

## 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.

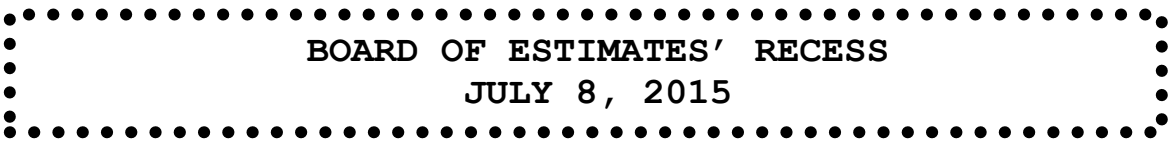
b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting.

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:

2.  **BOARD OF ESTIMATES' RECESS**  
**JULY 8, 2015**

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on July 8, 2015.

The Board of Estimates will not receive or open bids on July 8, 2015. The Board of Estimates will reconvene on July 15, 2015.

## BOARD OF ESTIMATES' AGENDA - JUNE 24, 2015

### BOARDS AND COMMISSIONS

#### 1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 31, 1991, the following contractors are recommended:

Asplundh Tree Expert Co.	\$ 5,006,286,000.00
Baltimore Pile Driving & Marine Construction, Inc.	\$ 3,321,000.00
Corman Construction, Inc.	\$ 139,783,000.00
Corman Marine Construction, Inc. (Work Capacity Rating Underwritten by Blanket Guarantee of \$50,000,000.00 from the Parent Corporation CG Enterprises, Inc.)	\$ 71,258,000.00
Kiewit Infrastructure Co.	\$ 1,947,393,000.00
Mainlining America, LLC	\$ 5,193,000.00
MCI Communications Services, Inc. d/b/a Verizon Business Services	\$162,828,000,000.00
Optus, Inc.	\$ 35,289,000.00
Pessoa Construction Company, Incorporated	\$ 8,000,000.00
Sungate Unlimited, Inc.	\$ 1,500,000.00
Traffic Systems, Inc.	\$ 8,000,000.00
Williams Tunneling Industries, Inc.	\$ 54,000.00

BOARDS AND COMMISSIONS - cont'd

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:

Biohabitats, Inc.	Landscape Architect Engineer
Cambridge Systematics, Inc.	Engineer
Heath Design Group, Inc.	Architect
Wachs Valve & Hydrant Services, LLC	Engineer

TRANSFERS OF FUNDS

\* \* \* \* \*

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

4 - 5

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

06/24/2015

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of General Services</u>		
1. <b>\$2,050,000.00</b>	9916-950002-9194	9916-905942-9197
6 <sup>th</sup> Public	Mitchell Courtroom/	Mitchell Courtroom/
Building Loan	Chambers - Reserve	Chambers - Active

The court system has been allocated another judge and therefore needs another courtroom. The system does not currently have enough larger courtrooms and the new courtroom will be of the larger variety.

Department of Housing and Community Development

2. <b>\$ 10,969.00</b>	9991-945002-9587	9999-913333-9593
Comm. Dev.	Unallocated Reserve	Baltimore Comm.
Block Grant 24		Arts Program

This transfer will provide Community Development Block Grant funds for the Baltimore Community Arts Program.

Department of Recreation and Parks (Rec. & Parks)

3. \$ 722,000.00	9938-925004-9475	
State (Program	Stony Run Trail -	
Open Space)	Reserve	
250,000.00	9938-918031-9475	
<u>General Fund</u>	Druid Hill Park	
<b>\$ 972,000.00</b>	Trail Head -	
	Reserve	
\$ 722,000.00	-----	9938-928004-9474
		Stony Run
		Trail - Active

AGENDA

BOARD OF ESTIMATES

06/24/2015

TRANSFERS OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Rec. &amp; Parks - cont'd</u>		
250,000.00	-----	9938-919031-9474
General Fund		Druid Hill Park
<u>\$ 972,000.00</u>		Trail Head - Reserve

This transfer will provide funds to cover costs associated with the construction of the Stony Run Pedestrian Bridges.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Mayor's Office of Human Services - Grant Agreements

The Board is requested to approve and authorize execution of the various Grant Agreements. The period of the Agreement is July 1, 2015 through June 30, 2016, unless otherwise indicated.

1. **THE BALTIMORE STATION, INC.** **\$ 54,000.00**

Account: 5000-529116-3572-333705-603051

The Baltimore Station, Inc. will use the funds to provide shelter and support services to homeless of the City of Baltimore in their Baker Street Station program, located at 1611 Baker St. in Baltimore City. The organization will serve 92 men over a year.

2. **THE BALTIMORE STATION, INC.** **\$144,000.00**

Account: 5000-529116-3572-333728-603051

The Baltimore Station, Inc. will use the funds to provide shelter and support services to homeless of the City of Baltimore in their South Baltimore Station program, located at 140 W. West Street in Baltimore City. The organization will serve 180 men over a one year period.

3. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$109,715.00**

Account: 5000-525115-3573-333750-603051

Govans Ecumenical Development Corporation will use the funds to pay a portion of the salaries of 4 resident advocates who will link low-income residents of permanent housing in the City to services and help them remain in their housing. Govans Ecumenical Development Corporation will serve 72 clients.



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Mayor's Office of Human Services - cont'd

4. **GOVANS ECUMENICAL DEVELOPMENT CORPORATION** **\$ 63,700.00**

Account: 4000-490916-3573-333650-603051

Govans Ecumenical Development Corporation will use the funds to provide housing assistance and supportive services to individuals or to families who have a family member with AIDS. The organization will serve 25 to 30 households.

5. **FAMILY LEAGUE OF BALTIMORE CITY, INC.** **\$506,250.00**

Account: 2025-000000-3571-727700-603051

The Family League of Baltimore City, Inc. will provide grant management, evaluation, and monitoring services for Youth Projects funded through the Video Lottery Terminal grant funds, as appropriated through the Park Heights Master Plan. The period of the Agreement is July 1, 2014 through December 31, 2015.

The Agreement is late because of a delay in finalizing the budget for the activities.

6. **PUBLIC JUSTICE CENTER** **\$ 50,000.00**

Account: 5000-523116-3571-333739-603051

Public Justice Center will use the funds to assist family units who are at risk of being evicted from their permanent housing with services including but not limited to case management, training, and mediation between landlord and tenant. The organization will serve 240 tenant families over the year.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Mayor's Office of Human Services - cont'd

7. **MANNA HOUSE, INC.** **\$ 43,300.00**

Account: 4000-480016-3572-333620-603051

Manna House, Inc. will use the funds to operate a day shelter, providing meals and case management services on site. The organization will serve 60,000 meals and 200 clients with case management services over the course of the year.

8. **MERCY MEDICAL CENTER** **\$ 50,000.00**

Account: 4000-480015-3572-333665-603051

Mercy Medical Center will provide rental assistance (rental arrears) to 34 households. In order to better identify eligible households, the Mercy Supportive Housing Program has added two part-time Resident Advocate Assistants. The period of the agreement is January 1, 2015 through June 30, 2015.

The Agreement is late because of a delay at the administrative level.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a Lease with Tooney Town Early Learning Center, Inc., Lessee, for the rental of approximately 4,293 sq. ft. of space located at 909 E. 22<sup>nd</sup> Street a/k/a the Kirk Multi-Purpose Center. The period of the Lease renewal is July 11, 2015 through July 10, 2018.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Installment</u>
Year 1	\$17,393.89	\$1,449.49
Year 2	\$18,263.59	\$1,521.97
Year 3	\$19,176.77	\$1,598.06

**BACKGROUND/EXPLANATION:**

On July 11, 2012, the Board approved the original Lease Agreement with one 3-year option to renew. The landlord will remain responsible for utilities serving the leased premises to include oil, gas, electric, and water. The landlord will continue to maintain the interior and exterior of the building. The tenant will continue to use the premises as a child day care center and will continue to be responsible for all equipment, insurance and licensing necessary for the operation of tenant's programs. All other terms of the Lease remain in full force and effect.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a Lease with Harbel Community Organization, Inc., Lessee, for the rental of approximately 8,668 sq. ft., located at 5807 Harford Road. The period of the Lease renewal is July 1, 2015 through June 30, 2020.

**AMOUNT OF MONEY AND SOURCE:**

Annual Rent

\$1.00

**BACKGROUND/EXPLANATION:**

On October 6, 2010, the Board approved the original Lease Agreement with the option to renew for one 5-year term. The tenant will continue to use the space as community offices and will bear responsibility for all utilities related to the leased premises. The tenant will continue to furnish janitorial services and security, keep sidewalks and entrance reasonably clear of ice, snow, and debris. The tenant will maintain the interior and exterior of the building including the responsibility to inspect the leased premises for termites, structural soundness, and environmental hazards. All other terms of the Lease Agreement remain in full force and effect.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Real Estate - Lease Renewal

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the renewal of a Lease with Mt. Olive Evangelistic Church, Inc., Landlord, for the rental of approximately 330 sq. ft. of space, located at 3816 Edmondson Avenue. The period of the lease renewal is May 1, 2015 through April 30, 2017.

