATES' AGENDA - OCTOBER 26, 2016**

### **BOARDS AND COMMISSIONS**

#### **1. Prequalification of Contractors**

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Admiral Elevator Co., Inc.	\$ 5,625,000.00
Aspen Building Products, Inc.	\$ 1,500,000.00
Eastern Highway Specialists, Inc.	\$15,426,000.00
Electrico, Inc.	\$ 8,000,000.00
Gabe's Services, Inc.	\$ 8,000,000.00
Guardrails, etc., Inc.	\$ 8,000,000.00
Lee's Electrical Contracting, Inc.	\$ 1,500,000.00
The Six-M Company, Inc.	\$ 8,000,000.00

#### **2. Prequalification of Architects and Engineers**

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

AMEC Foster Wheeler Environment & Infrastructure, Inc.	Engineer
Chester Engineers, Inc.	Engineer
CSA Central, Inc.	Engineer
Hardesty & Hanover, LLC	Engineer
Toole Design Group, LLC	Engineer
	Landscape Architect

**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

10/26/2016

## TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Recreation and Parks</u>		
1. \$ 30,000.00	9938-909036-9475 Rec. & Parks 27 <sup>th</sup> Series (Reserve)	
<u>90,000.00</u>	9938-909036-9475 State (Program Open Space) (Reserve)	
<b>\$120,000.00</b> FY 15 Park Building Renovation	-----	9938-911036-9474 FY 15 Park Building Renovation (Active)
This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1234, Task #3 to Murphy & Dittenhafer, Inc.		
2. <b>\$ 50,000.00</b> 1 <sup>st</sup> Parks & Public Facilities	9938-907081-9475 Park Trail Network (Reserve)	9938-908081-9474 Park Trail Network (Active)
This transfer will provide funds to cover the costs associated with design services under On-Call Contract No. 1232, Task #2 to Gannett Fleming, Inc.		
<u>Department of General Services</u>		
3. <b>\$100,000.00</b> 1 <sup>st</sup> Parks & Public Facilities Loan	9916-911063-9194 Engine 36 Elec- trical Upgrades - Reserve	9916-907061-9197 Engine 44 Roof Replacement - Active

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**TRANSFERS OF FUNDS**

**AMOUNT**

**FROM ACCOUNT/S**

**TO ACCOUNT/S**

Department of General Services - cont'd

This transfer will provide funds to the Department to remove existing slate on the roof and flashing down to the substrate at Engine 44. Any existing wood sheathing that is rotting will be replaced. The existing slate roof has surpassed its useful life span and the building is suffering significant water leakage during rain events. This has damaged both the roof structure and interior finishes and now the roof must be replaced.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Office of the State's Attorney - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve acceptance of the Grant Award from the State of Maryland, Governor's Office of Crime Control and Prevention. The period of the Grant Award is October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$110,500.00 - 5000-584517-1150-118000-600000

**BACKGROUND/EXPLANATION:**

The Office of the State's Attorney for the City's Victim-Centered Sexual Assault Prosecutor will be responsible for improving sexual assault prosecutorial outcomes and coordinating with victim services. The Attorney will have at least six years of prosecutorial experience including the successful prosecution of sexual assault cases. Funds will cover personnel salary and fringe benefits.

**APPROVED FOR FUNDS BY FINANCE**

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

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

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

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

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Union Baptist Church-School, Inc. The period of Amendment No. 1 to Agreement is July 1, 2016 through June 30, 2017.

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

\$20,718.00 - 4000-486317-1772-516000-603051

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

On July 13, 2016, the Board approved an advance in the amount of \$118,125.00 for the Union Baptist Church-School, Inc. On August 10, 2016, the Board approved the remaining funds of \$1,299,375.00, making the total amount of the agreement \$1,417,500.00.

This amendment will increase the agreement by \$20,718.00 and make the total agreement \$1,438,218.00. The additional funds are a result of a federal supplemental award for cost-of-living adjustment (COLA) increases for the Head Start Program. The program will maintain full enrollment of 175 Head Start eligible children and provide services for six hours a day, five days a week for 170 days of the year. All other terms and conditions of the agreement will remain unchanged.

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

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

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Health Department - Agreements

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

1. **CHERRY HILL DEVELOPMENT CORPORATION** **\$14,000.00**

Account: 2026-000000-3041-400999-603051

The Department received funds through the Casino Impact Area Grant to address access to healthy foods in Baltimore City through the South Baltimore Gateway Food Access Mini-Grant.

The organization serves the population in the South Baltimore Gateway area and wants to address healthy food access issues. The organization will host a series of youth and adult cooking classes to promote healthy eating in Cherry Hill. The organization will also train community leaders and members on urban farming and small scale gardening. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because it was recently finalized.

2. **THE JOHNS HOPKINS UNIVERSITY, BLOOMBERG SCHOOL OF PUBLIC HEALTH** **\$57,427.00**

Account: 6000-618516-3001-268400-603051

The organization will provide technical assistance for the development and evaluation of the Baltimarket Healthy Stores program. The organization will utilize the validated self-efficacy tools and sales tracking protocol development in earlier pilots and the B'more Healthy Communities Kids Study.

Baltimarket Healthy Stores program will provide services to



**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Health Department - cont'd

prevent youth obesity by providing access to low-cost healthy foods at stores that already serve food desert communities. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late due to a delay in the administrative review process.

**MWBOO GRANTED A WAIVER.**

**3. THE JOHNS HOPKINS UNIVERSITY \$50,000.00**

Account: 5000-520117-3080-688900-603051

The organization will provide access to reproductive health services to the uninsured and underinsured citizens of Baltimore City. Services include, but are not limited to education, contraception, screening and referral of reproductive-related cancers, and education and screening of sexual transmitted infection. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late due to a delay in the administrative review process.

**MWBOO GRANTED A WAIVER.**

**4. COZY COVE HOME CARE, LLC \$15,600.00**

Account: 5000-534017-3254-767802-607001

The Department will disburse State Subsidized Assisted Housing Funds to low income residents at Cozy Cove Home Care, LLC.

The organization is enrolled in the Senior Assisted Living Group Home Subsidy Program, and will provide subsidized

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Health Department - cont'd

senior assisted housing services for individuals age 62 and older, who have temporary or periodic difficulties with the activities of daily living. The Senior Assisted residents will receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision. The period of the agreement is July 1, 2016 through June 30, 2017.

The agreement is late because the Department was waiting for information and signatures from the providers.

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

Account: 5000-523017-3110-301500-603051

The organization 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, 2016 through June 30, 2017.

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

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA****BOARD OF ESTIMATES****10/26/2016****OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>			
1. Leroy O. Batty, Jr., and Doris Madison	3112 Virginia Avenue	F/S	\$19,000.00
Funds are available in account no. 9910-903183-9588-900000-704040, Park Heights Project.			
2. Rosa Jeter, reserving a life estate with full powers to Rosemary Jeter, Frank Jeter, Jr., Edward Jeter and Anita Jeter, joint tenants	824 N. Brandford Street	F/S	\$26,000.00
Funds are available in account no. 9910-908636-9588-900000-704040.			
3. Eutaw Place, LLC	1200 Brentwood Avenue	G/R \$78.00	\$ 650.00
Funds are available in account no. 9990-907714-9593-900001-704040, Johnston Square Project.			

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

**AGENDA****BOARD OF ESTIMATES****10/26/2016****OPTIONS/CONDEMNATION/QUICK-TAKES:**

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Condemnations</u>			
4. Laurence Abdul Muhaimin and The Prisoner's Aid of Maryland Association	1200 Brentwood Avenue	L/H	\$10,480.00

Funds are available in account no. 9990-907714-9593-900001-704040, Johnston Square Project.

5. Nya Ronyell Williams, Custodian for Rontea Ockimey	615 E. Biddle Street	G/R \$120.00	\$ 800.00
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Funds are available in account no. 9910-910715-9588-900000-704040, Johnston Square Project.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Department of Real Estate - Contract of Sale

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a contract of sale with Mr. James A. Saunders, purchaser, for the sale of the property known as NS 24 ft. Driveway 1<sup>st</sup> N. of Willow Ave. 139-6 Ft. W. of Ivanhoe Ave., containing approximately 230 sq. ft., Block 5216 Lot 055.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - Purchase Price

**BACKGROUND/EXPLANATION:**

The property will be used as a private parking pad.

The authority to sell this property was approved by City Ordinance No. 477 approved on December 6, 1973.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Lauren Roberta Lyde, Lessee, for the rental of property located at 1427 Light Street known as School 33, Studio #203, second floor. The period of the agreement is October 15, 2016 through October 14, 2019 with the option to renew for two one-year terms.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installation</u>
\$4,800.00	\$400.00

**BACKGROUND/EXPLANATION:**

The demised premises will be used as an artist's studio for the Lessee. The Lessor may terminate the lease during the original term and renewal terms by giving a 60-day notice to the Lessee. The Lessor is responsible for heat, electricity and water. The Lessee is responsible for content insurance, janitorial, trash receptacles, and security.

The Space Utilization Committee approved this Lease Agreement on October 18, 2016.

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Space Utilization Committee - Lease Agreement

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

The Board is requested to approve and authorize execution of a Lease Agreement with Park Heights Renaissance, Inc., Tenant, for the rental of approximately 2,359 square feet of space located at 3939 Reisterstown Road, Suite 268 and 283, a/k/a Lower Park Heights Multipurpose Center. The period of the Lease Agreement is July 1, 2016 through June 30, 2017.

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

<u>Annual Rent</u>	<u>Monthly Rent</u>
\$16,015.37	\$ 1,334.61

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

The leased premises will be used for office space to provide community based planning, human development, and housing services.

The City will be responsible for the parking area, exterior of the building, all interior common areas, all equipment and systems serving the building, trash and snow removal of the building, and paying for utilities such as water, gas and electric. The Park Heights Renaissance, Inc. will be responsible for liability insurance, security, janitorial, and the payment of utilities as it relates to the leased premises.

The renewal period, if exercised, will be negotiated 90 days prior to the expiration of the previous year's rental.

The Space Utilization Committee approved this Lease Agreement on October 18, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - cont'd

The Lease Agreement is submitted late because of the additional time needed by the City and Park Heights Renaissance, Inc. to renegotiate some of the terms of their respective responsibilities.

**APPROVED FOR FUNDS BY FINANCE**

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



**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Unity Properties, Inc., Landlord, for the rental of the property known as 26 N. Fulton Avenue, being on the 1<sup>st</sup> floor, consisting of approximately 357 square feet of space. The period of the agreement is January 1, 2016 through December 31, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
1	\$5,222.77	\$435.23
2	\$5,379.45	\$448.29
3	\$5,540.83	\$461.74

Account: 4000-423217-3080-294100-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used for municipal purposes in conjunction with the Baltimore City Health Department for its Women, Infants, and Children Program (WIC).

The Landlord will correct and bear the expense of any building structural defects and will maintain the exterior of the building, including foundation, roof, walls, gutters, downspouts, ventilating and heating systems, all water, electrical and plumbing supplies; utilities, pest control; janitorial, trash and snow removal; and supply two telephone lines. The receptionist in the lobby will sign-in Tenant's clients and help direct them to Tenant's office, and will share copier and paper with tenant. The parking lot serving the building can be utilized by employees and clients of the tenant on a first come first serve basis.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - cont'd

The Tenant will provide computer services to the leased premises, pay monthly fees for the use of the two phone lines and pay monthly fee for shared copier and paper. The Tenant will be responsible for liability insurance under the City's self-insured program.

The Space Utilization Committee approved this lease at its meeting of October 18, 2016.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - Lease Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Lease Agreement with Mondawmin Business Trust, Landlord, for the rental of a portion of the building known as Mondawmin Retail Center, located in the shopping center generally known as Mondawmin Mall, 2401 Liberty Heights Avenue, being on the lower level, consisting of approximately 2,270 square feet of space. The period of the Lease Agreement is May 1, 2016 through April 30, 2018, with the option to renew for an additional 2-year period.

**AMOUNT OF MONEY AND SOURCE:**

<u>Year</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
1	\$41,858.03	\$3,488.17
2	\$43,113.77	\$3,592.81

Account: 4000-423217-3080-271400-603013

**BACKGROUND/EXPLANATION:**

The leased premises will be used by the Department of Health's Maternal and Child Health Services and the Well Baby Clinic (WIC).

The Landlord will be responsible for utilities, real estate taxes, maintenance and repairs, janitorial services, fire insurance, and snow removal.

The Tenant will be responsible for securing and maintaining telephone and computer services at the leased premises and be responsible for liability insurance under the City's self-insured program.

The Space Utilization Committee approved this Lease Agreement at its meeting of October 18, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - cont'd

The Lease Agreement is late because of delays in the administrative review process required before submission to the Board of Estimates.

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Real Estate - Option Agreement

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

The Board is requested to approve and authorize execution of a Option Agreement with JNT Enterprises, LLC, owner, for the purchase of the property known as 2025 Inverness Avenue.

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

\$2,850,000.00 - 9962-906072-9562-900000-706041

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

The property known as 2025 Inverness Avenue consists of approximately 1.92 acres, more or less, which includes improved industrial and office space containing approximately 43,560 square feet. The Department of Transportation (DOT) plans to consolidate and house the Conduit Division. This division is an enterprise funded division consisting of administrative, engineering, construction, and maintenance groups.

The property was appraised for \$2,700,000.00, and the value was reviewed by the Department's appraiser who determined the appraisal was prepared with sufficient facts to support the value.

The Department has been working with the DOT over the past three years to locate a property that is sufficient in size to accommodate its operations. Due to the limited options available regarding the size and condition of the property that is needed for the DOT, the Department negotiated with the owner and agreed to the purchase price for the property in its "as is" condition for the amount of \$2,850,000.00.

As a condition, the City has made a deposit of \$24,999.00 and will be required to make an additional deposit of \$75,001.00

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Department of Real Estate - cont'd

within five days of Board of Estimates approval. The \$100,000.00 in deposits will be credited towards the purchase price of the property at settlement.

