

## NOTICES :

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

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than 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.

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

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

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

NOTICES - cont'd:

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: BOARD OF ESTIMATES' RECESS :  
: SEPTEMBER 7, 2016 :  
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The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on September 7, 2016.

The Board of Estimates will not receive or open bids on September 7, 2016. The Board of Estimates will reconvene on September 14, 2016.

## BOARD OF ESTIMATES' AGENDA - AUGUST 24, 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:

C & D Waterproofing Corp.	\$ 8,000,000.00
C & N Associates, LLC	\$ 1,845,000.00
CTG, Inc.	\$ 1,500,000.00
Denver-Elek, Inc.	\$ 66,150,000.00
Dissen & Juhn, LLC	\$ 6,363,000.00
Ligon & Ligon, Inc.	\$ 60,651,000.00
Skanska USA Civil Southeast, Inc.	\$563,688,000.00
Specialty Underwater Services, LLC	\$ 1,500,000.00

#### 2. Prequalification of Architects and Engineers

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

Baker, Ingram & Associates	Engineer
Greenman-Pedersen, Inc.	Landscape Architect Engineer Land Survey
HDR Engineering, Inc.	Engineer Architect Landscape Architect

**AGENDA**

**BOARD OF ESTIMATES**

**08/24/2016**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the lease renewal between East Baltimore Enterprise, Inc., Landlord, and the Juvenile Division of the Circuit Court of Baltimore City, Tenant. The period of the renewal is July 1, 2016 through June 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Equal Monthly Installment</u>
\$12,325.00	\$1,027.08

Account: 5000-544417-1100-117001-603052

**BACKGROUND/EXPLANATION:**

On September 9, 2015, the Board approved the original lease agreement for one year commencing July 1, 2015 and terminating June 30, 2016, with the option to renew for an additional year.

The Juvenile Division of the Circuit Court of Baltimore City will use a portion of the building known as Chance Center, located at 301 N. Gay Street, being on the 1<sup>st</sup> floor, consisting of approximately 850 sq. ft. for its training classes and general office space. The Juvenile Division of the Circuit Court of Baltimore City will exercise the one year renewal option. All other terms and conditions of the agreement will remain in full force and effect.

The lease renewal is late due to administrative issues.

**APPROVED FOR FUNDS BY FINANCE**

PERSONNEL MATTERS

\* \* \* \* \*

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

4 - 22

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**

**08/24/2016**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Audits</u>		
1. <b>BENJAMIN F. MONDELL</b>	\$40.00	<b>\$ 48,000.00</b>

Account: 1001-000000-1310-157800-601009

Mr. Mondell, retiree, will work as a Contract Services Specialist I (Auditor Supervisor/Special Auditor). He will review, evaluate, and recommend items for the Board of Estimates approval, provide staff training, and assist management with quality control. The period of the agreement is effective upon Board approval for one year.

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

Office of the City Council

2. <b>MICHAEL L. SWIFT</b>	\$90.00	<b>\$ 6,750.00</b>
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Account: 1001-000000-1000-104800-601009

Mr. Swift, will continue to work as a Contract Services Specialist II (Parliamentarian) and report to the President of the City Council. He will attend City Council meetings, provide technical support to the President of the City Council, provide advice on parliamentary procedures, review and comment on questions of parliamentary procedures, and educate the President and City Council on parliamentary procedures. In addition, Mr. Swift will provide analysis of the City Council rules and Robert's Rules of Order, newly revised. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**08/24/2016**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of Civil Rights and Wage Enforcement</u>		
3. <b>BAISSOU SISSOKO</b>	\$25.00	<b>\$ 31,200.00</b>

Account: 1001-000000-1562-171500-601009

Mr. Sissoko will work as a Contract Services Specialist II (Mediation Coordinator). He will be responsible for coordinating the mediation process between the Civilian Review Board complainants, Baltimore City Police officers, and the organization providing the mediators. In addition, Mr. Sissoko will conduct initial intakes with complainants and police officers and manage all correspondence from the City to the parties involved. The period of the agreement is effective upon Board approval through June 30, 2017.

Department of Finance

4. <b>THEO WOLDESEMAYAT</b>	\$61.17	<b>\$115,000.00</b>
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Account: 1001-000000-1411-160400-601009

Mr. Woldesemayat will work as a Contract Services Specialist II (Agency IT Manager/Information Systems/Network Specialist). He will act as the technical expert for the Bureau of Budget and Management Research's homegrown budget system, which is used for managing the City's \$2.6 billion operating budget, and manage the transition from phase-to-phase of the budget process from the current level of service to the agency proposal to the Department of Finance's recommended budget, and finally to the Board of Estimates recommended budget. The period of the agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**08/24/2016**

**PERSONNEL**

Department of Finance/Retirement Savings Plan of Baltimore City

5. Create the following position:

Classification: Operations Officer I  
Job Code: 31109  
Grade: 923 (\$58,300.00 - \$93,500.00)  
Position No.: To be assigned by BBMR