**AMOUNT OF MONEY AND SOURCE:**

	<u>Annual Rent</u>	<u>Monthly Installment</u>
Year 1	\$4,200.00	\$350.00

Account: 5000-586215-1191-594600-603013

**BACKGROUND/EXPLANATION:**

On June 19, 2013, the Board approved the lease agreement with Mt. Olive Evangelistic Church, Inc. The Agreement was for two years, commencing May 1, 2013, and terminating April 30, 2015, with the option to renew for an additional 2-year period. The leased premises will be used as office space in conjunction with the Mayor's Office of Human Services Community Action Partnership to provide support for Community Action Center Services to low income persons and families. The City has exercised their renewal option. All other rentals, conditions, and provisions of the Lease Agreement dated June 19, 2013 will remain in full force and effect.

The Lease Renewal is late because of the administrative process. The tenant exercised the option to renew on April 15, 2015, the landlord was delayed in responding.

**APPROVED FOR FUNDS BY FINANCE**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Police Department - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice (GAN) from the Maryland Emergency Management Agency (MEMA) for the 2013 State Homeland Security Program. The GAN extends the award period through July 31, 2015.

**AMOUNT OF MONEY AND SOURCE:**

\$0.00 - 4000-474815-2023-212600-600000

**BACKGROUND/EXPLANATION:**

This is a no-cost time extension.

On March 12, 2014, the Board authorized acceptance of the 2013 State Homeland Security Grant, Award No. EMW - 2013-SS-00002-S01. The grant provides support to the development and sustainment of core capabilities to fulfill the goal of National Preparedness. The funding will be used for costs related to planning, organization, equipment, and training and exercise needs associated with acts of terrorism and other catastrophic events.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE TIME EXTENSION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL MATTERS**

\* \* \* \* \*

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

13 - 34

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**

**06/24/2015**

**PERSONNEL**

Department of Planning

	<u>Hourly Rate</u>	<u>Amount</u>
1. <b>ANDREW COOK</b>	\$25.12	<b>\$49,000.00</b>
Accounts: 1001-000000-1875-187400-601009		\$40,000.00
9910-910635-9588-900000-709009		\$ 9,000.00

Mr. Cook will work as a Contract Services Specialist II (Environmental Planner). His duties will include, but will not be limited to assisting in coordinating Office of Sustainability initiatives directly pertaining to growing Baltimore City's green economy and maintaining in-house economic development initiatives. He will also coordinate with other City government agencies on inter-agency initiatives relevant to green industry sectors and act as a liaison to private businesses and organizations participating in Baltimore City's green economy. The period of the Agreement is effective July 20, 2015 for one year.

Department of Transportation

2. <b>ANTHONY JOHNSON</b>	\$35.01	<b>\$42,016.76</b>
Account: 1001-000000-2391-251900-601009		

Mr. Johnson, retiree, will work as a Contract Services Specialist I (Special Engineer). His duties will include, but will not be limited to reviewing, commenting, and approving the Developer's Agreements, the Department of Transportation's and the Department of Public Works' Capital Contracts, and draft letters prepared for the Division Chief, the Director, and the Mayor. He will work with the Law Department on issues pertaining to the Intelligent Transportation System (ITS), review, comment, and approve consultants' cost proposals,



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Hourly Rate

Amount

Department of Transportation - cont'd

and sign off on the consultants' invoices. In addition, Mr. Johnson will work with Construction Management on issues related to project construction, and Traffic/Signal Maintenance for the ITS deployment and upgrades Citywide, CCTV and Signal Rewiring Citywide, and Installation of Fiber Optic and Cooper Communications Citywide. He will also assist traffic staff with operational management of traffic during emergencies. The period of the Agreement is effective upon Board approval for one year.

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

Fire Department

3. **MARY LESSER** \$14.71 **\$17,657.76**

Account: 4000-471312-2023-212602-601009

Ms. Lesser, retiree, will continue to work as a Contract Services Specialist I (Special Advisor). She will be responsible for providing program support and coordinating activities for the City's Homeland Security Programs. This support will include scheduling and attending meetings, assembling materials, taking and transcribing minutes, managing contact lists, producing and managing documents, and acting as a liaison. In addition, Ms. Lesser will provide support in the governance and management of grant programs and provide other program and administrative support to the Director of Emergency Management. This is the same salary and hourly rate as in the previous contract. The period of the Agreement is effective upon Board approval for one year.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Fire Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
4. <b>MARC DeSIMONE, SR.</b>	\$38.94	<b>\$40,500.00</b>

Account: 1001-000000-2131-228200-601009

Mr. DeSimone will work as a Contract Services Specialist II (Director of Training and Education). He will provide oversight and assistance in the implementation of the City's Homeland Security and Emergency Management Training and exercise strategy, and develop, design and implement training plans and programs for the Baltimore City Fire and Police Academies. In addition, Mr. DeSimone will collaborate with stakeholders to plan and execute learning/development activities to support Academy growth initiatives and strategic goals, and serve as a liaison to the Department of Human Resources' City of Baltimore University for Police and Fire leadership training. The period of the Agreement is effective upon Board approval for six months.

5. <b>DANIEL CLIFFORD</b>	\$33.31	<b>\$64,950.00</b>
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Account: 4000-474414-2023-212609-601009

Mr. Clifford will work as a Contract Services Specialist II (Regional Program Management Specialist). His duties will include, but will not be limited to attending and facilitating committee meetings, preparing reports, performing evaluations, analyzing capability data, coordinating inter-committee projects, advising committee chairs on regional matters, assisting the Urban Area Security Initiative (UASI) Chair in developing and implementing regional strategies and priorities, supporting grant projects, advising regional partners on best-practices and assisting with the implementation and developing resource documents and operational policies. The period of the Agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Fire Department - cont'd

6. a. Create the following two new salary grades:

84F (\$129,587.00) Flat

85F (\$140,855.00) Flat

b. Change titles and adjust salary grades for the following two classifications:

From: Fire Command Staff III  
Job Code: 10214  
Grade: 960 (\$88,800.00 - \$146,500.00)

To: Assistant Fire Chief  
Grade: 85F (\$140,855.00) Flat

From: Fire Command Staff II  
Job Code: 10213  
Grade: 939 (\$78,900.00 - \$130,000.00)

To: Deputy Fire Chief  
Grade: 84F (\$129,587.00) Flat

c. Title change the following classification:

From: Fire Command Staff I  
Job Code: 10212  
Grade: 929 (\$63,300.00 - \$101,200.00)

To: Fire Command Staff  
Grade: 929 (\$63,300.00 - \$101,200.00)

There are no costs associated with this action at this time.

To resolve compensation issues that resulted from a fixed compensation relationship between classifications in MAPS and Fire Officers Local 964, the Department of Human Resources with the agreement of the Baltimore City Fire Department, requests the creation of two new flat salary grades.

In order to ensure that the precise agreed-upon salary relationship is maintained, these grades are to be treated as exceptions to the MAPS Salary Administration Policy AM 205-20.



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Department of Public Works

Hourly Rate

Amount

Mr. Mathias will develop designs, cost estimates, payback, return on investments, budgets, and schedules for the projects developed and received funds to implement and develop mechanisms to monitor, analyze, and determine the effectiveness of energy programs and projects. His additional duties will include seeking new business opportunities for cost, energy, and fuel savings for the City, writing projects, financing, business models and/or grant proposals and reports to garner future funding, designing and achieving projects consistent with the Office of Sustainable Energy Goals towards a 20% reduction in petroleum usage by 2017 and 40% by 2050. This is an 11% increase from the previous contract period. The period of the Agreement is effective upon Board approval for one year.

9. **DENA RATTNER** \$17.49 **\$33,354.00**

Account: 1001-000000-1901-191200-601009

Ms. Rattner will work as a Contract Services Specialist II (Secretary II). Her duties will include, but will not be limited to filing, scanning, printing, creating documents and reports, ordering supplies, sorting mail, and screening visitors and telephone calls for the manager and team members. Ms. Rattner will also respond to inquiries exercising independent judgment based upon knowledge of policies and procedures and act as a liaison between internal staff and customers. In addition, she will compose, draft, edit and proofread correspondence and reports, sign routine correspondence or form letters for the manager, summarize information for the manager, and log in correspondence. The period of the Agreement is effective upon Board approval for one year.

10. Reclassify position no. 5151-34733 as follows:

From: Data Entry Operator II  
Job Code: 33112  
Grade: 078 (\$29,378.00 - \$33,879.00)

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Department of Public Works - cont'd

To: Secretary III  
Job Code: 33233  
Grade: 084 (\$35,212.00 - \$42,026.00)

Costs: \$7,546.00 - 1001-000000-1901-190300-601001

This position is considered a Position of Trust in accordance with the policy outlined in AM 237-1.