**APPROVED FOR FUNDS BY FINANCE**

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Space Utilization Committee - License Agreement

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

The Board is requested to approve and authorize execution of the License Agreement with University of Maryland Baltimore County, Tenant, for the rental of a portion of the property known as 3301 Waterview Avenue being on the lower level, consisting of 316± sq. ft. The period of the License Agreement is July 1, 2015 through November 15, 2016.

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

###### Annual Rent

\$364.10

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

The property is being used as a storage space for the Tenant's boats. The Landlord is responsible for fire insurance. The Tenant must keep the storage area in a good and orderly manner and be responsible for liability insurance. The Tenant will have use of the weight room at the Facility Administrator's discretion but must obtain approval prior to making any improvements to the storage space.

The License Agreement is late due to the Department of Recreation and Parks determining the best use for the storage of the boats.

The Space Utilization Committee approved this Lease Agreement on October 18, 2016.

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

**AGENDA****BOARD OF ESTIMATES****10/26/2016**Space Utilization Committee - Second Amendment to  
Lease Agreement**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Lease Agreement with Cloverland Real Estate II Limited Partnership, Lessor, for rental property located at 2524 Kirk Avenue, being on the 2<sup>nd</sup> floor, consisting of approximately 8,000 sf. of space. The Second Amendment is effective upon Board approval through September 30, 2025.

**AMOUNT OF MONEY AND SOURCE:**

<u>Rent</u>	<u>25,000sf</u>	<u>8,000sf</u>	<u>33,000sf</u>	<u>Rent quarterly</u>
10/01/2015	\$244,240.32	N/A	N/A	\$ 61,060.06
10/01/2016	\$254,009.93	\$ 92,000.00	\$346,009.93	\$ 86,502.48
10/01/2017	\$264,170.33	\$ 95,680.00	\$359,850.33	\$ 89,962.58
10/01/2018	\$274,737.14	\$ 99,507.00	\$374,244.14	\$ 93,561.04
10/01/2019	\$285,726.63	\$103,487.00	\$389,213.63	\$ 97,303.41
10/01/2020	\$297,155.70	\$107,627.00	\$404,782.70	\$101,195.68
10/01/2021	\$309,041.93	\$111,932.00	\$420,973.93	\$105,243.48
10/01/2022	\$321,403.61	\$116,409.00	\$437,812.61	\$109,453.15
10/01/2023	\$334,359.75	\$121,908.00	\$456,267.75	\$114,066.94
10/01/2024	\$347,630.14	\$125,908.00	\$473,538.14	\$118,384.54

Account: 1001-000000-2002-195600-603013

**BACKGROUND/EXPLANATION:**

On August 3, 2005, the Board approved the initial lease agreement with the Lessor. The leased premises are used by the Baltimore City Police Department, Internal Investigation Division for office space and headquarters. The agreement was for 10 years beginning October 1, 2005 and terminating September 30, 2015. An Amendment to the Agreement was approved by the Board on December 23, 2015 extending the term of the agreement from October 1, 2015 through September 30, 2025 and approved to



## **AGENDA**

### **BOARD OF ESTIMATES**

**10/26/2016**

#### Space Utilization Committee - cont'd

reserve 8,000 square feet of space on the 2<sup>nd</sup> floor of 2524 Kirk Avenue at a rate of \$11.50 per square foot until November 1, 2016.

This second amendment increases the original lease agreement by 8,000 square feet on the second floor. The rental for this additional space will be blended with the rental for the first floor space.

The Lessor will be responsible for utilities, structural defects, maintenance and repairs, real estate taxes, fire insurance, and janitorial services. In addition, the Lessor will be responsible for the build-out of the second floor. The Lessee will be responsible for telephones, internet and/or security wiring, devices of services and liability insurance under the City's self-insured program. All other terms and conditions of the rentals, conditions and provisions of the lease agreement dated August 3, 2005 and amended December 23, 2015 will remain in full force and effect.

The Space Utilization Committee approved the Second Amendment to the Lease Agreement at its meeting of October 18, 2016.

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - Second Extension and  
Amendment to Lease

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Extension and Amendment to Lease with Orion Properties I, LLC, Landlord, for the rental of a portion of the property known as 231 E. Baltimore Street consisting of approximately 6,258 square feet on the 6<sup>th</sup> floor. The Second Extension and Amendment to Lease extends the period of the lease through August 14, 2018.

**AMOUNT OF MONEY AND SOURCE:**

<u>Period</u>	<u>Annual Rent</u>	<u>Monthly Rent</u>
8/15/16 - 8/14/17	\$106,386.00	\$8,865.50
8/15/17 - 8/14/18	\$109,076.94	\$9,089.75

Account: 1001-000000-2501-259500-603013

**BACKGROUND/EXPLANATION:**

On August 9, 2006, the Board approved the original Lease Agreement for the period August 15, 2006 through August 14, 2011, with the option to renew for an additional five-year period. On June 8, 2011, the Board approved the First Extension and Amendment to Lease for the period August 15, 2011 through August 14, 2016. This Second Extension and Amendment to Lease will extend the period of the lease through August 14, 2018.

The leased premises will continue to be used for the offices of the Board of Liquor License Commissioners. The Landlord will be responsible for utilities, janitorial services, trash removal, maintenance and repairs, structural maintenance, fire insurance, real estate taxes, security, and snow removal. The Tenant will be responsible for liability insurance under the City's self-insured program, and telephone and computer services.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Space Utilization Committee - cont'd

The Second Extension and Amendment to Lease is late because of delays in the signatory process.

The Space Utilization Committee approved this Second Extension and Amendment to Lease on October 18, 2016.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Dept. of Transportation - Minor Privilege Permit Application

The Board is requested to approve the following application for a Minor Privilege Permit. The application is 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. 801 S. Ann Street	801 S. Ann Street, LLC	Outdoor seating 21' x 3'

\$337.50 Annual Charge

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Transportation (DOT) - Developers' Agreements

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

<u>Developers</u>	<u>No.</u>	<u>Amount</u>
1. <b>O'DONNELL HEIGHTS 2 ASSOCIATES, LP</b>	1259-A	<b>\$1,002,354.00</b>

O'Donnell Heights 2 Associates, LP would like to install new water, storm drain, sewer, conduit, roadway, and sidewalk improvements to its proposed construction located at 6301 Boston Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$1,002,354.00 has been issued to O'Donnell Heights 2 Associates, LP, which assumes 100% of the financial responsibility.

2. <b>TCB McCULLOH APARTMENTS, LLC</b>	1419-A	<b>\$ 50,233.00</b>
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TCB McCulloh Apartments, LLC, would like to install new water, storm drain, sewer, conduit, roadway, and sidewalk improvements to its proposed construction located at 501 Dolphin Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$50,233.00 has been issued to TCB McCulloh Apartments, LLC, which assumes 100% of the financial responsibility.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

DOT - cont'd

	<u>Developers</u>	<u>No.</u>	<u>Amount</u>
3.	<b>TWO FARMS, INC.</b>	1454	<b>\$ 98,534.00</b>

Two Farms, Inc. would like to install new utilities to their proposed new building located in the vicinity of 2215 Patapsco Avenue. 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 \$98,534.00 has been issued to Two Farms, Inc., which assumes 100% of the financial responsibility.

4.	<b>206 EAST REDWOOD, LLC</b>	1481	<b>\$ 21,777.00</b>
----	------------------------------	------	---------------------

206 East Redwood, LLC would like to install new water to its proposed construction located at 206 East Redwood Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$21,777.00 has been issued to 206 East Redwood, LLC, which assumes 100% of the financial responsibility.

### MBE/WBE PARTICIPATION:

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

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

## **AGENDA**

### **BOARD OF ESTIMATES**

**10/26/2016**

#### Department of Transportation - Task Assignment

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

The Board is requested to approve the assignment of Task No. 2 to Century Engineering, Inc. under Project No. 1191, On-Call Federal Reconstruction and Resurfacing Projects. The period of the task assignment is approximately two years.

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

\$447,527.97 - 9950-910100-9512-900010-703032

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

This authorization will provide for engineering design services in connection with improvements to the intersection of W. North Avenue and Pennsylvania Avenue. The design services will include resurfacing from North Carey Street to Pennsylvania Avenue, the addition of pedestrian bump-outs at North and Pennsylvania Avenues, traffic and pedestrian signal, reconstruction at W. North and Pennsylvania Avenues, bicycle compatibility assessment and waiver (if necessary), landscaping/streetscaping, and erosion and sediment control/storm management.

##### **DBE PARTICIPATION:**

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

**DBE: 25.00%**

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

AGENDA

BOARD OF ESTIMATES

10/26/2016

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
\$412,257.24 FED	9950-946005-9513 Construction Reserve Transportation Mngt. Center Upgrade	
103,064.31 GF (HUR)	9950-946005-9513 Transportation Mngt. Center Upgrade	
<b><u>\$515,321.55</u></b>	-----	9950-910100-9512-3 Design W. North Ave. at Pennsyl- vania Ave.

This transfer will fund the costs associated with Task No. 2 on Project 1191 On-Call Federal Reconstruction and Resurfacing Projects with Century Engineering, Inc.

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



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Planning - Consultant Agreement

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

The Board is requested to approve and authorize execution of a Consultant Agreement with 813 W. 36<sup>th</sup> Street, LLC, a Maryland limited liability company d/b/a Advanced Placemaking. The period of the Consultant Agreement is August 1, 2016 through June 30, 2017.

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

\$45,000.00 - 2026-000000-1873-732700-603026

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

City Ordinance 16-509, which established the South Baltimore Gateway Community Impact District (CID) Management Authority (Council Bill 16-0694), was signed on August 29, 2016 for the purpose of administering 50% or more of Casino Local Impact Grant (LIG) funds starting in FY'18. The Ordinance requires that the Authority establish a variety of policies and procedures to ensure that public funds are managed and spent in an organized and professional manner. Professional services are now sought to assist the Mayor's Office and the newly-formed Board of Directors of the Authority in facilitating the start-up of this new entity. Tasks to be addressed include orienting and training the Board of Directors, establishing bylaws, enacting a first year budget, developing a strategic plan, and hiring an executive director.

The Horseshoe Casino Baltimore generates millions of dollars each year in LIG collected by the State and provided to the City of Baltimore for the increased public services, infrastructure improvements and community development in the "Casino Impact Area," or South Baltimore Gateway. Since 2013, the Mayor's Office has worked with the Baltimore Local Development Council (LDC), community members, businesses, elected officials and other stakeholders to plan for and budget these funds in a

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Planning - cont'd

manner that is strategic, responsive, and transparent. In furtherance of this goal, the LDC, the State Legislature and City collaborated on forming the CID to oversee 50% of LIG funds in a process that is more directly rooted at the community level and has the flexibility to expend funds outside of City processes. The budget of the CID must be approved by the Board of Estimates.

The LDC voted on July 28, 2016, to approve hiring Advanced Placemaking to continue the work of implementing measures from a prior Feasibility Study, conducted by a team led by Valbridge Property Advisors, of which Advanced Placemaking was a member. Advanced Placemaking has begun work on the professional services described in the contract.

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

# AGENDA

BOARD OF ESTIMATES

10/26/2016

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

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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### Bureau of Purchases

- |   |        |         |
|---|--------|---------|
| 1. THOMAS SCIENTIFIC,<br>INC.   | \$0.00 | Renewal |
| Solicitation No. B50003750 - Various Needles & Syringes -<br>Health Department - Req. No. R706033 |        |         |

On November 18, 2014, the Board approved the initial award in the amount of \$34,039.00. The award contained three 1-year renewal options. On November 18, 2015, the Board approved the first renewal in the amount of \$0.00. This second renewal in the amount of \$0.00 is for the period November 5, 2016 through November 4, 2017, with one 1-year renewal option remaining.

- |  |             |         |
|--|-------------|---------|
| 2. MARYLAND INDUSTRIAL<br>TRUCKS, INC.   | \$28,750.00 | Low Bid |
| Solicitation No. B50004786 - Diesel Forklift -Dept. of<br>General Services - Fleet Management - Req. No. R740990 |             |         |

This is a purchase of one unit. The amount of \$28,750.00 will be financed through the City's master lease program administered by the Bureau of Treasury Management.

- |   |              |         |
|---|--------------|---------|
| 3. ENVIROTECH PUMP SYSTEMS,<br>INC. d/b/a WEIR SPECIALTY<br>PUMPS   | \$100,000.00 | Renewal |
| Contract No. 08000 - Wemco Pump Parts -Department of Public<br>Works, Water and Wastewater - Req. No. P525569 |              |         |

On November 13, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained three 1-year renewal options. Two renewal options have been exercised. This final renewal in the amount of \$100,000.00 will make the award amount \$300,000.00 and is for the period November 15, 2016 through November 14, 2017. The above amount is the City's estimated requirement.