Costs: \$105,886.00 - 1001-000000-1550-784900-601001

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 General Services (DGS)

6. Reclassify the following position:

Position No.: 1981-19980

From: Classification: Special Assistant  
Job Code: 10063  
Grade: 089 (\$43,026.00 - \$52,239.00)

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

Costs: \$1,567.00 - 1001-000000-1981-194600-601001

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

08/24/2016

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>DGS</u> - cont'd		
7. <b>MICHAEL O'CONNOR</b>	\$34.16	<b>\$ 40,992.00</b>

Account: 1001-000000-1981-194700-601009

Mr. O'Connor, retiree, will continue to work as a Contract Services Specialist I (Administrative Analyst II/Financial Assessment Specialist). He will provide review of the Fleet Management Consultant's recommendations and provide oversight of the implementation project that will phase in new operational and financial structures by Mercury Associates. Mr. O'Connor will also develop an internal service fund for the Building Maintenance Division and assist in the implementation of that fund and develop funding structures to support the reorganization of the Department of General Services, including the establishment of the Property Management Bureau and Contract Administration Section. In addition, he will make recommendations regarding the budgetary and fiscal structure with an emphasis on improvements. This is a 2% increase in the hourly rate from the previous contract period. The period of the agreement is effective upon Board approval for one year.

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

Health Department/Division of Aging and CARE Services

8.   Reclassify the following position:

Position No.: 3254-47720

From: Classification: Social Program Administrator I  
Job Code: 81151  
Grade: 088 (\$41,326.00 - \$50,069.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/24/2016**

**PERSONNEL**

Health Department/Division of Aging and CARE Services - cont'd

To: Classification: Social Program Administrator II  
Job Code: 81152  
Grade: 927 (\$62,000.00 - \$99,200.00)

Cost: \$26,741.82 - 5000-532816-3254-767200-601001

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

Health Department/Clinical Services Division

9. Create the following position:

Classification: Community Health Nurse II  
Job Code: 62212  
Grade: 542 (\$59,086.00 - \$67,349.00)  
Position No.: To be assigned by BBMR

Cost: \$87,693.74 - 4000-427716-3023-599622-601001

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

Health Department

10. **FLORA CALDWELL-DAUGHTRY** \$16.00 **\$ 19,200.00**

Account: 4000-425517-3110-306700-601009

Ms. Caldwell-Daughtry, retiree, will continue to work as a Contract Services Specialist I (Accounting Assistant II) for the Adult Evaluation and Review Services (AERS). In

**AGENDA**

**PERSONNEL**

Health Dept. - cont'd

this position, she will provide administrative assistance to the Director of the AERS. Ms. Caldwell-Daughtry will design and maintain the AERS database and the billing information database, track and record incoming revenue, collect and compile data for statistical reports, assist with the identification of funding sources to support program initiatives, and assist with the development of grant applications. This is the same salary as in the previous contract period. The period of the agreement is effective upon Board approval through June 30, 2017.

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

Department of Human Resources (DHR)

11. a. Create the following two new Civil Service  
Classifications:

Classification: IT Specialist IV  
Job Code: 33156  
Grade: 931 (\$71,000.00 - \$113,500.00)

Classification: Agency IT Specialist IV  
Job Code: 33154  
Grade: 931 (\$71,000.00 - \$113,500.00)

- b. Create the following two new non-Civil Service  
Classifications:

Classification: IT Specialist IV  
Job Code: 10266  
Grade: 931 (\$71,000.00 - \$113,500.00)

Classification: Agency IT Specialist IV  
Job Code: 10267  
Grade: 931 (\$71,000.00 - \$113,500.00)

**AGENDA**

**BOARD OF ESTIMATES**

**08/24/2016**

**PERSONNEL**

DHR - cont'd

There are no costs associated with these actions.

On July 27, 2016, the Board approved the creation of IT Classifications. Due to an administrative error, the classification of IT Specialist IV was omitted from the Board of Estimates memo.

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

Department of Law

12.	<b>HERSH STEIN</b>	\$33.00	<b>\$ 39,600.00</b>
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Account: 1000-000000-5824-408970-601009

Mr. Stein, retiree, will continue to work as a Contract Service Specialist I (Assistant Solicitor/Special Assistant City Solicitor). He will review title reports in connection with the City's acquisition of interests in real property, search land records and other public records to obtain title information, and render legal advice to City agencies concerning acquisition of real property interests and issues of Real Property law. Mr. Stein will also review and approve options, Contracts of Sale, Deeds, and Easements for legal sufficiency. In addition, he will represent the City at settlements of real property acquisitions, review and approve settlement sheets, fees and other charges of title companies, and process post settlement procedures established by the Law Department and City agencies. This is the same salary as in the previous contract period. The period of the agreement is August 26, 2016 through August 25, 2017.

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