11. Reclassify position no. 5471-23944 as follows:

From: Office Supervisor  
Job Code: 33215  
Grade: 084 (\$35,212.00 - \$42,026.00)

To: Customer Care Account Specialist  
Adjuster Supervisor  
Job Code: 34262  
Grade: 087 (\$39,308.00 - \$47,515.00)

Costs: \$5,298.00 - 2071-000000-5471-400504-601001

This position is considered a Position of Trust in accordance with the policy outlined in AM 237-1.

12. Reclassify position no. 1901-23788 as follows:

From: HR Assistant I  
Job Code: 33681  
Grade: 081 (\$31,758.00 - \$37,625.00)

To: HR Generalist I  
Job Code: 33676  
Grade: 088 (\$40,917.00 - \$49,573.00)

Costs: \$11,847.00 - 1001-000000-1901-190400-601001

This position is considered a Position of Trust in accordance with the policy outlined in AM 237-1.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department

	<u>Hourly Rate</u>	<u>Amount</u>
13. <b>LYNA C. PUGH</b>	\$15.00	<b>\$29,117.00</b>
Account: 1001-000000-3001-262600-601009		
<p>Ms. Pugh will continue to work as a Contract Services Specialist II (Assistant for Administrative Support – Human Resources Office). Her duties will include, but are not limited to filing, sorting mail and typing correspondence, maintaining confidentiality of employee information and other clerical duties. The period of the Agreement is effective upon Board approval for one year.</p>		
14. <b>MARY ELIZABETH MURPHY</b>	\$ 8.25	<b>\$12,870.00</b>
Account: 4000-425516-3110-306700-601009		
<p>Ms. Murphy will continue to work as a Contract Services Specialist II (Senior Citizen Aide). Her duties will include, but are not limited to assisting with intake and referrals, answering telephones, referring calls to proper stations, distributing documents to program staff, filing invoices, client records, monitoring incoming and outgoing faxes. The period of the Agreement is effective upon Board approval for one year.</p>		
15. <b>ELIZABETH A. NICHOLAS</b>	\$ 8.25	<b>\$ 8,580.00</b>
Account: 4000-423516-3110-306700-601009		
<p>Ms. Nicholas will work as a Contract Services Specialist II (Senior Citizen Aide). Her duties will include, but are not limited to monitoring Senior Companion Program (SCP) leave records, answering telephone inquiries for the SCP, sending email reminders to the SCP Station Supervisors to submit</p>		

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
time-sheets, monitoring the Quarterly Program Log, attending and supporting the Project Director at various events. The period of the Agreement is effective upon Board approval for one year.		
16. <b>FLORA CALDWELL-DAUGHTRY</b>	\$16.00	<b>\$19,200.00</b>

Account: 4000-425516-3100-306700-60109

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). She will be responsible for assisting the Director of AERS. Her duties will include but are not limited to providing administrative assistance, designing and maintaining the AERS database and the billing information database, tracking and recording incoming revenue, collecting and compiling data for statistical reports, assisting with the identification of funding sources to support program initiatives and assisting 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 for one year.

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

17. <b>KRISTINE M. GARCIA</b>	\$17.00	<b>\$35,360.00</b>
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Account: 1001-000000-3150-307700-601009

Ms. Garcia will continue to work as a Contract Services Specialist II (Program Assistant II). Her duties will include, but are not limited to purchasing, balancing the budget, keeping inventory of supplies, developing and administering support services for program participants, assisting with quality assurance and improvement processes to meet program goals, managing reportable disease reports, report stamping, sorting mail and identifying and mailing



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
reports to other jurisdictions. She will also assist in writing grants and producing reports for program activities, managing program website, maintaining accurate filing system of disease reports, coordinating archiving of case and outbreak investigation files and assisting with answering phone calls. The period of the Agreement is effective upon Board approval for one year.		
18. <b>STEPHANIE S. REGENOLD</b>	\$37.87	<b>\$43,967.00</b>

Account: 5000-530016-3080-595800-601009

Ms. Regenold will continue to work as a Contract Services Specialist II (Senior Infant Health Advisor) for the Bureau of Maternal and Child Health. She will be responsible for extracting medical records for the Fetal & Infant Mortality Review (FIMR) case review team from hospital, outpatient, and other records, providing supervision and support to Preventive Medicine Residents, interns and students who are working on Maternal and Child Health and B'more for Healthy Babies (BHB) related projects. Ms. Regenold will also assist in developing and implementing the BHB's Infant Safe Sleep initiative, coordinating the provider outreach strategy including preparing and conducting presentations on topics for medical staff to improve and inform health care delivery systems in hospitals, clinics and community programs, developing policies, protocols and processes for accepting donations for portable cribs and purchasing cribs to needy families who are enrolled in various health department and community programs and assisting in preparation of proposals to foundations and agencies. The period of the Agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
19. <b>DELLA YVONNE DUNCAN</b>	\$13.00	<b>\$13,520.00</b>

Account: 4000-499013-3030-513200-601009

Ms. Duncan will continue to work as a Contract Services Specialist II (Outreach Worker)/Special Populations for the STD/HIV Prevention Program. She will be responsible for recruiting clients for STD/HIV testing in community settings with high incidence of syphilis and/or HIV infection, identifying venues and key community stakeholders to reach priority populations such as youth Men Who Have Sex with Men (MSM), substance abusers and the homeless. She will also provide client based health education and risk reduction counseling for STD and HIV Prevention, completing intake forms, client logs and other paperwork associated with the outreach testing program, assisting with the collection of Gonorrhea and Chlamydia specimens and assisting with setting up and breaking down outreach equipment including tables, canopies, chairs, literature and coolers. The period of the Agreement is effective upon Board approval for one year.

20. <b>DEMETRIA J. RODGERS</b>	\$26.12	<b>\$13,582.40</b>
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Account: 4000-422716-3030-279200-601009

Ms. Rodgers, retiree, will continue to work as a Contract Services Specialist I (Nursing Coordinator). Her duties will include, but are not limited to assisting with overseeing the activities of nursing and support clinical personnel, planning and developing management and mid-level clinical in-service training, evaluating and screening perspective trainers and vendors, evaluating training program objectives, drafting and writing reports and implementing clinical training programs for sub grantees. This is the same hourly rate as in the previous contract

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department - cont'd

Hourly Rate

Amount

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.

21. **KENNETH J. HAMLIN** \$10.50 **\$10,920.00**

Account: 5000-535516-3255-271200-601009

Mr. Hamlin will continue to work as a Contract Services Specialist II (Guardianship Program Assistant). He will be responsible for escorting clients to medical and community activities, shopping for food and clothes, relocating client's personal items/possessions to alternate living arrangements, monitoring clients in nursing homes, assisted living facilities and their private homes and documenting activities performed. The period of the Agreement is effective upon Board approval for one year.

22. **JOY I. FREEDMAN** \$25.00 **\$ 1,750.00**

Account: 1001-000000-2401-258300-601009

Ms. Freedman will continue work as a Contract Services Specialist II in which she will serve as member of the Animal Hearing Panel for the Bureau of Animal Control. Ms. Freedman will be responsible for attending administrative hearing sessions, conducting hearings in an orderly, but informal manner, insuring procedural due process in accordance with city procedures and guidelines for conducting administrative hearings, assuring that all documents and objects presented at the hearings are made part of the hearing record, receiving all relevant evidence concerning the issues related by aggrieved parties and the Department and produce clear, definitive, written recommendations setting forth her findings of fact and conclusion of law, mailing and delivering a copy of the written final decision and/or order within 30 calendar days of the termination of the hearing. The period of the Agreement is effective upon Board approval for one year.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Health Department - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
23. <b>UPRENIA WILLIS</b>	\$12.00	<b>\$23,400.00</b>

Account: 5000-536016-3044-273300-601009

Ms. Willis will continue to work as a Contract Services Specialist II (Maryland Access Point Program Liaison). She will be responsible for maintaining and updating information for the Maryland Access Point Program (MAP) resources directory, performing data entry tasks related to MAP client input and tracking, providing backup support in the MAP's Call Center and front desk reception area and following-up, preparing outreach materials for MAP events, and managing office supplies and mailing distribution. The period of the Agreement is effective upon Board approval for one year.