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

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

## 4. ENVIRONMENTAL RECOVERY

CORPORATION OF MARYLAND	\$246,667.00	Renewal
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Contract No. B50003833 - Rental and Service of Portable Chemical Toilets - The Department of Recreation and Parks, etc. - P.O. No. P529852

On December 24, 2014, the Board approved the initial award in the amount of \$133,260.00. The award contained one 1-year renewal option. On March 8, 2016, the City Purchasing Agent approved an increase in the amount of \$50,000.00. On September 14, 2016, the Board approved an increase in the amount of \$60,000.00. This sole renewal in the amount of \$246,667.00 will make the award amount \$489,927.00. The period of the renewal is December 24, 2016 through December 23, 2017. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

## 5. SHAFER, TROXELL &amp;

HOWE, INC.	\$150,000.00	Renewal
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Contract No. 08000 - Yeoman Pump Parts - Department of Public Works, Water and Wastewater - P.O. No. P525622

On November 20, 2013, the Board approved the initial award in the amount of \$100,000.00. The award contained three 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$150,000.00 will make the award amount \$430,000.00. The period of the renewal is November 20, 2016 through November 19, 2017. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

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

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases6. **ITEM 16**

LAWMEN SUPPLY COMPANY, INC.	\$ 0.00	
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**ITEMS 2-4, 7, 10 & 15**

HOWARD UNIFORM COMPANY	280,000.00	
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**ITEMS 1,5,6,8,9,11-14 & 16**

F&F AND A. JACOBS & SONS, INC.	310,000.00	
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	<b><u>\$590,000.00</u></b>	
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Renewal

Contract No. B50003266 - Police Uniforms - Police Department  
- P.O. Nos. P526078, P526079 and P526080

On January 8, 2014, the Board approved the initial award in the amount of \$670,000.00. The award contained five 1-year renewal options. Subsequent actions have been approved. This renewal in the amount of \$590,000.00 is for the period January 8, 2016 through January 7, 2017, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

7. USALCO, LLC	\$200,000.00	Increase
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Contract No. B50002185 - Aluminum Sulfate for Water Filtration Plants - Department of Public Works - Water and Wastewater - P.O. No. P518918

On December 7, 2011, the Board approved the initial award in the amount of \$2,000,000.00. The award contained four 1-year renewal options. All renewal options have been exercised. Due to increased usage of the contract an increase in the amount of \$200,000.00 is necessary. This increase will make the award amount \$8,700,000.00. The contract expires on December 31, 2016. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

8. LEXISNEXIS RISK SOLUTIONS FL INC.		First Amendment to Master Services Agreement
	\$ 0.00	

Contract No. 06000 - Investigative Search Licensing - Office of the State's Attorney, Law Department, Police Department, Department of Finance - P.O. No. P535078

The Board is requested to approve and authorize execution of the First Amendment to the Master Services Agreement with LexisNexis Risk Solutions FL Inc. The contract expires on December 31, 2017 with two 2-year renewal options remaining.

On April 6, 2016, the Board approved the initial award in the amount of \$33,000.00. The award contained two 2-year renewal options. Subsequent actions have been approved. This First Amendment to Master Services Agreement will allow additional City agencies to take part in this agreement as the need arises. The above amount is the City's estimated requirement.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Mayor's Office of Employment - Governmental/Charitable  
Development (MOED) Solicitation Application

**ACTION REQUESTED OF B/E:**

The Board is requested to endorse the Governmental/Charitable Solicitation Application to be submitted to the Board of Ethics of Baltimore City on behalf of the Mayor's Office of Employment Development's 2017 YouthWorks Program. The period of the campaign will be effective upon Board approval through October 31, 2017.

**AMOUNT OF MONEY AND SOURCE:**

No general funds are involved in this transaction.

**BACKGROUND/EXPLANATION:**

The 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 that has been pre-approved by the Ethics Board. 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.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Mayor's Office of Employment Development - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the Center for Urban Families, Inc. (CFUF). The period of the Agreement is July 1, 2016 through April 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$150,000.00 - 4000-807416-6312-790105-603051

**BACKGROUND/EXPLANATION:**

The CFUF will conduct intensive neighborhood outreach to eligible youth and young adult residents of Baltimore City who are in need of training, employment and/or support services. The CFUF will recruit and enroll at least 48 residents into work readiness training and provide job placement services.

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

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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



Employees' Retirement System (ERS) - Investment Management Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Investment Management Agreement by the Board of Trustees of the ERS, acting as fiduciaries for the Retiree Benefit Trust of the City of Baltimore (the OPEB Trust) with The Edgar Lomax Company.

**AMOUNT OF MONEY AND SOURCE:**

\$40,000,000.00 - OPEB Trust Assets

No General Fund monies are involved in this transaction.

**BACKGROUND/EXPLANATION:**

All funds and expenses will be expended from the OPEB Trust. The Edgar Lomax Company will be investing \$40,000,000.00 of the OPEB Trust assets in a separate account invested in value-oriented, large-cap domestic equities.

Assets of the ERS and the Fire and Police Employees' Retirement System have been invested with The Edgar Lomax Company since 1992. The ERS Board of Trustees has been very satisfied with its performance.

Based on the recommendation of the OPEB Trust's investment advisor, Marquette Associates, the ERS Board of Trustees voted unanimously to have \$40,000,000.00 in the OPEB Trust assets invested with The Edgar Lomax Company.

**MWBOO GRANTED A WAIVER.**

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Employees' Retirement System (ERS) - Second Amendment to Hosting Services Agreement

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

The Board is requested to approve and authorize execution of the Second Amendment to the Hosting Services Agreement with Pension Technology Group, Inc. (PTG).

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

\$289,249.80 - ERS Assets

No general fund monies are involved in this transaction.

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

All funds and expenses will be expended from ERS assets. The PTG will be paid an additional implementation fee of \$289,249.80 and a monthly licensing fee of \$700.00 for access to its document management software.

In 2012, the ERS published a Request for Proposal (RFP) for licensing, installation, and maintenance of a benefits administration system. The PTG was one of five respondents, and was ultimately selected.

On July 25, 2012, the Board of Estimates approved the Hosting Services Agreement with the PTG for the period August 1, 2012 through July 31, 2018. On August 28, 2013, the Board of Estimates approved the Amendment to Hosting Services Agreement with the PTG.

The ERS Board has been very satisfied with the PTG's performance. Under the terms of this Second Amendment to Hosting Services Agreement the ERS Board now desires to retain the PTG

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

ERS - cont'd

to implement a new document management system for the ERS and the Elected Officials Retirement System. Under this new system, paper files will be digitized and linked to the existing software system. The PTG will provide the ERS staff with access to its document management software.

#### **MWBOO GRANTED A WAIVER.**

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

Mayor's Office on Criminal Justice - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Agreement with the University of Maryland Medical System - R Adams Cowley Shock Trauma Center/University of Maryland Medical System Corporation. The period of the Agreement is October 1, 2016 through September 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$99,985.00 - 4000-479616-2252-694200-600000

**BACKGROUND/EXPLANATION:**

On November 18, 2015, the Board approved acceptance of a grant award from the U.S. Department of Justice. Portions of the funds were allocated to the University of Maryland Shock Trauma Unit for its Violence Prevention Program whose mission is to prevent violent personal injury among Baltimore City's most at-risk populations through research.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

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 Mr. Gary Dobbs and Ms. Shelly Dobbs, Developer, for the sale of the City-owned properties located at 1925, 1927 and 1929 W. Baltimore Street.

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

\$1,000.00 - 1925 W. Baltimore Street  
1,000.00 - 1927 W. Baltimore Street  
4,500.00 - 1929 W. Baltimore Street  
**\$6,500.00** - Purchase Price

The City will convey all of its rights, title, and interest in 1925, 1927, and 1929 W. Baltimore Street for a total sales price of \$6,500.00, which will be paid at the time of settlement.

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

The Developers will purchase the above-listed vacant lots to construct a three-story, three unit apartment building with landscaping and off-street parking. They will also complete lot consolidation at no cost to the City. These properties are located within the Boyd-Booth Community. The purchase price and improvements to the site will be funded privately.

The authority to sell these properties comes is within Article 13, § 2-7(h)(2)(ii)(c) of the Baltimore City Code.

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

The properties 1925 and 1927 W. Baltimore Street are not applicable pursuant to Baltimore City's Appraisal Policy "unimproved real property with an assessed value of \$2,500.00 or

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

DHCD - cont'd

less will not require an appraisal." These properties are vacant lots and assessed for \$1,000.00 each and are being sold for the assessed value.

The property located at 1929 W. Baltimore Street is being sold for \$4,500.00. The Waiver Valuation Process determined the price for this lot to be \$8,475.00.

The property is being sold to Mr. and Ms. Dobbs below the price determined by the Waiver Valuation Process because of the following reasons:

- The new construction will be to the specific benefit to the immediate community.
- This transaction will eliminate blight from the block, and eliminate blight from the neighborhood.
- This sale and new construction will return a currently vacant lot to the tax rolls as an occupied building.

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

The Developer will purchase the 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

10/26/2016

Department of Housing and Community Development (DHCD)	- Side Yard Land Disposition Agreement
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#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with RENTALHOUSE2HOME, LLC, for the sale of the City-owned property located at 501 N. Collington Avenue.

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

\$1,000.00 - Purchase Price

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

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

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

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

The City has agreed to convey the property known as 501 N. Collington Avenue to the adjacent property owner as non-owner-occupied. As a condition of conveyance, RENTALHOUSE2HOME, LLC has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) and Article II, Section 15 of the Baltimore City Charter, 2011 Edition, and Article 13 of the City Code.

DHCD - cont'd

The property was journalized and approved for sale on May 7, 2016.

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



**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Department of Housing and Community Development (DHCD)	- Side Yard Land Disposition Agreement
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**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Side Yard Land Disposition Agreement with Mr. Ted Comas and Ms. Natalie Comas, for the sale of the City-owned property located at 1745 Gorsuch Avenue.

**AMOUNT OF MONEY AND SOURCE:**

\$500.00 - Purchase Price

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

**BACKGROUND/EXPLANATION:**

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

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

The City has agreed to convey the property known as 1745 Gorsuch Avenue to the adjacent property owner. As a condition of conveyance, Mr. Ted Comas and Ms. Natalie Comas, has agreed to the terms of the Side Yard Land Disposition Agreement, which prohibits development of the parcel for a minimum of ten years.

The City may dispose of the Property by virtue of the following legal authorities: Article 28, Subtitle 8 of the Baltimore City Code (2011 Edition) and Article II, Section 15 of the Baltimore City Charter, 2011 Edition, and Article 13 of the City Code.

DHCD - cont'd

The property was journalized and approved for sale on December 6, 2012.

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Department of Housing and - Weatherization Assistance  
Community Development      Grant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Weatherization Assistance Grant Agreement with The Maryland Department of Housing and Community Development. The Weatherization Assistance Grant Agreement is effective upon acceptance through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$1,614,118.00 - 5000-594117-5971-439500-603051

**BACKGROUND/EXPLANATION:**

Under this agreement, the funds will be used to operate a weatherization assistance program which will help reduce electricity consumption and to help low-income families reduce their utility bills.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Weatherization Assistance Grant Agreement 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:

52 - 53

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

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

AGENDA

BOARD OF ESTIMATES

10/26/2016

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of Transportation

1. TR 16007, Materials Sabra Wang & \$178,580.00  
Testing 2017 Various Associates, Inc.  
Projects Citywide

**MBE:** Eborn Enterprises, Inc. \$26,787.00 15%

**WBE:** A2Z Environmental Group, LLC \$ 8,929.00 5%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$214,296.00	9950-903550-9509	
State Revenue	Construction Reserve	
	Neighborhood St.	
	Reconstruction	
\$178,580.00	-----	9950-906549-9508-6
		Structure & Improvements
26,787.00	-----	9950-906549-9508-5
		Inspection
8,929.00	-----	9950-906549-9508-2
<u>\$214,296.00</u>		Contingencies

This transfer of funds will fund the cost associated with the award of Project TR 16007, Material Testing Citywide with Sabra Wang & Associates, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

3. B50004603, Janitorial      Dazser-Bal Corporation      \$1,500,625.00  
Services for Area A      d/b/a Jani-King of  
Baltimore

(Dept. of General Services)

**MBE:** C&J Maintenance, Inc.      20%

**WBE:** Nay Ty, Inc.      10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

4. B50004605, Janitorial      Dazser-Bal Corporation      \$1,244,652.00  
Services for Area C      d/b/a Jani-King of  
Baltimore

(Dept. of General Services)

**MWBOO SET MBE GOALS AT 20% AND WBE GOALS AT 10%.**

**MBE:** C&J Maintenance, Inc.      20%

**WBE:** Nay Ty, Inc.      10%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

## **AGENDA**

### **BOARD OF ESTIMATES**

**10/26/2016**

#### Circuit Court for Baltimore City - Agreement

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

The Board is requested to approve and authorize execution of the Agreement with the Family Recovery Program, Inc. The period of the Agreement is July 1, 2016 through June 30, 2017.

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

\$122,862.00 - 5000-539210-1100-668100-405001

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

The Circuit Court received a grant award from the Administrative Office of the Courts - Office of Problem-Solving Courts to pay for the salary and benefits of four staff positions.

The salary and benefits for the four staff positions are as follows: FRP Court Coordinator at \$66,000.00, FRP Peer Recovery Advocate at \$31,862.00, FRP Parent Mentor I at \$12,500.00, and FRP Parent Mentor II at \$12,500.00.

The parties agree that these staff positions will be managed and supervised by the organization.

The agreement is late because of delays finalizing the contracts between the Family Recovery Program, Inc. and the Circuit Court for Baltimore City.

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

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

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Circuit Court for Baltimore City - Grant Award

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

The Board is requested to authorize acceptance of the Grant Award from the Maryland Judiciary, Administrative Office of the Courts. The period of the Grant Award is July 1, 2016 through June 30, 2017.

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

\$319,301.00 - 5000-540317-1100-109400-405001 - Adult Drug Court  
122,862.00 - 5000-539210-1100-668000-405001 - Family Recovery  
**\$442,163.00**

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

The grant will provide funding for personnel and other related costs to operate the Circuit Court's Drug Court program. The grant will also fund related personnel cost for the Family Recovery Program of Baltimore City, Inc. via pass through funding.

The Grant Award is late because of a delay receiving the final grant award documentation.