24. <b>MARGARITA GABRIELA VARELA HESLIN</b>	\$15.00	<b>\$19,500.00</b>
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Account: 4000-423816-3030-279200-601009

Ms. Heslin will continue to work as a Contract Services Specialist II (Youth Development Aide/Interpreter). Her duties will include, but are not limited to providing support to clients in need of health insurance, providing assistance in clinical operations for Adolescent and Reproductive Health and the Immunization Program, assisting in recruitment of youth and young adults and chaperoning program participants while on trips or other program activities. The period of the Agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

06/24/2015

PERSONNEL

Department of Human Resources (DHR)

25. Create the following new grade and salary scale:

	<u>Hiring</u>	<u>Full Performance</u>	<u>Experienced</u>	<u>Senior</u>
Grade: 038	\$13.41	\$13.58	\$13.99	N/A
*Approve new hourly rates for temporary classifications				
Classification: School Health Aide				
Job Code: 10221				
From Grade: 032	\$13.91	\$14.17	\$14.84	N/A
To Grade: 032	\$14.19	\$14.44	\$15.13	N/A
Classification: Medical Office Assistant				
Job Code: 10222				
From Grade: 033	\$15.12	\$15.49	\$17.15	\$17.41
To Grade: 033	\$15.40	\$15.77	\$17.46	\$17.73
Classification: Licensed Practical Nurse				
Job Code: 10223				
From Grade: 034	\$17.80	\$18.43	\$20.32	N/A
To Grade: 034	\$18.15	\$18.79	\$20.72	N/A

AGENDA

BOARD OF ESTIMATES

06/24/2015

PERSONNEL:

DHR - cont'd

	<u>Hiring</u>	<u>Full Performance</u>	<u>Experienced</u>	<u>Senior</u>
*Classification: Community Health Nurse I Job Code: 10224				
From Grade: 035	\$25.68	\$28.91	\$29.63	\$30.37
To Grade: 035	\$26.19	\$29.48	\$30.22	\$30.97
*Classification: Community Health Nurse II Job Code: 10225				
From Grade: 036	\$30.24	\$33.06	\$33.88	\$34.73
To Grade: 036	\$30.84	\$33.72	\$34.55	\$35.42
*Classification: Nurse Practitioner Job Code: 10226				
From Grade: 037	\$35.32	\$38.46	\$39.43	\$40.41
To Grade: 037	\$36.02	\$39.22	\$40.21	\$41.21

There are no costs associated with this action.

On May 27, 2015, the Board approved a request to adjust the hourly rates for the above classifications. Due to an administrative oversight, the incorrect dollar amount was included on the Board memorandum for approval. The Department has revised and adjusted the steps accordingly. Therefore, the DHR respectfully requests approval with an effective date of May 27, 2015.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u>		
26. <b>ARIEL S. ERVIN</b>	\$21.63	<b>\$45,000.00</b>
Account: 5000-597015-2021-212700-601009		
Ms. Ervin will continue to work as a Contract Services Specialist II (Victim Advocate). She will be responsible for providing crisis counseling, safety planning and resource identification to victims. The period of the Agreement is July 1, 2015 through June 30, 2016.		
27. <b>DONALD F. KRAMER</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
Mr. Kramer, retiree, will continue to work as a Contract Service Specialist I for the Professional Development and Training Academy - Armory. He will be responsible for serving as a Glock Armorer, servicing all ranges of guns and diagnosing problems. Mr. Kramer will serve as a Remington Armorer, servicing shotguns, street and less lethal weapons, detailing strips, and cleaning and repairing weapons on-site. Mr. Kramer holds an armorer certification for specialty SWAT weapons. This is the same hourly rate as in the previous contract period. The period of the Agreement is July 14, 2015 through July 13, 2016.		
28. <b>LAWRENCE A. BANKS, SR.</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
Mr. Banks, retiree, will continue to work as a Contract Service Specialist I for the Human Resources Section - Applicant Investigation. He will be responsible for conducting background investigations for civilian applicants, special enforcement officers, and sworn promotional candidates. In addition, Mr. Banks will conduct local, state, and national record/warrant checks, investigate applicants, gather vital documents, and summarize this information into a pre-employment file. This is the same salary as in the previous contract period. The period of the Agreement is July 21, 2015 through July 20, 2016.		

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Police Department</u>		
29. <b>REBECCA HERRINGTON</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
<p>Ms. Herrington, retiree, will continue to work as a Contract Services Specialist I - Recruitment/Applicant Investigation Unit. She will be responsible for assisting in recruiting by contacting applicants for the hiring process. Ms. Herrington will attend job fairs and applicant testing, conduct local, state, and national records and warrant checks, and investigate reference/neighborhood canvasses. She will interview applicants, gather documents and summarize information into a pre-employment file. This is the same salary as in the previous contract period. The period of the Agreement is June 27, 2015 through June 26, 2016.</p>		
30. <b>EDNA M. PRICE</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
<p>Ms. Price, retiree, will continue to work as a Contract Service Specialist for the Evidence Control Unit. She will be responsible for tracking and transferring controlled dangerous substances (CDS) on a daily basis for transfer to the drug lab, organizing the various Evidence Control Unit drug vaults, and organizing types/amounts of the CDS prepared for drug burn for disposal. This is the same salary as in the previous contract period. The period of the Agreement is July 14, 2015 through July 13, 2016.</p>		
31. <b>SHONDA D. WILLIAMS</b>	\$14.42	<b>\$30,000.00</b>
Account: 1001-000000-2042-198100-601009		
<p>Ms. Williams, retiree, will continue to work as a Contract Service Specialist I for the Records Management Section. She will be responsible for approving Part One offense reports in the Inpursuit database system and verifying Part</p>		



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Hourly Rate

Amount

Police Department

One offense reports to ensure it coincides with Inpursuit. Ms. Williams will also input and change data in the Inpursuit database system and place approval after information is verified. This is the same salary as in the previous contract period. The period of the Agreement is July 14, 2015 through July 13, 2016.

32. **FRED D. WRIGHT** \$14.42 **\$30,000.00**

Account: 1001-000000-2042-198100-601009

Mr. Wright, retiree, will continue to work as a Contract Service Specialist I (CODIS Administrative Assistant) for the Crime Lab Section. He will be responsible for processing Investigative Notices from the MSP Lab/Convicted Offender Labs, participating in the National DNA Index System and DNA Case Tracking data entry/Liaison for the Criminal Investigative Division. This is the same salary as in the previous contract period. The period of the Agreement is July 14, 2015 through July 13, 2016.

**ON JANUARY 3, 1996, THE BOARD APPROVED A WAIVER TO ADMINISTRATIVE MANUAL POLICY 212-1, WHICH ALLOWED THE POLICE DEPARTMENT TO HIRE RETIRED POLICE OFFICERS ON A CONTRACTUAL BASIS (ITEM NOS. 27-32).**

33. Reclassify the following position:

Position No.: 19658

From: Accounting Assistant III  
Job Code: 34133  
Grade: 084 (\$35,212.00 - \$42,026.00)

To: Fiscal Technician  
Job Code: 34421  
Grade: 088 (\$40,917.00 - \$49,573.00)

Cost: \$10,602.39 - 1001-000000-2041-195700-601001

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Department of Housing and Community Development

34. a. Create the following position:

Classification: Code Enforcement Investigator I  
Job Code: 42931  
Grade: 087 (\$39,308.00 - \$47,515.00)  
Position No.: To be assigned by BBMR

b. Reclassify the following position:

Position No.: 5832-50475

From: New Position  
Job Code: 90000  
Grade: 900 (\$1.00 - \$204,000.00)

To: Code Enforcement Investigator II  
Job Code: 42933  
Grade: 092 (\$48,329.00 - \$58,849.00)

Cost: \$63,536.23 - 1001-000000-5832-594900-601001

35. Reclassify the following position:

Position No.: 5832-15026

From: Operations Officer III  
Job Code: 00087  
Grade: 929 (\$63,300.00 - \$101,200.00)

To: Operations Officer V  
Job Code: 00089  
Grade: 936 (\$74,600.00 - \$119,300.00)

Cost: \$0.00

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Circuit Court for Baltimore City

	<u>Hourly Rate</u>	<u>Amount</u>
36. <b>ANGELA LOWRY</b>	\$38.97	<b>\$71,175.26</b>

Account: 5000-540315-1100-109400-601009

Ms. Lowry will continue to work as a Contract Services Specialist II (Drug Court Coordinator). This is a 2% increase in the hourly rate from the previous contract period. Her duties will include, but will not be limited to maintaining the Drug Court Policy and Procedure Manual, facilitating Drug Court Team meetings, preparing and distributing minutes, and representing the Drug and Circuit Court at various meetings, committees and task forces. Ms. Lowry will also act as the management liaison for the Drug Court team and perform quality assurance reviews to ensure the program is functioning efficiently to service the court and program participants. In addition, she will review budgets, grants, financial reports, and data collection for program evaluations and management reports, locate and write grants to support and enhance the development of the Circuit Court, conduct site visits of treatment providers receiving grant funding from the Judiciary, and assign and monitor the allocation of treatment slots to Drug Court participants. The period of the Agreement is on or before July 1, 2015 through June 30, 2016, whichever comes later.

37. <b>GARY L. ALSUP, JR.</b>	\$24.07	<b>\$43,960.29</b>
38. <b>TYSHELL A. OLIVER</b>	\$24.07	<b>\$43,960.29</b>

Account: 5000-540315-1100-109400-601009

Mr. Alsup and Ms. Oliver will each continue to work as a Contract Service Specialist II (Drug Court Case Manager). This is a 2% increase in the hourly rate from the previous contract period. Each individual will be responsible for overseeing the ancillary service component of the program, developing case plans, facilitating access to services, and providing reports to the Judiciary. The period of the Agreement is July 1, 2015 through June 30, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PERSONNEL**

Baltimore City Office of the Comptroller

	<u>Hourly Rate</u>	<u>Amount</u>
39. <b>FRED WRIGHT</b>	\$20.01	<b>\$36,686.00</b>

Account: 1001-000000-1300-157300-601009

Mr. Wright will continue to work as a Contract Service Specialist I (Special Assistant). This is a 2% increase in the hourly rate from the previous contract period. He will be responsible for providing the safety and well-being of the Comptroller, escorting the Comptroller to meetings and public events, supervising the maintenance of vehicles assigned to the Comptroller, delivering Citations and Resolutions to constituents, and assisting with the processing of Board of Estimates materials, and performing other duties as assigned. The period of the Agreement is June 28, 2015 through June 27, 2016.