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

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

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



PERSONNEL MATTERS

\* \* \* \* \*

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

57 - 77

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Office of the Comptroller

1. Create the following position:

Classification: Board of Estimates Technician I

Job Code: 10070

Grade: 088 (\$44,326.00 - \$50,069.00)

Position No.: To Be Assigned by BBMR

Cost: \$17,890.00 - 1001-000000-1300-157400-601001

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

Department of Audits

2. Create the following two positions:

Classification: Auditor II

Job Code: 34111

Grade: 927 (\$62,000.00 - \$99,200.00)

Position Nos.: To Be Assigned by BBMR

Cost: \$170,316.00 - 1001-000000-1310-157800-601001

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

Baltimore Police Department

	<u>Hourly Rate</u>	<u>Amount</u>
3. <b>PATRICIA N. COCHRANE</b>	\$14.42	<b>\$30,000.00</b>
4. <b>SHEREE D. PETERSON</b>	\$14.42	<b>\$30,000.00</b>

Account: 1001-000000-2042-198100-601009

Mses. Cochrane and Peterson, retirees, will continue to work as a Contract Services Specialist I (Police Report Reviewer). Their

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Hourly Rate

Amount

Baltimore Police Department - cont'd

duties will include, but are not limited to reviewing the National Crime Information Center's (NCIC) entries, police reports, and supporting documents. They will also continue to contact victims, complainants, courts, individuals, and sources for follow-up information. In addition, they will access local, state, and federal databases for additional information, update records on local databases and the NCIC to reflect changes, and prepare police supplemental reports. These are the same salaries as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

5.     **JAMES L. PRICE**                             \$14.42                             **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Price, retiree, will continue to work as a Contract Services Specialist I (Police Report Reviewer). His duties will include, but are not limited to reviewing police reports submitted online by the public to ensure they are consistent with uniform crime reporting and departmental standards. Mr. Price will also process arrests and court disposition supplements, coordinate with the Evidence Control Unit regarding disposal of evidence upon conclusion of criminal cases, and assist with various data entry tasks. These are the same salaries as in the previous contract period. The period of the agreement is November 21, 2016 through November 20, 2017.

6.     **JOHN R. DOLLY, JR.**                             \$14.42                             **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Dolly Jr., retiree, will continue to work as a Contract Services Specialist I (Storekeeper I). His duties will

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Hourly Rate

Amount

Baltimore Police Department - cont'd

include, but are not limited to transferring all evidence requested for analysis by the Firearms Unit and assuring the safe condition and completion of the inventory of every firearm received into the lab. This is the same salary as in the previous contract period. The period of the agreement is November 21, 2016 through November 20, 2017.

7.   **DAVID W. NEVERDON**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Neverdon, retiree, will work as a Contract Services Specialist I (Storekeeper). His duties will include, but are not limited to receiving property/evidence submissions from police officers/lab personnel, ensuring accuracy, and completeness of all associated paperwork, and ensuring information is entered into the evidence tracking system. Mr. Neverdon will also release property for examination/evidence for court, update computer with appropriate changes of location of the property for chain of custody and documentation of location, release property to the public and documents same in the computer, and lift and handle evidence submitted to the Evidence Control Unit. This is the same salary as in the previous contract period. The period of the agreement is November 26, 2016 through November 25, 2017.

8.   **ESSEX R. WEAVER**                      \$14.42                      **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Contract Services Specialist I (Storekeeper I). His duties will

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Hourly Rate

Amount

Baltimore Police Department - cont'd

include, but are not limited to handling all of the non-Control Dangerous Substance, money and gun property, inventorying of new property, storing and documenting the location of the property; purging old property, and filling in at the receiving counter. This is the same salary as in the previous contract period. The period of the agreement is November 23, 2016 through November 22, 2017.

9. **DUANE A. JEFFERSON** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Jefferson, retiree, will continue to work as a Contract Services Specialist I (Community Service Officer). His duties will include, but are not limited to explaining requirements to registrants of the Sex Offender Registry Unit, and obtaining a signed statement from registrants acknowledging receipt of the requirements. Mr. Jefferson will also photograph the registrants at a minimum of every six-months and enter DNA samples into the Maryland State Police Crime Lab. This is the same salary as in the previous contract period. The period of the agreement is November 23, 2016 through November 22, 2017.

On January 3, 1996, the Board approved a waiver to the Administrative Manual policy 212-1, part I, which allowed the Police Department to hire retired police officers on a contractual basis.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Baltimore Police Department - cont'd

10. a. Create the following Non-Civil Service Classification:

Classification: Police Investigator  
Job Code: 10275  
Grade: 85P (\$130,500.00) Flat

b. Reclassify the following position:

From: Police Major  
Job Code: 10278  
Grade: 84P (\$123,900.00)  
Position No.: 19224

To: Police Investigator  
Job Code: 10275  
Grade: 85P (\$130,500.00)

Cost: \$6,600.00 - 1001-000000-2042-198101-601062

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

Department of General Services

	<u>Hourly Rate</u>	<u>Amount</u>
11. <b>VARGHESE PARANILAM</b>	\$34.21	<b>\$64,999.00</b>

Account: 1001-000000-1981-194700-601009

Mr. Paranilam will work as a Contract Services Specialist II (Agency IT Specialist III/Business Analyst/Project Manager). His duties will include, but are not limited to assisting the Department's Business Process Improvement

## AGENDA

BOARD OF ESTIMATES

10/26/2016

### PERSONNEL

#### Department of General Services - cont'd

Unit in the observation of service operations, documenting the workflow and processes necessary to develop complete user stories and required documents and user story maps. Mr. Paranilam will also identify and solve technical and/or database requirements for various business process improvement projects developed or lead by the Department's Business Process Improvement Unit or Fiscal and Strategic Management staff, communicate with and coordinate external resources required to complete tasks related to coding, application, development and delivery, and data warehouse development. The period of the agreement is effective upon Board approval for one year.

#### Department of Public Works

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

From: Utilities Installer & Repairer III  
Job Code: 53513  
Grade: 428 (\$30,260.00 - \$32,912.00)  
Position Nos.: 22674, 34230, 22452, 22675, 22693, 22695

To: Utility Meter Tech. II  
Job Code: 34313  
Grade: 082 (\$44,858.00 - \$54,520.00)

Cost: \$327,142.00 - 2071-000000-5471-609100-601001  
(3 positions)  
2071-000000-5471-609202-601001  
(3 positions)

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Public Works - cont'd

13. Reclassify the following filled positions:

From: Water Service Representative  
Job Code: 34321  
Grade: 078 (\$29,672.00 - \$34,218.00)  
Position Nos.: 20404, 33721, 50001, 24007, 24003, 50008,  
50005, 24006, 24005, 49997, 50000, 50002,  
50007

To: Utility Meter Tech. I  
Job Code: 34310  
Grade: 078 (\$29,672.00 - \$34,218.00)

Cost: \$649,586.00 - 2071-000000-5471-609001-601001  
(7 positions)  
2071-000000-5471-609200-601001  
(6 positions)

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

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
14. <b>DARRYL D. BURRELL</b>	\$18.90	<b>\$24,570.00</b>
15. <b>DARYL MACK</b>	\$19.54	<b>\$37,790.36</b>

Account: 1001-000000-3023-274000-601009

Messrs. Burrell and Mack will work as a Contract Services Specialist II (Community Health Educator I/Peer Educator). Their



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### PERSONNEL

##### Health Department - cont'd

duties will include, but are not limited to conducting strategic outreach in high-risk communities, establishing relationships with community stakeholders and promoting opportunities for collaboration. Messrs. Burrell and Mack will also facilitate overdose prevention and response training; make referrals to drug treatment for people suffering from substance use disorders. They will conduct peer counseling to program participants, health and harm reduction education and counseling, HIV, Hepatitis C, and STD Prevention Education with program participants and other community members, pre/post HIV and Hepatitis C testing and counseling and syringe exchanges and Phlebotomy duties. The period of the agreement is November 1, 2016 through June 30, 2017.

##### 16. Create the following position:

Classification: Program Coordinator

Job Code: 31192

Grade: 923 (\$58,300.00 - \$93,500.00)

Position No.: To Be Assigned by BBMR

Cost: \$84,850.20 - 4000-484716-3023-513200-601001

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

From: Social Services Coordinator

Job Code: 81171

Grade: 084 (\$35,564.00 - \$42,446.00)

Position No.: 3023-50567

To: Senior Social Services Coordinator

Job Code: 81172

Grade: 086 (\$38,152.00 - \$46,019.00)

Savings: \$3,347.58 - 4000-480317-3150-736900-601001

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Health Department - cont'd

18. Create the following position:

Classification: Operations Officer I  
Job Code: 00085  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To Be Assigned by BBMR

Cost: \$85,173.05 - 1001-000000-3001-568000-601001

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

Board of Liquor License Commissioners

19. Reclassify the following filled position:

From: Liquor Board Accounting Asst. II  
Job Code: 34162  
Grade: 085 (\$36,681.00 - \$44,199.00)  
Position No.: 15934

To: Accountant I  
Job Code: 34141  
Grade: 088 (\$41,326.00 - \$50,069.00)

Cost: \$6,033.00 - 1001-000000-8500-598900-601001

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

**AGENDA****BOARD OF ESTIMATES****10/26/2016****PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Law</u>		
20. <b>BENJAMIN BOR</b>	\$38.00	<b>\$66,500.00</b>

Account: 2036-000000-1752-175200-601009

Mr. Bor will work as a Contract Services Specialist II (Assistant Solicitor/Special Assistant Solicitor). His duties will include, but will not be limited to advising City agencies on responses to subpoenas and public information requests, providing training on responding to public information requests, handling guardianship matters for the Baltimore City Health Department, and assisting in litigation involving the City. This is a 5% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

Mayor's Office of Criminal Justice

21. <b>ANN TINDALL</b>	\$25.00	<b>\$ 1,000.00</b>
22. <b>ELISEBA OSORE</b>	\$25.00	<b>\$ 1,000.00</b>

Account: 4000-476515-2252-690500-603018

The above-listed contractual employees will each serve as a Contract Service Specialist II (Social Services Supervisor Visitation Center Supervisor). Their duties will include, but are not limited to overseeing the coordination of operations while at the Visitation Center, including the Supervision of the Visitation and Exchange Monitors. They will be responsible for

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

MOCJ - cont'd

knowing the daily schedule of families served and pertinent information regarding visitation and exchange circumstances for each day and will facilitate the arrivals and departures of all clients.

They will ensure proper coverage at entrances, waiting areas, and visitation areas. They will provide staff guidance to assist them in properly and effectively providing services. They will also be responsible for maintaining any records or documents pertaining to work covered under the agreement and store them at the Visitation Center. The period of the agreement is effective upon Board approval through February 28, 2017.

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>ELISEBA OSORE</b>	\$15.00	<b>\$ 4,067.25</b>
24. <b>AKILAH MUHAMMAD</b>	\$15.00	<b>\$ 4,067.25</b>

Account: 4000-476515-2252-690500-603018

The above-listed contractual employees will each serve as a Contract Services Specialist II (Visitation Center Monitor). Their duties will include, but will not be limited to observing visitation sessions between visiting parents and children, intervening as necessary during visits or exchanges to address any concerns that may arise with parents and/or children. They will keep accurate and complete records of any safety concerns or potential problems that come up during a visitation session. They will also meet parents and/or children before and after visits to check in with them and refer them to needed services or programs, maintain clear and consistent communication with the on-site supervisor, on-site police, other monitors, and volunteers by phone, email or in person. They will coordinate

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### PERSONNEL

MOCJ - cont'd

the safety of visits, maintain client files, personal timesheets and invoices, discuss case progress and concerns with supervisors, and attend meetings about case status and other center operational issues. In addition, they will attend preliminary sessions and trainings as they arise, comply with all Visitation Center policies and procedures including confidentiality, safety, reporting procedures, administrative and operational procedures. The maximum rate of hours is 271.15 for each contractual employee. The hourly rate of pay for Ms. Osore is a 67% decrease from the previous contract and for Ms. Muhammad is the hourly rate of pay is the same as the previous contract. The period of the agreement is effective upon Board approval through February 28, 2017.

#### Environmental Control Board

25.	<b>DURRESHAHWAR SMITH</b>	\$20.00	<b>\$39,680.00</b>
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Account: 1001-000000-1170-138600-601009

Ms. Smith will serve as a Contract Services Specialist II (Office Support Specialist III Scheduling Coordinator). She will schedule all hearings mandated by the City Code due to the increase in citations issued by City agencies. The period of the agreement is effective upon Board approval for one year.

#### Department of Recreation and Parks

26.	<b>BARBARA WILLIAMS</b>	\$10.00	<b>\$ 6,420.00</b>
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Account: 2096-796683-7960-862300-601009

Ms. Williams, retiree, will serve as a Contract Specialist I (Recreation Leader II Program Leader). She will be responsible for programming art and crafts, games, music, trips, health promotion with guest speakers, and attend

**AGENDA****BOARD OF ESTIMATES****10/26/2016****PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

required agency meetings. She will also maintain effective lines of communication to assure coordination with other center programming space assignments, maintain programming attendance reports, and meet with the Division Chief on a monthly basis for the purpose of planning and evaluation. The period of the agreement is effective upon Board approval for one year.

The salary is in compliance with the AM 212-1, Part I.

27. **GEORGE CANNOLES** \$ 9.50 **\$10,374.00**

Account: 6000-680817-4782-717400-601009

Mr. Cannoles, retiree, will serve as a Contract Service Specialist I (Museum Curator/Community Aide-Orchard Exhibit Curaor). He will serve as a curator of the Orchid Exhibit at the Howard P. Rawlings Conservatory, provide gardening work in and around the grounds of the Conservatory, greet visitors, and conduct sales in the Conservatory's Gift Shop. The period of the agreement is effective upon Board approval for one year.

28. **MIRIAM BLANK** \$32.00 **\$38,400.00**

29. **LAUREN CARRIG** \$32.00 **\$38,400.00**

30. **COURTNEY EVANDER** \$32.00 **\$38,400.00**

Account: 6000-680517-4792-369800-601009

**AGENDA****BOARD OF ESTIMATES****10/26/2016****PERSONNEL**Department of Recreation and Parks - cont'dHourly RateAmount

The above-listed contractual employees will each serve as a Contract Services Specialist II (Ice Skating Coach). They will provide figure skating instructions for the Learn to Skate Program, summer camps, and services in preparation for the US Figure Skating National Proficiency Testing. The period of the agreement is effective upon Board approval for one year.

31. **WALLY STEPHENSON** \$44.80 **\$85,379.84**

Account: 1001-000000-4803-371400-601009

Mr. Stephenson will serve as a Contract Specialist II (Health Facilities Coordinator/Facility Maintenance Coordinator). He will prioritize and coordinate water line replacements, underground fiber cable solutions, and fence repairs. He will also be responsible for stone wall stabilization, water hydrant installation, fountain repairs, facility repairs, renovation, and construction. The period of the agreement is effective upon Board approval for one year.

32. **TANIRA McCLURKIN** \$22.05 **\$42,022.89**

Account: 1001-000000-4791-576400-601009

Ms. McClurkin will work as a Contract Services Specialist II (Recreation Programmer). Her duties will include, but are not limited to organizing plans, promoting and overseeing a specified City-wide recreation program including classes, tournaments, contests and academic/self-improvement programs, recruiting, training, and evaluating part-time program specialists, officials, judges and referees. She will oversee contractual arrangement with

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
athletic associations to provide sports officials for games to ensure compliance with contractual terms, develop, and oversee compliance with disciplinary policies and protocols required to qualify for continued participation in sports leagues. In addition, she will organize and conduct training programs of staff specialists and volunteers, meet with community associations, athletic and or cultural groups or associations, public and private agencies, schools, and special interest groups to promote interest and involvement in recreational programs and facilities. This salary is a 5% increase from the previous contract. The period of the agreement is effective upon Board approval for one year.		

State's Attorney's Office (SAO)

33. <b>SHARON ALSTON</b>	\$27.20	<b>\$51,862.00</b>
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Account: 1001-000000-1151-118000-601009

The period of the agreement is effective upon Board for one year.

34. <b>AVON MACKEL</b>	\$28.56	<b>\$54,455.00</b>
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Account: 1001-000000-1150-118000-601009

This is a 2% increase from the previous contract. The period of the agreement is October 28, 2016 through October 27, 2017.

The above-listed contractual employees will each serve as a Contract Services Specialist I (Investigator/SAO Investigator). They will investigate felony, homicide and violent crime cases, locate and interview witness, and act as a liaison with police agencies.



**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

State's Attorney's Office - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
35. <b>REGINALD LUCKETT</b>	\$24.48	<b>\$46,675.00</b>

Account: 1001-000000-1150-120900-601009

Mr. Lockett, retiree, will serve as a Contract Services Specialist I (Investigator/SAO Investigator). He will assist in the investigation and movement of cases, input of charges, finalize charging documents, finding open warrants and communicating with Public Safety staff and members. This is a 2% increase from the previous contract period. The period of the agreement is October 28, 2016 through October 27, 2017.

On March 3, 1999, the Board of Estimates approved a waiver of the AM 212-1 to allow the hiring retired Police Offices, as Investigators for the Office of the State's Attorney with no restrictions on the number of work hours and rate of pay.

36. <b>SCHNELL GREER</b>	\$34.56	<b>\$30,000.00</b>
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Account: 5000-579817-1150-118000-601009

Ms. Greer will work as a Contract Services Specialist II (Assistant State's Attorney). She will review all victim/civilian criminal complaints filed against criminal defendants. The period of the agreement is effective upon Board approval for one year.

Department of Transportation

37. <b>JAMES A. DECKER, III</b>	\$28.85	<b>\$60,000.00</b>
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Account: 1001-000000-2303-659100-601009

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Transportation - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
Mr. Decker, III will work as a Contract Services Specialist II (Program Coordinator/Bike Share Coordinator). This is a 3% increase in the hourly rate from the previous contract period. He will be responsible for coordinating with the marketing firm on advertisement and sponsorship revenue, coordinating with the Bike Share Operator and other City agencies, and the community monitoring construction of initial and subsequent phases of the Bike Share System. He will also be responsible for overseeing and coordinating the procurement of the equipment/hardware necessary for the Bike Share launch and conducting performance monitoring audits and incident investigations. In addition, he will ensure that the operator is maintaining the agreed upon bike to dock ratio and that bicycle transfers/distributions are executed in a timely and effective manner. The period of the agreement is effective upon Board approval for one year.		

Fire Department

38. <b>BARBARA J. HEMBERGER</b>	\$32.39	<b>\$24,000.00</b>
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Account: 1001-000000-2101-225900-601009

Ms. Hemberger, retiree, will work as a Contract Services Specialist I (Special Advisor). Her duties will include, but will not be limited to scheduling and attending meetings, assembling materials, taking and transcribing minutes, managing contact lists, and producing and managing documents. This salary is a 10% increase from the previous contract period. The period of the agreement is November 6, 2016 through November 5, 2017.

**THE DEPARTMENT IS REQUESTING A WAIVER OF THE HOURLY RATE PORTION IN AM 212-1.**

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### PERSONNEL

##### Department of Human Resources

#### 39. Administrative Correction

##### Adjust the salary of the following salary range

<u>Grade</u>	<u>From</u>	<u>To</u>
082	\$8.30	\$8.75
812	\$8.28	\$8.75

There are no costs associated with this action.

On June 29, 2016, the Board of Estimates approved the new Minimum Wage increases for 18 grades based on new Minimum Wage Law effective July 1, 2016. Due to an administrative error, the above two unpopulated grades were inadvertently left off.

#### 40. Administrative Correction

- a)           From: Utility Meter Reader Technician II  
              Job Code: 34264  
              Grade: 080 (\$31,142.00 - \$36,634.00)  
  
              To: Utility Meter Technician II  
              Job Code: 34264  
              Grade: 082 (\$33,140.00 - \$39,199.00)
- b)           From: Utility Meter Technician III  
              Job Code: 34314  
              Grade: 081 (\$32,076.00 - \$38,001.00)  
  
              To: Utility Meter Technician III  
              Job Code: 34314  
              Grade: 083 (\$34,297.00 - \$40,788.00)
- c)           From: Utility Meter Reader  
                                Technician Supervisor  
              Job Code: 34319  
              Grade: 084 (\$35,564.00 - \$42,446.00)

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Human Resources

To: Utility Meter Technician Supervisor  
Job Code: 34319  
Grade: 085 (\$36,681.00 - \$44,199.00)

There are no costs associated with this these actions.

On July 27, 2016, the Board approved the creation of the classes. However, because of a Departmental error, the classes were created at the incorrect grades. The correct class titles and grades are as listed above.

41. a. Create the following four new classifications:

Classification: Compensation Analyst I  
Job Code: 33622  
Grade: 090 (\$44,858.00 - \$54,520.00)

Classification: Compensation Analyst II  
Job Code: 33623  
Grade: 927 (\$62,000.00 - \$99,200.00)

Classification: Compensation Analyst III  
Job Code: 33624  
Grade: 929 (\$65,900.00 - \$105,300.00)

Classification: Compensation Manager  
Job Code: 33625  
Grade: 931 (\$71,000.00 - \$113,500.00)

b. Classify the following vacant position:

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)  
Position No.: 1603-50272

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Human Resources

To: Compensation Manager  
Job Code: 33625  
Grade: 931 (\$71,000.00 - \$113,500.00)

c. Reclassify the following five filled positions:

From: HR Specialist I  
Job Code: 33628  
Grade: 090 (\$44,858.00 - \$54,520.00)  
Position Nos.: 51341 and 51342

To: Compensation Analyst I  
Job Code: 33622  
Grade: 090 (\$44,858.00 - \$54,520.00)

From: HR Specialist II  
Job Code: 33629  
Grade: 927 (\$62,000.00 - \$99,200.00)  
Position Nos.: 51339 and 51340

To: Compensation Analyst II  
Job Code: 33623  
Grade: 927 (\$62,000.00 - \$99,200.00)

From: HR Specialist III  
Job Code: 33630  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: 10017

To: Compensation Analyst III  
Job Code: 33624  
Grade: 929 (\$65,900.00 - \$105,300.00)

Cost: \$143,500.00 - 1001-000000-1603-172500-601001

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**PERSONNEL**

Department of Human Resources

42. Reclassify the following vacant position:

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$65,900.00 - \$105,300.00)  
Position No.: 47028

To: Program Compliance Officer II  
Job Code: 31502  
Grade: 927 (\$62,000.00 - \$99,200.00)

There are no costs associated with this action.

Circuit Court for Baltimore City

43. Reclassify the following vacant position:

From: Court Secretary II  
Job Code: 00813  
Grade: 089 (\$43,026.00 - \$52,239.00)  
Position No.: 46840

To: Executive Assistant  
Job Code: 10083  
Grade: 904 (\$46,000.00 - \$73,600.00)

Cost: \$66,055.00 - 5000-544417-1100-117001-601001

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

Department of Public Works/Office - Memorandum of Understanding  
of Engineering & Construction

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

The Board is requested to approve and authorize execution of a Memorandum of Understanding with the University of Baltimore/Baltimore Neighborhood Indicators Alliance-Jacob France Institute. The period of the agreement is effective upon Board approval for 18 months or until the upset limit is reached, whichever occurs first.

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

\$26,386.00 - 2072-000000-5181-389700-603026

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

The Department of Public Works desires to partner with the University of Baltimore/Baltimore Neighborhood Indicators Alliance-Jacob France Institute to create an interactive resource tool for urban water quality and community-based efforts on improving water quality for timely monitoring, research and more coordinated activities to strengthen the relationship between improving urban waters and community revitalization.

This partnership of incorporating stormwater management sites into an interactive resource tool will allow all stakeholders to view, analyze, and generate maps and reports based on information pertaining to capital projects aimed at improving water quality.

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

#### **AUDITS REVIEWED 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**

**10/26/2016**

Department of Public Works/Office - Amendment No. 1 to Agreement  
Of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to Agreement with Brown & Caldwell, Inc. under SC 944B Urgent Needs Wastewater Engineering Services. The amendment will extend the agreement through December 17, 2017.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00

**BACKGROUND/EXPLANATION:**

The extension is necessary to continue providing urgent need wastewater engineering services related to the evaluation, assessment and design for rehabilitation, repairs, maintenance and new construction for the continued improvement of the City's sanitary sewer system.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME-EXTENSION.**

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



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

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

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

The Board is requested to approve the assignment of Task No. 026 to Arcadis US, Inc. under Project 1303, On-Call Project and Construction Management Assistance. The period of the task assignment is approximately 7 months.

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

\$114,232.26 - 9956-905527-9551-900010-706063 - SC 845R  
114,232.26 - 9956-910533-9551-900010-703063 - SC 852R  
114,232.26 - 9956-904754-9551-900020-706063 - SC 890  
**\$342,696.78**

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

The Office of Engineering and Construction is in need of assistance from Arcadis US, Inc. to provide construction management assistance on various projects including, but not limited to SC 845R - ENR Nitrification Facilities Patapsco Wastewater Treatment Plant, SC 852R - Denitrification Filters and Related Work for the ENR Facilities at Patapsco Wastewater Treatment Plant, SC 890 - Improvements to the Eastern Portion of the Low Level Sewershed for the Department of Public Works/Office of Engineering and Construction.

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Department of Public Works - Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Department of the Environment (MDE) .

**AMOUNT OF MONEY AND SOURCE:**

\$3,000,000.00 - MDE

**BACKGROUND/EXPLANATION:**

The Grant Award received from the MDE is developed and administered by the Maryland Water Quality Financing Administration, FY17 Energy Water Infrastructure Program.

The purpose of the grant is to fund the installation of Combined Heat and Power at the Back River Waste Water Treatment Plant.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**TRAVEL REQUEST**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
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**RETROACTIVE TRAVEL APPROVAL**

Police Department

1. Kyle Gooden	Fundraiser for Kamala Harris Martha's Vineyard, MA Aug. 14 - 20, 2016 (Reg. Fee \$0.00)	General Fund	\$1,827.49
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Mr. Gooden traveled to Martha's Vineyard, MA to accompany the Mayor for security purposes. The Department paid hotel accommodations and other expenses on a City-issued PNC credit card assigned to Mr. Gooden, as follows:

\$1,195.00 Hotel - (\$239.00 x 5 days) (8/14/16 - 8/18/16)
359.00 Hotel - (8/19/16)
115.90 Taxes - (\$23.18 x 5 days) (8/14/16 - 8/18/16)
34.82 Taxes - (8/19/16)
122.77 Meals - (8/14/16 - 8/19/16)
<b><u>\$1,827.49</u></b>

The travel approval is late because of a delay in the administrative process. The Department was unable to meet the requirements of travel procedures outlined in the Administrative Manual, Section 240, regrets the late submission of these requests and asks for the Board's approval.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Police Department - Agreement

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

The Board is requested to approve and authorize execution of the Agreement among the Mayor and City Council of Baltimore (City), the Police Department, and the Downtown Partnership of Baltimore, Inc. (DPOB). The period of the Agreement is October 6, 2016 through October 5, 2017.

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

There are no general funds involved in this transaction.

The DPOB will reimburse the City at the rate of \$45.00 per hour per officer and \$50.00 per hour, plus an administrative fee of \$1.00 per hour.

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

The City has experienced an increase in violent crime in the Charles Street corridor and adjoining areas. The DPOB is a non-profit that promotes and advances the civic interests and general welfare in this area. Recognizing that public safety is a shared responsibility of the entire community, the DPOB has agreed to reimburse the City for certain costs associated with the deployment of its officers at the DPOB's Downtown Management Area.

The Police Department's current staffing levels and budget are not sufficient to deploy additional dedicated officers in this area, at the times such measures may be most helpful. It is expected that the Police Department officers will be deployed in this area on foot patrol approximately six to seven hours per day, seven days per week.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Police Department - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION SUBJECT TO REVIEW OF THE  
INVOICES PRIOR TO PAYMENT.**

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

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Police Department - Grant Award Agreements

The Board is requested to approve and authorize execution of the various Grant Award Agreements. The period of the Grand Award Agreement is September 1, 2016 through August 31, 2018.

1. **MARYLAND EMERGENCY MANAGEMENT AGENCY** **\$607,626.00**

Account: 4000-482116-2023-212600-600000

This FY16 State Homeland Security Grant Award will provide support for the development and sustainment of core capabilities to fulfill the goal of National Preparedness. The funds will be used to cover the costs related to planning, organization, equipment, training and exercise needs associated with acts of terrorism and other catastrophic events.