**THE COMPTROLLER'S OFFICE IS REQUESTING A WAIVER OF THE SALARY CAP AND THE NUMBER OF HOURS WORKED AS OUTLINED IN THE CITY'S ADMINISTRATIVE MANUAL 212-1 PART I, RETIREES.**

AGENDA

BOARD OF ESTIMATES

06/24/2015

OPTIONS/CONDEMNATION/QUICK-TAKES :

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Law - Payment of Settlement</u>			
1. Fryer Development, LLC (Prior Owner)	3334 Woodland Ave.	L/H	\$71,000.00

Funds are available in account 9910-903183-9588-900000-704040.

On August 13, 2014, the Board approved the condemnation action to acquire the leasehold interest in the real property located at 3334 Woodland Avenue for the fair market value of \$79,000.00 based upon an independent appraisal report conducted in March 2014. The independent appraiser was requested to update the valuation to March 2015. The appraiser's valuation increased the property value to \$85,000.00 using the sales comparison approach to valuation. The City's independent appraiser conducted an interior and exterior inspection and noted that the property was in good condition and occupied.

The property is a large single family detached house that has been converted (legally) into four apartment units. The prior owner, Fryer Development, LLC, wanted to retain the property. Fryer Development, LLC and the mortgage holder obtained a valuation report, which indicated valuations ranging from \$260,000.00, using the sales comparison approach, to \$280,000.00, using the income approach. Fryer Development, LLC produced leases documenting rental incomes of \$3,675.00 per month. The parties mediated the case at a pre-trial conference and agreed to settle the matter for \$150,000.00. Therefore, the Board is requested to approve an additional \$71,000.00 in settlement of this case.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Planning - Report on Previously  
Approved Transfers of Funds

At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 26** favorable reports by the Planning Commission on June 11, 2015 on Transfers of Funds approved by the Board of Estimates at its meetings on May 25, 2015, June 3, 2015, and June 10, 2015.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Planning - Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Consultant Agreement with AECOM Technical Services, Inc. (AECOM) The period of the Consultant Agreement is effective upon Board approval for one year.

**AMOUNT OF MONEY AND SOURCE:**

\$20,000.00 - 1001-000000-1877-187400-603026

**BACKGROUND/EXPLANATION:**

In 2012, the City adopted its Climate Action Plan which sets a goal for a 15% reduction in greenhouse gas (GHG) emissions by 2020. This was based on a 2010 baseline greenhouse gas emission inventory. In order to track progress toward this goal, and to effectively and efficiently target resources to projects that will have a greater impact, an update to the GHG inventory is necessary every three to four years. AECOM will be conducting an inventory for the City's 2014 greenhouse gas emissions.

AECOM conducted the 2010 baseline inventory and peer review, and will be making necessary adjustments based on updated GHG emissions inventory protocol set by international standards.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Baltimore City Ethics Board - Retain Outside Counsel

**ACTION REQUESTED OF B/E:**

The Board is requested to approve hiring of outside counsel to investigate, advise, and prosecute the pending complaint In the Matter of JMP - BCBE Case No. 12-002.

**AMOUNT OF MONEY AND SOURCE:**

Not-to-exceed \$300.00/hour - 1001-000000-1220-145900-603021

**BACKGROUND/EXPLANATION:**

The Ethics Board seeks to retain outside legal counsel in connection with In the Matter of JMP - BCBE Case No. 12-002. Pursuant to City Charter Article VII § 24(c)(1), the Baltimore City Ethics Board has received notice from the City Solicitor that representation by outside counsel is appropriate in this instance to avoid any conflict of interest. Accordingly, the Ethics Board requests approval of the Board for the retention of outside counsel in connection with In the Matter of JMP - BCBE Case No. 12-002.

**APPROVED FOR FUNDS BY FINANCE**



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Office of the State's Attorney - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding with the Community Mediation Program, Inc. The period of the Memorandum of Understanding is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$43,000.00 - 1001-000000-1151-117900-600326

**BACKGROUND/EXPLANATION:**

The mission of the Community Mediation Program, Inc. is to reduce interpersonal conflict, community violence, and animosity by increasing the use of non-violent conflict resolution strategies and by making mediation more accessible in Baltimore City. The State's Attorney's Office has been in partnership with the Community Mediation Program, Inc. for over nine years.

**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**

**06/24/2015**

Department of Law - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Settlement Agreement and Release for a lawsuit filed by Antonio Smittick, Plaintiff, against Officers Jamal Harris, Timothy Stach, Michael O'Sullivan, Mark Spila and Sgt. Michael Guzman, for alleged assault, battery, false arrest, false imprisonment, violation of Articles 24 and 26 of the Maryland Declaration of Rights, and invasion of privacy-intrusion upon seclusion and intentional infliction of emotional distress.

**AMOUNT OF MONEY AND SOURCE:**

\$80,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On May 19, 2012, Officer Harris was operating an unmarked vehicle investigating drug activity in the area of North Avenue. While in a covert location Officer Harris witnessed the Plaintiff exchange an item for money with Joshua Richardson, which Officer Harris believed to be a Controlled Dangerous Substance (CDS). Defendant Harris then observed both Plaintiff and Mr. Richardson enter 1911 North Avenue. Defendant Harris believed 1911 North Avenue to be a vacant row house due to prior complaints from local citizens and from his own observations of the dilapidated condition of the exterior of the building. After a few minutes, Defendant Harris observed the Plaintiff and Richardson exit 1911 North Avenue and began walking eastbound on North Avenue when he called out the description of the two men to other police units to stop and detain them for a suspected CDS transaction. Officers Stach, Spila, O'Sullivan, and Guzman responded to the location and stopped Plaintiff Smittick and Mr. Richardson. Then Officers conducted a search of the Plaintiff Smittick and Mr. Richardson and recovered a Ziploc bag with suspected marijuana from Mr. Richardson. They were then placed under arrest and asked where they lived. When the Plaintiff

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Law - cont'd

Smittick and Richardson said that they lived at 1911 W. North Avenue, Defendants Stach and Spila contend that they obtained consent to search the house, but the Plaintiff Smittick disputes this.

After Defendants Stach and Spila completed the initial search, Defendants Harris, O'Sullivan, and Guzman went back into the house with Mr. Richardson and the Plaintiff. During that search of the house, the Defendants recovered a loaded Ruger handgun, an additional magazine, gun box with gunlock, and a box of 20 rounds from the front bedroom drawer, which was located upstairs. Defendants also recovered a Ziploc bag with suspected cocaine, two sets of keys and mail in the name of someone else.

The Plaintiff and Mr. Richardson were then transported to Central Booking. The Plaintiff was charged with having a handgun on his person and CDS manufacture/distribution. The gun was registered to the owner of the house. As a result of his confinement, Plaintiff lost his job as a building engineer and grounds maintenance worker and has remained unemployed.

Plaintiff Smittick has filed suit seeking in excess of \$75,000.00 in compensatory and punitive damages. Because of conflicting factual issues, Constitutional concerns and questions regarding probable cause, and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum \$80,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Law Department - Opinions - Requests for Refund  
of Real Property Taxes

The Board is requested to approve a refund of real property taxes for Mr. Daryl E. Gill, claimant:

It is the opinion of the Law Department that the claimant has met the qualifications for a real property tax exemption for disabled veterans, and that the claimant is eligible to receive a refund of taxes paid because the claimant was honorably discharged from the armed services, declared by the Veteran's Administration to have a permanent 100% service connected disability, and resided in a single family dwelling during the period in question. It has been determined that the claimant is entitled to a refund of real property taxes, which were paid as follows:

<u>Claimant</u>	<u>Property</u>	<u>Taxable Year</u>	<u>Amount</u>
<b>1. DARYL E. GILL</b>	1604 Hartsdale Road	2014/2015	\$ 2,268.40
		2013/2014	2,213.87
		2012/2013	<u>2,253.19</u>
	<b>Total Refund</b>		<b>\$ 6,735.46</b>

Mr. Gill filed his application on April 22, 2015.

Pursuant to the Tax Property Article, Section 208(h)(2) it is required that interest shall be paid at the rate the county or municipal corporation charges on overdue taxes and that the interest shall accrue from the date the application is filed with the county or municipal corporation. In order to avoid interest being paid, each claimant's refund must be made within 60 days of the application.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Housing and - Expenditure of Funds  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to pay the Mayor's Office of Employment Development (MOED).