2. **MARYLAND EMERGENCY MANAGEMENT AGENCY** **\$686,304.00**

Account: 4000-482016-2023-212600-600000

This FY16 Urban Area Security Initiative Grant Award is intended to facilitate and strengthen the nation and Maryland against risks associated with potential terrorist attacks, while concentrating on developing integrated systems for prevention, protection, response, and recovery.

The Grant Award Agreements are late because the award documents were recently received.

#### MBE/WBE PARTICIPATION:

N/A

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

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

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

## AGENDA

BOARD OF ESTIMATES

10/26/2016

Police Department - Grant Award

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

The Board is requested to approve acceptance of a Grant Award from the Governor's Office of Crime Control and Prevention (GOCCP). The period of the grant award is October 1, 2016 through September 30, 2017.

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

\$ 80,000.00 - 4000-482217-0241-667600-600000  
40,000.00 - 1001-000000-2021-212600-600000  
**\$120,000.00**

### **BACKGROUND/EXPLANATION:**

This Grant Award from the GOCCP will be used for Baltimore's Domestic Violence/Witness Liaison program. This program assists in developing and implementing strategies specifically intended to provide assistance to domestic violence victims as their case(s) progress through the criminal justice system. The funds will provide the salary of personnel who will administer a multitude of tasks that support the effort to reduce the incidents of domestic violence in Baltimore City.

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

N/A

**APPROVED FOR FUNDS BY FINANCE**

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

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

AGENDA

BOARD OF ESTIMATES

10/26/2016

CITY COUNCIL BILL:

14-0353 - An Ordinance concerning the Sale of Property - 1511 Ashburton Street for the purpose of authorizing the Mayor and City Council of Baltimore to sell, at either public or private sale, all its interest in certain property known as 1511 Ashburton Street (Block 2408, Lot 066) and no longer needed for public use; and providing for a special effective date.

THE DEPARTMENT OF PUBLIC WORK'S UTILITY RECORDS SHOW SANITARY SEWERS AND A STORM DRAIN LOCATED WITHIN THE PROPERTY. SHOULD THE CITY SELL THIS PARCEL, IT WILL BE NECESSARY TO INCLUDE EASEMENTS IN THE FINAL DEED OF SALE TO ALLOW CONTINUED ACCESS TO THE CITY-OWNED AND MAINTAINED UTILITIES. BASED ON THESE FINDINGS, THE DEPARTMENT OF PUBLIC WORKS HAS NO OBJECTION TO THE PASSAGE OF CITY COUNCIL BILL 14-0353 SUBJECT TO EASEMENTS FOR THE CITY-OWNED UTILITIES LOCATED WITHIN THE PARCEL.

THE DEPARTMENT OF REAL ESTATE RECOMMENDS THAT ANY SALE BE SUBJECT TO AN EASEMENT AND THE FOLLOWING LANGUAGE BE INCLUDED IN ANY LAND DISPOSITION AGREEMENT. THE DEED CONVEYING THE PROPERTY FROM THE CITY TO THE DEVELOPER SHALL PROVIDE FOR A RESERVATION OF AN EASEMENT IN FAVOR OF THE CITY AS FOLLOWS: "GRANTOR RESERVES FOR ITSELF AN EASEMENT TO INSTALL, INSPECT, MAINTAIN AND REPLACE A WIRELESS COMMUNICATION DEVICE ON THE ROOF/EXTERIOR [SPECIFY LOCATION] THAT IS PART OF BALTIMORE CITY'S SYSTEM FOR REMOTE READING AND DATA TRANSMISSION OF WATER METERS (THE WIRELESS DEVICE). AT NO COST TO GRANTOR, THE GRANTEE SHALL PERMIT THE GRANTOR TO CONNECT THE WIRELESS DEVICE TO, AND TO DRAW POWER FROM, THE GRANTEE'S ELECTRICAL POWER DISTRIBUTION SYSTEM AND/OR TIME TO TIME AS NEEDED TO INSPECT, REPAIR, AND/OR UPGRADE SUCH WIRED CONNECTIONS. THE GRANTEE SHALL NOT INTERFERE WITH THE PROPER FUNCTIONING



AGENDA

BOARD OF ESTIMATES

10/26/2016

CITY COUNCIL BILL:

OF THE WIRELESS DEVICE BY OBSTRUCTION, ELECTRICAL SYSTEM OVERLOAD, DISCONNECTION, OR ANY OTHER MANNER WHATSOEVER. IF AT ANY TIME THE GRANTEE DESIRES TO HAVE THE WIRELESS DEVICE MOVED IN ORDER TO EFFECT ANY REPAIR, RENOVATION OR OTHER IMPROVEMENT TO THE PROPERTY, GRANTEE SHALL GIVE A LEAST SIXTY (60) DAYS' PRIOR NOTICE TO GRANTOR, DURING WHICH TIME THE PARTIES SHALL COOPERATE IN GOOD FAITH TO ACCOMMODATE A RELOCATION OF THE WIRELESS DEVICE IN RESPECT OF GRANTEE'S NEEDS TO THE EXTENT REASONABLE AND PRACTICAL."

THE DEPARTMENT OF REAL ESTATE DOES NOT SUPPORT THE PASSAGE OF THIS LEGISLATION UNLESS A REEXAMINATION IS PERFORMED TO DETERMINE IF IT IS NEEDED TODAY FOR PUBLIC USE.

ALL OTHER REPORTS RECEIVED WERE FAVORABLE.

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

Bureau of the Budget and - Supplementary State Fund  
Management Research      Operating Appropriation

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a Supplementary State Fund Operating Appropriation to provide funding for a grant for the Department of Public Works, Service No. 730: Public and Private Energy Performance.

**AMOUNT OF MONEY AND SOURCE:**

\$3,000,000.00 - Maryland Department of the Environment (MDE)

**BACKGROUND/EXPLANATION:**

The grant for the Department of Public Works is from the Maryland Department of the Environment developed and administered by the Maryland Water Quality Financing Administration. The source of funds is the grant award from the MDE submitted for acceptance and approval on page 81 of the October 26, 2016 agenda.

The purpose of the grant is to fund the installation of Combined Heat and Power at the Back River Waste Water Treatment Plant.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

EXTRA WORK ORDERS AND TRANSFER OF FUNDS

\* \* \* \* \*

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

91 - 94

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

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

# AGENDA

## BOARD OF ESTIMATES

10/26/2016

### 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 Transportation

1. EWO #001, \$1,064,366.27 - TR 13321, Downtown Bicycle Network				
\$ 2,849,822.40 -		P. F. Llanigan & Sons, Inc.	180	-

Under this Extra Work Order, authorization is requested for the Department of Transportation (DOT) Traffic to stripe dedicated Bus Only Lanes on Pratt and Lombard Streets. Limits of work for both Pratt and Lombard Streets and Howard Street to President Street. This work is Red Line Revision #1 which was issued by DOT Traffic. Due to the weather restrictions for the proposed material used, traffic patterns, and pedestrian volumes, 180 days have been added to the contract duration to perform this work. The 180-day extension request will extend the contract to December 17, 2017 from the original completion date of June 20, 2017. This Change Order is broken down by each location of Pratt and Lombard Streets. This break down is due to roadway surface of each street, which is concrete on Pratt Street and asphalt on Lombard Street.

#### NEW ITEMS: PRATT STREET

518-P	5 Inch White Thermo Markings/Solid and Skips	3519.00 LF	@ \$ 1.50	\$ 5,278.50
519-P	12 Inch White Thermo Markings/Crosswalks	16000.00 LF	@ \$ 4.10	\$ 65,600.00
520-P	24 Inch Thermo Markings/stop Bar	1130.00 LF	@ \$ 8.15	\$ 9,209.50

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**EXTRA WORK ORDERS**

	<u>Contract</u>	<u>Prev. Apprvd.</u>			<u>Time</u>	<u>%</u>
	<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>		<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation - cont'd</u>						
521-P	White Preformed Thermo Arrows, Lt/Rt.	9.00 EA	@ \$	290.00	\$	2,610.00
522-P	White Preformed Thermo Arrows, Turn and Through	2.00 EA	@ \$	550.00	\$	1,100.00
523-P	White Preform Thermo "Only" Graphic	8.00 EA	@ \$	385.00	\$	3,080.00
524-P	White Preform Thermo "Bus Only" Graphic	9.00 EA	@ \$	700.00	\$	6,300.00
525-P	Bus Lane Red Coating/Terracotta	28006.44 SF	@ \$	10.50	\$	294,067.62
808-P	Proposed Signage	87.25 SF	@ \$	68.00	\$	5,933.00
526-P	Remove Exist Pavement Markings/Lines	1200.00 LF	@ \$	1.85	\$	2,220.00
527-P	Remove Existing Pavement Marking Symbols	19300.00 SF	@ \$	3.30	\$	63,690.00
114-P	Maintenance of Traffic	1.00 LS	@ \$	96,420.00	\$	96,420.00
528-P	Pre-Coloring Roadway Cleaning	28000.00 SF	@ \$	1.00	\$	28,000.00
115-P	Street Sweeper	25.00 UD	@ \$	1,030.00	\$	25,750.00
<b>Total Pratt Street</b>					<b>\$</b>	<b>609,258.62</b>

**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**EXTRA WORK ORDERS**

	<u>Contract</u>	<u>Prev. Apprvd.</u>		<u>Time</u>	<u>%</u>
	<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation - cont'd</u>					
NEW ITEMS: LOMBARD STREET					
529-L	5 Inch White Thermo Markings/Solid and Skips	9092.26 LF	@\$1 .00		\$9,092.26
530-L	10 Inch White Thermo Markings/Solid	488.15 LF	@\$2.00		\$976.30
531-L	12 Inch White Thermo Markings/Crosswalk	13361.80 LF	@\$2.65		\$35,408.77
532-L	24 Inch White Thermo Markings/ Stop Line	581.65 LF	@\$5.30		\$3,082.75
533-L	White Preform Thermo Arrows, RT/RT	32.00 EA	@\$295.00		\$9,440.00
534-L	White Preform Thermo Arrows, Turn and Through	8.00 EA	@\$550.00		\$4,400.00
535-L	White Preform Thermo "ONLY" Graphic	8.00 EA	@\$385.00		\$3,080.00
536-L	White Preform Thermo "BUS ONLY" Graphic	9.00 EA	@\$695.00		\$6,255.00
537-L	Bus Lane Red Coating/Terracotta	25818.23 SF	@\$10.55		\$272,382.32
809-L	Proposed Signage	126.17 SF	@\$63.25		\$7,980.25
810-L	Sign Removal	6.00 EA	@\$85.00		\$510.00

**AGENDA****BOARD OF ESTIMATES****10/26/2016****EXTRA WORK ORDERS**

	<u>Contract</u>	<u>Prev. Apprvd.</u>		<u>Time</u>	<u>%</u>
	<u>Awd. Amt.</u>	<u>Extra Work</u>	<u>Contractor</u>	<u>Ext.</u>	<u>Compl.</u>
<u>Department of Transportation - cont'd</u>					
538-L	Removal of Existing Pavement Markings	2000.00 LF	@\$1.85		\$3,700.00
539-L	Removal of Existing Pavement Markings Symbols	1500.00 SF	@\$3.30		\$4,950.00
116-L	Maintenance of Traffic	1.00 LS	@\$60,100.00		\$60,100.00
117-L	Street Sweeper	25.00 UD	@\$1,030.00		\$25,750.00
540-L	Pre- Coloring Roadway Cleaning	8000.00 SF	@\$1.00		\$8,000.00
<b>Total Lombard Street</b>					<b>\$455,107.65</b>
<b>TOTAL NEW ITEMS</b>					<b>\$1,064,366.27</b>

2. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,000,000.00	9950-903256-9509	
Mayor & City	Construction Reserve	
Council Rev.	Central Avenue	
140,000.00	Reconstruction	
<u>GF (HUR)</u>	Neighborhood	
	Reconstruction	
	9950-903550-9509	
<b>\$1,140,000.00</b>	-----	9950-905190-9527-2
		Contingencies
		Downtown Bicycle Network

This transfer of funds will fund the cost associated with Change Order #1 on Project TR 13321, Downtown Bicycle Network with P. Flanigan & Sons, Inc.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

Department of Finance - Revised Administrative Manual Policies  
AM 204-10, 209-1, and 240-10

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

The Board of Estimates is requested to approve the following revised Administrative Manual Policies:

- AM 204-10 Job-Related Injury and Illness
- AM 209-1 Union Visitation
- AM 240-10 Employee-Owned Vehicle

The changes are effective upon Board approval.

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

There are no costs associated with these actions.

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

The Administrative Manual (AM) communicates official City policies and procedures that effect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The Administration has conducted a comprehensive review of the Administrative Manual to identify individual policies in need of revision. The revisions reflect updates to outdated or obsolete procedures and will provide greater clarity to City operations, functions, and requirements.

The revisions are being submitted in groups addressing similar subject matter. This collection of AM revisions pertains to human resources. All policies in this set are in the 200 series and the proposed changes in each are listed below.



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Finance - cont'd

##### AM 204-10 (Job-related Injury and Illness)

The purpose of this policy is to outline the procedures that must be followed when an employee is injured on the job, including the duties of all of the necessary actors and the employee's right to leave time. The revisions to this policy are as follows:

- Clarifying that "Original" copies of an Employee Incident Report form must be sent to a "Third Party" Claims Administrator,
- Specifying the various methods available for supervisors to submit the "Safety" copy of an Employee Incident Report form to the Division of Occupational Safety, and
- Adding a new section titled "Related Procedures and/or Documents."

##### AM 209-1 (Union Visitation)

The purpose of this policy is to specify the circumstances and conditions under visits to or from union officials may occur during work hours without a loss in pay. The revisions to this policy are as follows:

- Granting union representatives reasonable time off with pay while processing grievances.