**AMOUNT OF MONEY AND SOURCE:**

\$150,000.00 - 1001-000000-1773-179600-601002

**BACKGROUND/EXPLANATION:**

The Department is requesting approval to employ 100 youth workers between the ages of 14 and 21, during the summer of 2015. The youth workers will be hired through the MOED at a cost of \$150,000.00. They will be performing functions within the Ombudsman's Office, the Summer Food Program and the Before and After Care Child Centers in Northwood and Waverly. The five-week summer jobs program will operate from June 29, 2015 through July 31, 2015, at a cost of \$1,500.00 per participant.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

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 Metra Industries Inc., Developer, for the sale of the City-owned properties located at 2207, 2209, 2211, 2245, and 2247 McElderry Street.

**AMOUNT OF MONEY AND SOURCE:**

\$ 4,150.00 - 2207 McElderry Street  
4,150.00 - 2209 McElderry Street  
4,150.00 - 2211 McElderry Street  
4,150.00 - 2245 McElderry Street  
4,150.00 - 2247 McElderry Street  
**\$20,750.00** - Purchase Price

**BACKGROUND/EXPLANATION:**

The City will convey all its rights, title, and interest in the properties. The Purchasers has paid a good faith deposit of \$2,075.00. The remaining balance is due at the time of settlement.

The Developer will purchase the vacant buildings for the purpose of rehabilitating the properties back to functional single family homes. The rehabilitated properties will be offered as rentals to low/moderate income individuals. The purchase price and improvements will be financed through private sources.

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

The properties were valued pursuant to the Appraisal Policy of Baltimore City through the Waiver Valuation Process as follows:

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DHCD - cont'd

<u>Property Address</u>	<u>Waiver Valuation Value</u>	<u>Purchase Price</u>
2207 McElderry St.	\$7,500.00	\$4,150.00
2209 McElderry St.	\$7,500.00	\$4,150.00
2211 McElderry St.	\$7,500.00	\$4,150.00
2245 McElderry St.	\$7,500.00	\$4,150.00
2247 McElderry St.	\$7,500.00	\$4,150.00

The properties are being sold to Metra Industries Inc. for below the waiver value because of the following reason:

- the renovations will be to the specific benefit to the immediate community,
- this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,
- this sale and rehabilitation will return vacant buildings to the tax rolls, and
- the properties are being sold less than the waiver-determined value because of their conditions, which will require extensive and immediate remediation.

**MBE/WBE PARTICIPATION:**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Housing and - Land Disposition and Acquisition  
Community Development      Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition and Acquisition Agreement with Francois Johnson and Kemorine Wallace, Inc., for the proposed property exchange as follows:

Francois Johnson &            1759 E. North Ave.    Block 1446, Lot 028  
Kemorine Wallace

In exchange for:

Mayor and City                    807 E. Chase St.    Block 1183, Lot 016  
Council of Baltimore

**AMOUNT OF MONEY AND SOURCE:**

\$600.00 - 9910-908044-9588-900000-704044

The City agrees to pay for all settlement costs, related to the properties acquired by the City not to exceed \$600.00 total.

**BACKGROUND/EXPLANATION:**

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

Francois Johnson and Kemorine Wallace received notice of the City's intent to demolish the property known as 1759 E. North Avenue. Because the entity intended to rehabilitate this property, a "swap" was proposed of 1759 E. North Avenue with comparable Mayor and City Council owned property that is located in the area better suited for redevelopment. The Developer will deliver good and marketable title and as a condition of the exchange has agreed to rehabilitate the property it is receiving within 12 months from the date of settlement.



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DHCD - cont'd

With the Board's approval of the Land Disposition and Acquisition Agreement, the City will receive clear and marketable title to the Developer's property, subject to any municipal liens, in exchange for a comparable Mayor and City Council property.

Determination of comparability is based on a valuation for both properties, which determined that the property located at 1759 E. North Avenue to be valued at \$5,800.00 and the property located at 807 E. Chase Street to be valued at \$8,500.00.

The liens total approximately \$593.94, and are itemized as follows:

1759 E. North Avenue

Total Taxes:	\$ 91.80
Miscellaneous Bills:	<u>502.14</u>
Total Municipal Liens:	<b>\$593.94</b>

The approval of this exchange will allow the City to more expeditiously demolish the hazardous structure and take title to the property for a redevelopment project. The property exchange is less costly than acquiring the properties through tax sale foreclosure or eminent domain. This action will further the City's effort to eliminate blight and protect the health and safety of its citizens. As such, the City has agreed to pay for all title work and associated settlement costs, on the properties the City is receiving, not to exceed \$600.00.

**STATEMENT OF PURPOSE AND RATIONALE FOR TRANSFER OF PROPERTY BY MEANS OF COMPARABLE EXCHANGE:**

The rationale behind the exchange of properties was to ensure the severity of blight on the 1759 E. North Avenue property could be successfully eliminated, while simultaneously ensuring that a willing and able developer could contribute to the revitalization of Baltimore City in an area better suited and poised for rehabilitation.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DHCD - cont'd

Pursuant to Article 13, Section -7, of the Baltimore City Code (2009 Edition), all terms and conditions of the Land Disposition and Acquisition Agreement have been approved.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Housing and - Amendment to Agreement  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Amendment to Agreement with the Park Heights Renaissance, Inc. (PHR). The Amendment extends the Agreement through November 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

On December 24, 2014, the Board approved the Grant Agreement in the amount of \$464,414.50 from the FY15 Video Lottery Terminal (Slots) Revenue to support core personnel and operations. The balance of funds has been kept in a reserve account. During the course of the year, the PHR realized cost savings and has requested additional time to be able to mend its budget. The Amendment to Agreement provides for a no-cost time extension through November 30, 2015. All other terms and conditions of the Agreement will remain in effect.

**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**

**06/24/2015**

Department of Housing and - Subordination Agreement and Consent  
Community Development and Restated Promissory Note

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Subordination Agreement and Consent by and between the Mayor and City Council of Baltimore acting by and through the Department of Housing and Community Development (City), 429 North Eutaw Street Limited Partnership (Borrower), and Maryland Financial Bank (Lender). In addition, the Board is requested to approve and authorize execution of an Amended and Restated Note to the Borrower for an existing city loan.

The Board is further requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all documents to effectuate this transaction subject to review and approval for form and legal sufficiency by the Department of Law.

**AMOUNT OF MONEY AND SOURCE:**

No funds are requested.

**BACKGROUND/EXPLANATION:**

On December 10, 1987, the Department of Housing and Community Development executed a Promissory Note and Deed of Trust for a Neighborhood Progress Development Fund (NPDF) in the amount of \$225,000.00 to the 429 North Eutaw Street Limited Partnership (Borrower). The NPDF funds were used to cover a portion of the rehabilitation costs for the Charles Fish office building located at 429 N. Eutaw Street (Project). The primary occupant since 1988 is The French Development Company and its affiliate, Towner Management Company.

On November 21, 2012, the Board approved the initial Subordination Agreement and Consent for the benefit of Fairmount Bank and reaffirmed an amendment and restatement of the existing Promissory Note (originally approved in 1996).

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DHCD - cont'd

The funds provided by the Fairmount Bank were used to pay off the existing superior mortgage and to finance improvements to the building. The scope of work included upgrading HVAC systems, creating a more inviting and secure lobby area, and making repairs to the building's exterior.

Recently, the Borrower received a more favorable commitment from the Maryland Financial Bank, which will be used to pay off their existing superior mortgage. The terms of the Maryland Financial Bank loan are at 5% with a 15-year term secured by a first lien on the property. The Borrower will be required to make fixed monthly principal and interest payments in the amount of \$3,163.17.

The building contains approximately 12,800 square feet and five of the six leasable spaces are occupied. The property is located at a prominent intersection on downtown's "Westside" and is one of several properties in the immediate area that The French Companies has developed over the past 25 years.

The proceeds of the new financing will not result in cash back to the Borrower and therefore are not in violation of the terms of the existing NPFD mortgage. The City will be required to execute a Subordination and Consent Agreement to permit the new loan to be secured in a first lien position and will charge a fee in the amount of \$2,500.00 for this Consent.

It has been determined that the City will require a Restated and Amended Note in order to effectuate this transaction. The Board, on November 27, 1996, approved a restructure of the 1987 Note terms to convert the loan from an amortizing cash flow payment debt to a deferred payment loan due upon sale, with a waiver of all interest. The Law Department will prepare all necessary documents to ensure that the terms approved in 1996 for the NPFD Loan are reflected in a new Amended and Restated Note.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DHCD - cont'd

**MBE/WBE PARTICIPATION:**

No new City funds will be utilized for this project. Therefore, Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Programs is not applicable.

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of General Services (DGS) - On-Call Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the On-Call Mechanical/Electrical Engineering Services Agreement with Whitman, Requardt & Associates, LLP for Project No. 1220. The period of the On-Call agreement is effective upon Board approval for two years, with two additional one-year terms, or until the upset limit is reached, whichever comes first.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Upset limit

**BACKGROUND/EXPLANATION:**

Various City agencies, on a continuing basis, require architectural design services to modify, upgrade, or repair their facilities. Typically, the work involved is limited in scope and/or of an urgent nature, which in either case, should not be postponed until the customary architectural design selection process can be executed. Under these contracts, the call for these services will be made as needs are identified.

The cost of services rendered will be negotiated on a not-to-exceed price for each task assigned. The fees will be based on actual payroll rates, not including overhead and burden, times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The period of the contract is for two years. However, projects that have started within the two-year period may continue beyond the two-year time frame until completion. The total fee for this consultant's contract will not exceed \$1,000,000.00 for the two-year period.

The Consultant was selected pursuant to the Architect and Engineering Awards Commission (AEAC) procedures, under AEAC Project No. 1220.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DGS - cont'd

**MBE/WBE PARTICIPATION:**

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

<b>MBE:</b> KES Engineering, Inc.	0-27%
Shah & Associates, Inc.	<u>0-27%</u>
<b>Total MBE</b>	<b>27.00%</b>

<b>WBE:</b> Carroll Engineering, Inc.	
A Squared Plus (*A2+) Engineering	0-10%
Support Group, LLC	<u>0-10%</u>
<b>Total WBE</b>	<b>10.00%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

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

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of General Services - Developer's Agreement No. 1408

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1408 with Calvert Federal, LLC.

**AMOUNT OF MONEY AND SOURCE:**

\$72,366.00

**BACKGROUND/EXPLANATION:**

The Developer would like to install new water, sewer, conduit, and bridge modification improvements to their proposed construction located in the vicinity of 1525 North Calvert Street. This Developer's Agreement will allow the organization to do their own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of \$72,366.00 has been issued to Calvert Federal, LLC, which assumes 100% of the financial responsibility.

**MBE/WBE PARTICIPATION:**

N/A

(The Developer's Agreement No. 1408 has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of General Services - Minor Privilege Permit Applications

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

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 3035 E. Baltimore Street	Mason Properties, Inc.	One set of steps 6'4"x3'
3037 E. Baltimore Street	Mason Properties, Inc.	One set of steps 6'4"x3'
Application Fee: \$50.00		
2. 3000 O'Donnell Street	O'Donnell 3000, LLC	One cornice sign 7'X14"
Annual Charge: \$35.20		

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Minority and Women's Business - MWBOO Annual Participation  
Opportunity Office (MWBOO) Goals

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**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Annual Participation Goals for the Minority and Women's Business Enterprise Program (MBE/WBE). The goals, which are authorized by the Disparity Study that was completed in 2014, will be in effect until June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

In accordance with Article 5, Subtitle 28, Sections 28 - 16 and 17 of the Baltimore City Code, the MWBOO is recommending the annual MBE and WBE program goals for Board's approval. These are aspirational goals that will aid the City in its ongoing evaluation of the effectiveness of the MBE/WBE Participation Program.

Contract goals will continue to be set for each contract in accordance with a formula that considers the following: (1) the availability of businesses that are willing and able to participate on contracts in various industry classifications and professions, (2) the level of utilization of these firms on past City contracts, (3) the contract specifications, and (4) the adverse effect on non-MBE and non-WBE businesses.

MBE Annual Goal - 27%

WBE Annual Goal - 10%

MWBOO - cont'd

The MWBOO recommends the following goals and sub-goals for the MBE/WBE Participation Program:

MBE Annual Goal - 27%

Sub-Goals:

African American - 14%

Asian American - 6%

Hispanic American - 6%

Native American - 1%

WBE Annual Goal - 10%

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

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

60 - 65

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

In connection with the Transfers of Funds,  
reports have been requested  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

AGENDA

BOARD OF ESTIMATES

06/24/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 1. B50004003, Management of Parking Garages - Group I      Republic Parking System      (\$ 27,108.00)

(Parking Authority of Baltimore City)

<b>MBE:</b>	Xecutive Security Investigations, Inc.	\$14,000.00	1.9%
	Clean and Clean Services, Inc.	46,400.00	6.1%
		<b>\$60,400.00</b>	<b>8.0%</b>
<b>WBE:</b>	AJ Stationers, Inc.	\$ 5,699.85	0.8%
	Gibbsx, LLC	16,000.00	2.1%
	Glorious Works, Inc.	6,300.00	0.8%
		<b>\$27,999.85</b>	<b>3.7%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**

- 2. B50003992, Management of Parking Garages - Group II      Republic Parking System      (\$ 27,108.00)

<b>MBE:</b>	Xecutive Security Investigations, Inc.	\$104,000.00	12.1%
<b>WBE:</b>	Clean and Clean Services, Inc.	\$ 35,000.00	4.1%
	AJ Stationers, Inc.	10,751.96	1.3%
		<b>\$ 45,751.96</b>	<b>5.4%</b>

(Parking Authority of Baltimore City)

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**

AGENDA

BOARD OF ESTIMATES

06/24/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Purchases

- 3. B50004026, Management of Parking Garages - Group III      Republic Parking System      (\$ 5,400.00)

(Parking Authority of Baltimore City)

<b>MBE:</b> Xecutive Security Investigations, Inc.	\$ 96,000.00	14.3%
<b>WBE:</b> Clean and Clean Services, Inc.	\$ 17,500.00	2.6%
AJ Stationers, Inc.	4,756.92	0.7%
	<u>\$ 22,256.92</u>	<u>3.3%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**A PROTEST WAS RECEIVED FROM PMS PARKING, INC.**

- 4. B50004083, Crane Inspection and Code Deficiency Repair      Pollock Research and Design, Inc. d/b/a Reading Crane and Engineering Co.      \$ 200,000.00

(Department of Public Works)

**MWBOO GRANTED A WAIVER.**

- 5. B50004068, John Deere Gators      Finch Services, Incorporated      \$ 125,980.00

(Dept. of General Services)

**MWBOO GRANTED A WAIVER.**

Department of Public Works/Office of Eng. & Constr. (DPW)

- 6. W.C. 1295, Towson Generator and Main Substation      The Whiting-Turner Contracting Co., Inc.      \$6,979,000.00

**MWBOO SET GOALS OF 27% MBE AND 8% WBE.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

DPW - cont'd

<b>MBE:</b> Native Sons, Ltd.	\$2,000,000.00	28.65%
<b>WBE:</b> Plexus Installations, Inc.	\$ 500,000.00	7.16%
William T. King, Inc.	45,000.00	0.64%
Sunrise Safety Services, Inc.	15,000.00	0.21%
<b>Total</b>	<b>\$ 560,000.00</b>	<b>8.01%</b>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**7. TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$9,475,437.08	9960-907713-9558	
County Appropriations	Constr. Res.	
85,792.92	Towson Finished	
Water Revenue	Water Reservoir	
Bonds	" "	
<b>\$9,561,230.00</b>		
\$ 697,900.00	-----	9960-909728-9557-
		900020-2
		Extra Work
1,046,850.00	-----	9960-909728-9557-
		900020-3
		Engineering
418,740.00	-----	9960-909728-9557-
		900020-5
		Inspection
6,979,000.00	-----	9960-909728-9557-
		900020-6
		Construction
418,740.00	-----	9960-909728-9557-
<b>\$9,561,230.00</b>		900020-9
		Administration



AGENDA

BOARD OF ESTIMATES

06/24/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

DPW - cont'd

The funds are required to cover the cost of the award for WC 1295, Towson Generator and Main Substation.

- 8. W.C. 1230, Pretty The Whiting-Turner \$2,214,600.00  
 Boy Dam Reservoir Contracting Co.,  
 Gatehouse Facility Inc.  
 Improvements

**MWBOO SET GOALS OF 19% MBE AND 1% WBE.**

<b>MBE:</b> Horton Mechanical Contractors, Inc.	\$ 87,000.00	3.92%
Native Sons, Ltd.	186,500.00	8.42%
Roane's Rigging & Transfer Company, Inc.	<u>148,000.00</u>	<u>6.68%</u>
	<b>\$ 421,500.00</b>	<b>19.02%</b>

<b>WBE:</b> EASE Painting and Construction, Inc.	\$ 25,000.00	1.13%
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**MWBOO FOUND VENDOR IN COMPLIANCE.**

9. TRANSFER OF FUNDS

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,941,177.19	9960-910300-9558	
Water Revenue	Constr. Res.	
Bonds	Meter Replacement	
1,317,936.81	" "	
<u>Counties</u>		
<b>\$3,259,114.00</b>		
\$ 221,460.00	-----	9960-910301-9557-2
		Extra Work
221,460.00	-----	9960-910301-9557-3
		Engineering

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

DPW - cont'd

468,718.00	-----	9960-910301-9557-5 Inspection
2,214,600.00	-----	9960-910301-9557-6 Construction
<u>132,876.00</u>	-----	9960-910301-9557-9 Administration
<b><u>\$3,259,114.00</u></b>		

The funds are required to cover the cost of the award for WC 1230, Pretty Boy Dam Gatehouse Facility Improvements.