##### AM 240-10 (Employee-Owned Vehicle)

The purpose of this policy is to specify when City employees may be authorized to use their own vehicles for City business and collect reimbursements. The revisions to this policy are as follows:

- Requiring City employees to take a Defensive Driving Course and Recertification classes every three years administered by the Office of Risk Management before being allowed to use their personal vehicles,

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### Department of Finance - cont'd

- Specifying the steps that must be taken by the City employee following an accident,
- Changing the reimbursement rate from 57.5 cents per mile to 54 cents per mile,
- Requiring that City employees obtain a receipt from a parking vendor before being reimbursed for parking expenses,
- Prohibiting City employees from using City-owned fuel for their personal vehicles, and
- Expanding the "Related Policies" section by including references to more policies.

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

N/A

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10

10/26/16 (replaces 12/11/07)

### Job-Related Injury and Illness

#### SCOPE

This policy is intended to provide employees with a comprehensive response to on-the-job injuries and illnesses, prompt medical treatment and a timely return to work. It complies with OSHA regulation 29 CFR 1904.35 on informing each employee how to report on-the-job injuries and illnesses.

#### POLICY SECTIONS

- Definitions
- Reporting Requirements
- Employee Responsibilities
- Supervisor Responsibilities
- Severe Injuries/Out of Town on City Business Injuries
- City of Baltimore Occupational Medical Services (Mercy Clinic)
- Notification of Return to Duty
- Job Injury Leave
- Leave Usage
- Delayed or Failure to Report Incidents Progressive Disciplinary Procedures
- Fraud Warning
- Related Policies
- Related Procedures and/or Documents

#### DEFINITIONS

City of Baltimore Occupational Medical Services A health care organization designated by the City of Baltimore and confirmed, by contract that provides medical services on behalf of the City of Baltimore for on-the-job. injuries and illnesses at the site designated. For this policy, the site designated is the City of Baltimore Occupational Medical Services (Mercy Clinic), 323 N. Calvert St., Baltimore, MD 21202.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

Discharge Instructions A written document provided to employees seen at the Mercy Clinic at the end of each visit that indicates diagnosis, treatment plan, work status and the time and place of the employees next visit. The employee should give a copy of the document to his/her supervisor immediately following each appointment.

Employee - This includes permanent full-time, permanent part-time employees and temporary employees contracted directly by the agencies (seasonal employees). It excludes consultants, volunteers and staff provided by temporary personnel agencies. For specific information on who is considered an employee for workers' compensation purposes, contact the City's Department of Finance, Office of Risk Management, at 410-396-5115.

Employee Incident Report (EIR) - A City form that is used to report job-related injuries and illness. The warehouse form number is 28-1608-5149. It is to be completed within 24 hours by the supervisor, called into Teleprompt at 1-877-607-8600 and then sent to the Third Party Administrator. The employee is to take the EIR form with him/her to the clinic for treatment.

The EIR form has 4 parts:

1. Original is for the Third Party Claims Administrator (TPA).  
(The current TPA is Key Risk);
2. Safety - is designated for the Division of Occupational Safety;
3. Medical Services - is the copy which accompanies the employee to the Mercy Clinic; and
4. Agency - is to be retained with the Agency Human Resources Office.

Medical Director - A physician licensed in the State of Maryland and board certified in Occupational and Environmental Medicine

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

who oversees the operation of the City of Baltimore Occupational Medical Services and serves as the chief physician of the City for matters of City employee medical services.

Supervisor - An employee designated by management, who exercises major, supervisory functions over other employees. These functions include hiring, evaluating, assigning work, disciplining, and dismissing.

Third Party Administrator (TPA) - An organization designated by the City of Baltimore to receive, investigate and process claims pursuant to a service contract and in accordance with the Maryland Workers' Compensation statute. For this policy, the TPA is Key Risk, 7 St. Paul Street, Suite 450, Baltimore, MD 21202.

Workers' Compensation Claim - A workers' compensation claim is a report of a job-related injury or illness that arises out of or in the course of his/her employment with the City (whether at the regular jobsite, a temporary jobsite, traveling on business for the City or driving on City business) that has been reported to the TPA and the Workers' Compensation Commission within the statutory time frame.

#### REPORTING REQUIREMENTS

Prompt reporting of job-related injuries and illnesses is essential for the following reasons:

- An employee will not be treated at the Mercy Clinic (unless the injury is severe) without a copy of the completed EIR, resulting in delayed medical attention.
- The TPA cannot set up a claim, authorize treatment or payments until the EIR has been called into Teleprompt or a copy of the completed EIR has been received by mail or fax. The Maryland Department of Labor, Licensing and Regulation

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

as well as the Maryland Workers' Compensation Commission can levy late reporting actions against the City. If the City of Baltimore is fined for late reporting, any fine up to \$1,000 will be charged back to the agency responsible for the late reporting.

- Failure to report incidents or delayed reporting of incidents by employees and supervisors may result in disciplinary action.

#### EMPLOYEE RESPONSIBILITIES

Employees shall follow these procedures in the event of a job-related injury or illness:

1. Report any job-related injury or illness to the appropriate supervisor on the date or shift that it occurs, unless incapacitated.
2. Complete the appropriate section on the EIR and sign it as soon as possible.
3. Report to the Mercy Clinic (323 N. Calvert Street, Baltimore, MD 21202) to seek evaluation and treatment with the EIR copy for Medical Services. A valid City identification and a copy of the EIR are required.
4. Provide the supervisor with the agency's copy of the Discharge Instructions immediately following each appointment. The document includes the patient's diagnosis, work status, return appointment and any information relating to a referral outside of the clinic.

#### SUPERVISOR RESPONSIBILITIES

The supervisor's first priority is to see that prompt medical treatment is provided to an injured employee. In the event of a serious job-related injury or illness, dial 911. The employee should be taken to the closest medical facility.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

In all other cases, when an employee reports a job-related injury or illness, the supervisor shall follow these procedures:

1. Complete the EIR form (#28-1608-5 149) and send the employee to the clinic with the EIR copy for "Medical Services."
2. Call the Teleprompt number (1-877-607-8600) with the ER available. The claim reporting telephone number is available 24 hours a day, 7 days a week. This is an essential step as it officially establishes a claim with the TPA. Immediately calling Teleprompt ensures prompt services will be provided to injured employees.
3. Do not delay in calling Teleprompt if additional investigation is needed. Required fields for reporting to Teleprompt are: employee's name, address, phone number, date and description of injury, agency name, and contact information.
4. Forward the completed "Original" copy of the ER form to the Key Risk (TPA) at FAX: 410-864-2600 or mail to 7 St. Paul Street, Suite 450, Baltimore, MD 21202.
5. Send the "Safety" copy by mail, facsimile or in person to the Department of Finance, Office of Risk Management, Division of Occupational Safety, 401 E. Fayette Street, 7th Floor, Baltimore MD 21202 or FAX to 410-396-7278.
6. Send the copy designated for "Agency" to the Agency Human Resources Office.
7. Coordinate with the Agency Human Resources Office to provide light duty or transitional work assignments in accordance with the medical restrictions on the Discharge Instructions.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

Supervisors shall follow these accident investigation procedures to ensure a complete report:

1. Report to the incident site, when possible.
2. Obtain names and addresses of all witnesses.
3. Interview and document statements of witnesses. Accurately note date, time, place, weather, and circumstances surrounding the accident. Obtain, produce or sketch detailed drawings and measurements. Take photographs of the site, if possible. Document first aid and medical treatment provided to all parties. Identify use of safety equipment and personal protective equipment.
4. Secure and preserve all evidence in regard to the incident.
5. Avoid disputes and make no commitments relative to repairs and acceptance of liability.
6. When the accident investigation is complete, every question on the completed EIR form shall be answered. Again, do not delay reporting the initial claim to Teleprompt. The ER can always be forwarded to the TPA when completed.

#### SEVERE INJURIES OR OUT OF TOWN ON CITY BUSINESS INJURIES

If a job-related injury is severe or occurs when the employee is on City business out of the area, the employee must go to an urgent care or emergency center for treatment and then contact the supervisor to process an EIR. The supervisor prepares the EIR and calls Teleprompt (1-877-6078600) to report the claim. The employee must be seen at Baltimore City Occupational Medical



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

Services (Mercy Clinic) for an initial examination as soon as medically able. After being seen at the City of Baltimore Occupational Medical Services (Mercy Clinic), a plan of care is developed and managed by the Medical Director. The Medical Director at Mercy Medical Center will request medical records from the original treating facility. Mercy or the attending physician will issue Discharge Instructions indicating return to work abilities.

#### CITY OF BALTIMORE OCCUPATIONAL MEDICAL SERVICES

Except for severe injuries and illnesses and those that occur on City business out of the area, all on-the-job injuries and illnesses shall be treated at City of Baltimore Occupational Medical Services (Mercy Clinic). The clinic shall provide ongoing appropriate medical care if the injured worker's injury or illness is found to be covered under the Maryland Workers' Compensation statute. The decision of whether a claim is covered or not is determined by the TPA. The Mercy Clinic shall evaluate the employee's injury or illness, order any necessary tests, make a diagnosis, establish a treatment plan, recommend work status and schedule the next appointment. The Medical Director may also refer the employee to an additional medical care provider who will facilitate care.

#### NOTIFICATION OF RETURN TO DUTY

Before leaving the Mercy Clinic, the employee will be given a written document in duplicate, called Discharge Instructions. This document will include the patient's diagnosis, work status, return appointment date and any information relating to a referral outside of the clinic. It is the employee's responsibility to provide the supervisor with the agency's copy

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

of the Discharge Instructions, no later than the start of the employee's next scheduled shift.

#### JOB INJURY LEAVE

The TPA will generate a First Report of Injury and send a copy to the reporting agency within 48 hours. The TPA will make a determination as to the whether the claim is covered or not (compensability) within 14 working days after receiving the EIR and necessary documentation. If the Discharge Instructions authorize days off from work due to a covered injury, the TPA generates an Accident Leave Voucher (A-time) authorizing compensable covered dates. It is forwarded by the TPA to the agency's human resources/personnel office and the Department of Finance, Central Payroll Division, authorizing the employee to be paid Accident Leave (A-time).

#### LEAVE USAGE

Job injury leave is granted for a specific period of time and is not charged against accumulated sick leave, vacation leave, personal leave or compensatory time. The maximum amount of job injury leave granted to an employee is established by the applicable labor agreements negotiated by the employee's representative organization.

For additional information on job injury leave, employees should consult their negotiated labor agreement, their Agency's Human Resources Office, or the City's website at [www.ci.baltimore.md.us/governmentllabor/index.html](http://www.ci.baltimore.md.us/governmentllabor/index.html).

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM-204-10 - cont'd

##### DELAYED OR FAILURE TO REPORT INCIDENTS-PROGRESSIVE DISCIPLINARY PROCEDURES

Delays or failures by employees and supervisors to report a job-related injury or illness, complete an EIR, or contact the TPA using Teleprompt, may result in disciplinary action up to and including termination.

##### FRAUD WARNING

It is a crime to lie or provide false information in order to receive workers' compensation benefits. Employees, employers and other parties who lie or provide false information regarding a claim are subject to prosecution for fraud. The Fraud Hotline of the TPA is available 24 hours a day, 7 days a week by calling 1-866-841-1044. Information about Workers' Compensation fraud should also be communicated to the Maryland Workers' Compensation Commission at 1-800-492-0479, 410-8645100.

##### RELATED POLICIES

AM-203-2, FAMILY AND MEDICAL LEAVE

AM-501-2, PART II, COMMERCIAL DRIVER LICENSE

AM-501-10, MOTOR VEHICLE ACCIDENT

##### RELATED PROCEDURES AND/OR DOCUMENTS

Employee's Incident Report (EIR)

TPA (Key Risk) - Workers Compensation - "First Report of Injury or Illness" TPA generated documents used by TPA to generate/confirm the existence of a submitted claim.

10/26/16 (replaces 12/11/07)

## AGENDA

BOARD OF ESTIMATES

10/26/2016

**AM-209-1**

10/26/16 (replaces 9/16/04)

### Union Visitation

#### DISCUSSION OF GRIEVANCES

Upon request, any recognized and accredited representative of the Union shall be granted reasonable time off with pay during working hours for the purpose of processing grievances in accordance with the appropriate grievance procedure provided that there is no interference with work performance. The union steward or representative must make an appointment in advance with the appropriate management representative.

#### NOTICES AND COMMUNICATIONS

A union steward or representative may visit work areas during working hours without loss of pay for the purpose of:

- Posting official notices on designated union bulletin board.
- Transmitting union-authorized communications to the employer or a management representative.

10/26/16 (replaces 9/16/04)

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

AM-240-10

10/26/16 (replaces 7/1/08)

### Employee-Owned Vehicle

#### SCOPE

Either the Board of Estimates or the Agency Head may authorize the use of an employee-owned personal vehicle for City business when it is the most practical mode of transportation under the existing circumstances, e.g., out-of-town travel, qualifying local work, etc. Normally such approval is granted when a City-owned vehicle is neither available nor accessible, or it is cost beneficial to authorize use of an employee-owned vehicle. An Agency Head shall use discretion when permitting the use of an employee-owned vehicle in the conduction of City business. The mileage reimbursement an employee receives as a result of using a personal vehicle for City business is taxable and reportable if the reimbursement rate exceeds Internal Revenue Service (IRS) guidelines.

#### REQUIREMENTS

An employee who uses his personal vehicle for official City business must be trained initially by taking a Defensive Driving Course and then a Recertification class every three (3) years from the Office of Risk Management/Division of Occupational Safety (ORM/DOS). An employee shall also have and maintain automobile insurance in the amount required under existing Maryland motor vehicle laws or laws from the State where your vehicle is registered. The Agency Head should review continued use of an employee-owned vehicle for City business intermittently since applicable insurance rates and employee costs could increase without eligibility for reimbursement. Employee must assume responsibility for reporting all accidents as per AM-501-10 as well as reporting to the City's Occupational

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

AM-240-10 - cont'd

Clinic (Mercy Clinic) for injuries and drug/alcohol post-accident testing and to also see Substance Abuse Control Policy (SACP) as required. Failure to adhere to the relevant post-accident procedures and governing policies may result in discipline and/or termination.

### REIMBURSEMENT RATES

Employees who have been authorized to use their personal vehicles to perform official City business will be reimbursed for each mile traveled on approved City business in accordance with the approved City rate structure. These rates are subject to change depending on the negotiated agreement governing the employee's position classification.

Effective January 1, 2016, the mileage reimbursement rate for employee-owned personal vehicles is the IRS standard business rate of 54¢ per mile for City Union of Baltimore (CUB); Managerial and Professional Society (MAPS); Locals 44, 558 and 2202, American Federation of State, County and Municipal Employees (AFSCME); elected officials; appointed officials; and unrepresented.

Members of Locals 734 and 964, International Association of Fire Fighters (IAFF), have a transportation rate of \$5.00 when personal vehicles are used for business.

Employees will be reimbursed for reasonable parking expenditures incurred in the conduct of official City business, e.g., meter charges and parking lot/garage fees. If possible, please obtain a receipt from the parking vendor especially when using a parking lot/garage. Use the receipt to justify the expenditure. At no time shall an employee driving his/her personal vehicle be authorized to use fuel services to fuel their personal vehicle regardless if they are using their personal vehicle for City business. Mileage reimbursement for qualifying work is in lieu of the privilege of utilizing City owned fuel with Fuel Systems.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

240-10 - cont'd

Such expenses may be claimed by submitting an EMPLOYEE EXPENSE REPORT with appropriate documentation to:

Finance Department, Accounts Payable Division, 401 E.  
Fayette Street, 5th Floor; Attn:  
Assistant Accounts Payable Administrator.

No other expenses (such as insurance and gas) in connection with use of an employee-owned vehicle will be defrayed.

### QUALIFYING LOCAL WORK

When submitting mileage expenses for qualifying local work, the authorized employee must deduct personal miles traveled, e.g., to and from home, when filling out the EMPLOYEE EXPENSE REPORT. These miles are not subject to reimbursement. Miles traveled in connection with such work must begin and end at the assigned City office location, i.e., the mileage reimbursement for travel may not exceed the map mileage from the normal work site to the temporary work site.

### RELATED POLICIES

AM-239-1 ELECTED OFFICIALS' BUSINESS EXPENSES  
AM-240-2 AGENCY HEAD APPROVAL  
AM-240-3 BOARD OF ESTIMATES APPROVAL  
AM-240-11 EMPLOYEE EXPENSE REPORT  
AM-501-2 PART I, TRAINING COURSES/DRIVER  
PERMITS/AUTHORIZATIONS/LICENSES FOR CITY-OWNED  
VEHICLES  
AM-501-7 MMVFC -ASSIGNED VEHICLES  
AM-510-10 MOTOR VEHICLE ACCIDENT SACP, SUBSTANCE ABUSE  
CONTROL POLICY

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

Department of Finance - Revised Administrative Manual Policies  
AM 109-1, 112-1, and 303-2

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

The Board is requested to approve the following revised Administrative Manual Policies:

- AM 109-1 Construction Work Involving Railroad Rights-of-Way
- AM 112-1 Public Use of City Hall
- AM 303-2 City of Baltimore Tax Exempt Certificate

The changes are effective upon Board approval.

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

There are no costs associated with these actions.

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

The Administrative Manual (AM) communicates official City policies and procedures that effect the City's operations and its employees. By distilling provisions of the City Charter, Board of Estimates policies and rules, Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The Administration has conducted a comprehensive review of the Administrative Manual to identify individual policies in need of revision. The revisions reflect updates to outdated or obsolete procedures and will provide greater clarity to City operations, functions, and requirements.

The revisions are being submitted in groups addressing similar subject matter. These revisions reflect technical and administrative changes to revenue, public use of City Hall, and tax issues.

#### **AM 109-1 (Construction Work Involving Railroad Rights-of-Way)**

The purpose of this policy is to specify that city agencies may need to reimburse railroads for certain work performed by railroad personnel as part of a City construction project that spans, crosses, or is adjacent to railroad rights-of-way. The one revision to this policy changes the name of the lead agency from the "Department of Public Works" to the "Department of Transportation."



## AGENDA

### BOARD OF ESTIMATES

10/26/2016

#### AM 112-1 (Public Use of City Hall)

The purpose of this policy is to establish guidelines for appropriate public use of Baltimore's historic City Hall. The revisions to this policy change the reference to the "City Hall Courtyards" to the "City Hall Courtyard Galleries."

#### AM 303-2 (City of Baltimore Tax Exempt Certificate)

The purpose of this policy is to explicitly state that the City of Baltimore is not subject to the Maryland sales tax. The policy gives the City's tax-exempt number for the use of City agencies. The revisions to this policy add a copy of the City of Baltimore Tax Exempt Certificate for use and reference by City agencies.

#### MBE/WBE PARTICIPATION:

N/A

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

AM 109-1  
10/26/16 (replaces 7/22/97)

### Construction Work Involving Railroad Rights-of-Way

#### SCOPE

When a City agency engages in construction work which spans, crosses, or is adjacent to railroad rights-of-way, it may be necessary for railroad employees to be at the construction site to perform various functions (e.g., coordinating train timetables with construction schedules, taking measures to protect railroad property from accidental damage, etc.). In such cases, the City may be required to reimburse the railroad for the work performed by these railroad employees.

#### LABOR SURCHARGES

The City will negotiate labor surcharge rates with the railroads based upon the rates set forth in the Federal Highway Administrations "Federal Aid Highway Program Manual". The following extract from this document must be consulted when negotiating such contracts.

#### EXTRACT

LABOR SURCHARGES ESTABLISHED BY AGREEMENT BETWEEN THE FEDERAL HIGHWAY ADMINISTRATION AND THE ASSOCIATION OF AMERICAN RAILROADS APPLICABLE TO 23 CFR, CH.1, PART 140, SUBPART I AND PART 646, SUBPART B.

For additional information or interpretation of the rates, contact: Department of Transportation, 417 E. Fayette Street, 5th floor.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

AM-112-1  
10/26/16 (replaces 5/18/12)

### Public Use of City Hall

#### SCOPE

Because Baltimore City Hall is listed on the National Register of Historic Places as one of the country's historic and architectural treasures, certain guidelines have been established for appropriate use of the building. Also, security measures are in place for safety reasons and must be adhered to by all visitors, employees, and elected officials.

#### TOURS

Because of security measures, all tours must be pre-arranged. The Curator for City Hall, Office of the Mayor, schedules all tours of City Hall and makes arrangements with security personnel. Any group or individual interested in touring City Hall may contact the Curator at 410-396-4947.

#### ASSEMBLY ROOMS

The assembly rooms in City Hall are restricted to use by City agencies. Assembly Rooms include the Rotunda, the City Hall Courtyard Galleries, the Curran Room and the Reeves Room.

The Rotunda and the City Hall Courtyard Galleries may be scheduled by contacting the Curator at 410-396-4947. Use of these rooms by non-City government groups or individuals will not be considered. The Curran Room and the Reeves Room are scheduled by the City Council President's Office by contacting 410-396-4804.

City personnel sponsoring use of assembly room space in City Hall must notify the Mayor's Executive Protection Unit in adequate advance of the usage and provide pertinent information.

## AGENDA

### BOARD OF ESTIMATES

10/26/2016

AM 112-1 - cont'd

For additional information on the requirements, contact the Executive Protection Unit at 410-396-4373.

All members of groups and/or city employees attending functions in City Hall assembly rooms must comply with the security measures posted at the entrance of City Hall, including presenting photo identification upon request.

#### SOLICITATION

No solicitation in City Hall is permitted except for programs specifically sanctioned by the City Administration, e.g., U.S. Savings Bonds, Combined Charities, etc.

AM-303-2

10/26/16 (replaces 2/28/05)

### City of Baltimore Tax Exempt Certificate

#### SCOPE

The City is exempt from payment of State of Maryland sales tax. Agencies which make direct purchases must supply the City's tax exemption number to the vendor at the time of purchase. Reimbursement will not be made for sales taxes paid.

#### TAX EXEMPTION NUMBER

(00000000-0)

#### RELATED POLICIES

AM-301-1, PURCHASING

AM-401-1, PETTY CASH FUND

Copy of City of Baltimore Tax Exempt Certificate

**AGENDA****BOARD OF ESTIMATES****10/26/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Recreation and Parks</u>			
1. Shaun Preston	Society of American Foresters Conference Madison, WI Nov. 1 - 3, 2016 (Reg. Fee \$370.00)	General Funds	\$1,108.31

The subsistence rate for this location is \$164.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$23.06 per night. The Department is requesting additional subsistence of \$35.00 per day for meals and incidentals. The registration cost of \$370.00 was prepaid using a City-issued credit card assigned to Kenn King. The airfare cost of \$234.20 was prepaid using a City-issued credit card assigned to Basil Matthews. Therefore, the disbursement to Mr. Preston is \$504.11.

2. Ian Dombrowski	2017 Use of Force Investigation Conf. Seattle, WA Jan. 29 - Feb. 1, 2017 (Reg. Fee \$600.00)	General Fund	\$1,772.01
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The airfare in the amount of \$347.96 and registration fee was paid by a City-issued procurement card assigned to Mr. Tribhuvan Tracker. Therefore, the amount to be disbursed Mr. Dombrowski is \$824.05.

**AGENDA****BOARD OF ESTIMATES****10/26/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Health Department</u>			
3. Vira David-Rivera	Healthy Teen Network 2016 Annual Conference Las Vegas, NV Nov. 12 - 17, 2016 (Reg. Fee \$495.00)	Family Planning Special Needs	\$1,662.12

The subsistence rate for this location is \$172.00 per night. The cost of the hotel is \$125.00 per night plus taxes of \$15.00 per night. The resort fee is \$14.00 per night plus taxes of \$1.80 per night.

The airfare in the amount of \$291.96 was prepaid on a City-issued procurement card assigned to Mr. Ryan Hemminger. The Registration fee in the amount of \$495.00 was paid by City Purchase Order No. P536041. Ms. David-Rivera is arriving on November 12, 2016, at her own expense. Due to the late closing session of the conference on November 16, 2016, the Department requests the attendee be allowed to stay one additional night. Therefore, the amount to be disbursed to Ms. David-Rivera is \$875.16.

4. Tonya Johnson	Healthy Teen Network 2016 Annual Conference Las Vegas, NV Nov. 14 - 16, 2016 (Reg. Fee \$495.00)	Family Planning Special Needs	\$1,748.13
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The subsistence rate for this location is \$172.00 per night. The cost of the hotel is \$125.00 per night plus taxes of \$15.00 per night. The resort fee is \$14.00 per night plus taxes of \$1.80 per night.

**AGENDA****BOARD OF ESTIMATES****10/26/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Health Department

The airfare in the amount of \$307.97 was prepaid on a City-issued procurement card assigned to Mr. Ryan Hemminger. The registration fee in the amount of \$495.00 was paid by City Purchase Order No. P536041. Due to the late closing session of the conference on November 16, 2016, the Department requests the attendee be allowed to stay one additional night. Therefore, the amount to be disbursed to Ms. Johnson is \$875.16.

- |                     |  |                                  |            |
|---------------------|--|----------------------------------|------------|
| 5. Catherine Watson | Healthy Teen Net-work's 2016 Annual Conference<br>Las Vegas, NV<br>Nov. 13 - 18, 2016<br>(Reg. Fee \$0.00) | Family Planning<br>Special Needs | \$1,240.11 |
|---------------------|--|----------------------------------|------------|

The subsistence rate for this location is \$172.00 per night. The cost of the hotel is \$125.00 per night plus taxes of \$15.00 per night. The resort fee is \$14.00 per night plus taxes of \$1.80 per night.

The dates of the conference are November 14 - 16, 2016. Ms. Watson is staying one additional day, November 17, 2016, at her own expense. Due to the late afternoon closing session of the conference on November 16, 2016, the Department requests the attendee be allowed to stay one additional night.

**AGENDA****BOARD OF ESTIMATES****10/26/2016****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Police Department</u>			
6. Ganesha Martin	2016 Code for America Summit: Government That Works for Everyone Oakland, CA Oct. 31 - Nov. 3, 2016 (Reg. Fee \$447.50)	General Funds	\$1,818.37

The subsistence rate for this location is \$209.00 per night. The cost of the hotel is \$220.00 per night plus taxes of \$30.80 per night and a tourism assessment fee in the amount of \$0.17 per night. The airfare in the amount of \$437.96 and the registration fee in the amount of \$447.50 was prepaid on a City-issued credit card assigned to Mr. Tribhuvan Thacker.

The Department is requesting additional subsistence of \$11.00 per day for the hotel and \$40.00 per day for meals and incidentals. Therefore, Ms. Martin will be disbursed \$932.91.

7. Derreck Sargent	National	Asset	\$2,059.05
Charles Sullivan	Conference on Officer Wellness and Trauma Nov. 10 - 13, 2016 (Reg. Fee \$300.00) (Reg. Fee \$300.00)	Forfeiture Funds	

The subsistence rate for this location is \$208.00 per night. The cost of the hotel is \$159.00 per night plus taxes of \$17.55 per night. Messrs. Sargent and Sullivan will be



**AGENDA**

**BOARD OF ESTIMATES**

**10/26/2016**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Funds</u>	<u>Amount</u>
<u>Police Department</u>			

sharing a hotel room. Therefore, the disbursement to Mr. Sargent is \$1,307.85.

The Department is requesting additional subsistence of \$40.00 per day for meals and incidentals for Mr. Sullivan. His registration cost of \$300.00 and his airfare cost of \$271.20 were prepaid using a City-issued credit card assigned to Mr. Tribhuvan Thacker. Therefore, the disbursement to Mr. Sullivan is \$180.00.

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**