Department of Transportation

10.	TR 13302, 33 <sup>rd</sup> Street and Loch Raven Boulevard Intersection Improvements (Geometrics Safety) Project	P. Flanigan & Sons, Inc.	\$1,127,910.25
	<b>DBE:</b> Priority Construction Corporation	\$110,003.95	9.75%
	AJO Concrete Construction, Incorporated	18,102.78	1.60%
	Powell's Trucking Company, Incorporated	32,060.00	2.84%
	Fallsway Construction, LLC	30,030.00	2.66%
	William T. King, Incorporated	13,002.25	1.15%
	<b>Total Participation DBE:</b>	<b><u>\$203,198.98</u></b>	<b><u>18.00%</u></b>

11. **TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$1,037,677.43 FED	9950-916080-9512 Traffic Safety Improv. Citywide	

AGENDA

BOARD OF ESTIMATES

06/24/2015

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Dept. of Transportation - cont'd

259,419.36	"	"	
GF (HUR)			
<u>\$1,297,096.79</u>			
\$1,127,910.25	-----		9950-908023-9512-6
			Struc. & Improv.
112,791.03	-----		9950-908023-9512-5
			Inspection
56,395.51	-----		9950-908023-9512-2
<u>\$1,297,096.79</u>			Contingencies
			33 <sup>rd</sup> & Loch Raven
			Intersection
			Improvements

This transfer will fund the costs associated with the award of Project TR 13302, 33<sup>rd</sup> Street and Loch Raven Boulevard Intersection Improvements to P. Flanigan & Sons, Inc.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Police Department - Grant Adjustment Notice

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize acceptance of a Grant Adjustment Notice from the Maryland Emergency Management Agency (MEMA) for the FY13 Urban Area Security Initiative (UASI), Award #EMW-2013-SS-0002-S01.

**AMOUNT OF MONEY AND SOURCE:**

		<b>From Amount</b>	<b>To Amount</b>	<b>Change</b>
Law Enforcement Protection & Prev.	4000-474414-2023-212600-600000	\$119,500.00	\$274,500.00	\$155,000.00
Urban Area Work Group Salary & Support.	4000-474414-2023-212601-600000	\$200,000.00	\$169,400.30	( \$ 30,599.70)
CCTV	4000-474414-2023-212602-600000	\$500,000.00	\$345,000.00	(\$155,000.00)
CRBNE Protection, Detection, R&R	4000-474414-2023-212603-600000	\$ 35,000.00	\$ 35,000.00	\$ 0.00
Urban Search and Rescue	4000-474414-2023-212604-600000	\$350,000.00	\$350,000.00	\$ 0.00
Incident Management Team (IMT)	4000-474414-2023-212605-600000	\$ 24,000.00	\$ 10,755.32	(\$ 13,244.68)
Regional Exercise & Training	4000-474414-2023-212606-600000	\$159,550.40	\$109,539.98	(\$50,010.42)
Mobile Communications & Command Veh.	4000-474414-2023-212607-600000	\$ 16,375.00	\$ 16,375.00	\$ 0.00
Incident Management Software	4000-474414-2023-212608-600000	\$ 12,000.00	\$ 13,752.10	\$ 1,752.10

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Police Department - cont'd

		<b>From Amount</b>	<b>To Amount</b>	<b>Change</b>
Emergency Regional Planners	4000-474414-2023-212609-600000	\$210,000.00	\$210,000.00	\$ 0.00
Emergency Patient Tracking System	4000-474414-2023-212610-600000	\$ 52,750.00	\$0.00	(\$ 52,750.00)
Regional Alternate Care Site	4000-474414-2023-212611-600000	\$ 42,250.00	\$42,250.00	\$ 0.00
Regional Sheltering Preparedness	4000-474414-2023-212612-600000	\$ 9,000.00	\$9,000.00	\$ 0.00
Public Information & Warning Systems	4000-474414-2023-212613-600000	\$ 0.00	\$4,020.00	\$ 4,020.00
Management & Administration	4000-474414-2023-212600-600000	\$ 0.00	\$26,579.70	\$ 26,579.70
<b>Totals</b>		<b>\$1,730,425.40</b>	<b>\$1,616,172.40</b>	<b>(\$ 114,253.00)</b>

**BACKGROUND/EXPLANATION:**

On November 27, 2013, the Board approved the original Memorandum of Understanding with MEMA in the amount of \$1,730,425.40. The GAN reduces the award by \$114,253.00, making the new total award amount \$1,616,172.40.

The FY13 Urban Area Security Initiative 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.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Police Department - cont'd

**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 Adjustment Notice has been approved by the Law  
Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Bureau of Water and Wastewater - Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Ross Technical Services, Inc.

**AMOUNT OF MONEY AND SOURCE:**

\$ 5,953.00 - 2070-000000-5501-396404-603020  
5,953.00 - 2070-000000-5501-630004-603020  
5,955.50 - 2070-000000-5501-396804-603020  
**\$17,861.50**

**BACKGROUND/EXPLANATION:**

The Baltimore City Joint Apprenticeship Program requires that apprentices assigned to the Water Treatment Plants of Baltimore City be provided with 144 hours of classroom instruction for each year of the 3 years that they are employed to successfully complete the Wastewater Treatment Technician Apprenticeship Program.

Ross Technical Services, Inc. has an extensive background in Waste Water Treatment Training and has provided a custom curriculum that enables the apprentices to be exposed to the technical requirements of the program as they relate to the actual work environment of a Water and Wastewater Treatment Plant.

This request is for the first year (second session) of the three-year instruction of the class of trainees hired as Waste Water Treatment Technician Apprentices. The training will take place on-site using existing equipment and materials.

The agreement is late because the Bureau of Water and Wastewater hired 28 new apprentices between December 2014 and January 2015. The agreement asks for a maximum of fifteen apprentices per

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Bureau of Water and Wastewater - cont'd

class, and in order to accommodate this large group of apprentices, it was necessary to split the group into two first year sessions.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Agreements

The Board is requested to approved and authorize execution of the various Agreements:

1. **HOWARD COUNTY HEALTH DEPARTMENT** **\$ 125,690.00**

Account: 5000-568215-3150-271300-405001

Under the terms of this Intergovernmental Agreement, the Department's Office of Field Health Services will provide screening and certification services for transportation. The transportation will be provided for non-emergency ambulatory, wheelchair van and ambulance transportation to and from medically necessary Medicaid/HealthChoice covered medical appointments for eligible recipients in Howard County, who have no other means of transportation. The period of this Intergovernmental Agreement is July 1, 2014 through June 30, 2015.

2. **BALTIMORE CITY BOARD OF SCHOOL COMMISSIONERS** **\$12,565,878.00**

Account: 6000-624915-3100-295900-406001

The Baltimore City Public School System, with the assistance of the Baltimore City Health Department, will provide appropriate School Health Suite Services and School Based Health Center Services to students. The initial period of the Agreement is July 1, 2014 through June 30, 2015, with the option to extend the term for two 1-year terms under the same terms and conditions.

The Agreement is late because the Department was waiting for the approval and signatures from the Baltimore City Board of School Commissioners.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

3. **HEALTHCARE ACCESS MARYLAND, INC. (HCAM)** **\$100,000.00**

Account: 1001-000000-3080-288700-603051

The HCAM will continue to assist Baltimore City residents in accessing comprehensive health care services. The HCAM serves approximately 200,000 Medicaid recipients residing in Baltimore City through the Administration Care Coordination Unit (ACCU) grant.

The expanded ACCU grant provides supplemental funding to meet the complex needs of pregnant women and infants. The HCAM Care Coordination Program receives approximately 10,200 Ombudsman, Managed Care Organization, high-risk Medicaid/Medicaid eligible pregnant/post partum women, newborns and Department of Health and Mental Hygiene referrals. The period of the Agreement is July 1, 2015 through June 30, 2016.

**MWBOO GRANTED A WAIVER.**

4. **AIDS ACTION BALTIMORE, INC.** **\$ 72,750.00**

Account: 4000-499015-3023-513200-603051

The organization will provide the structure for the delivery of Individual Level Intervention Services through Positive Wellness and Renewal (POWER) Project. POWER combines traditional case management and client-centered prevention counseling to provide high individualized and intense support for behavioral change. The program goal is to prevent new HIV infection among transgender persons and their partners in Baltimore City. The target population is high-risk transgender adults, especially African American transgender women. The period of the Agreement is January 1, 2015 through December 31, 2015.

The Agreement is late because it was delayed during the administrative review process.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

5. **LIGHT HEALTH AND WELLNESS** **\$91,180.00**  
**COMPREHENSIVE SERVICES, INC.**

Account: 4000-499014-3030-513200-603051

The organization will provide HIV/STD education and risk reduction strategies using the SELF Education Support Curriculum and the Healthy Relationships curriculum to prevent new HIV infections among men who have sex with men (MSM) in Baltimore City. The period of the Agreement is January 1, 2015 through December 31, 2015.

The Agreement is late because of a delay in receiving an acceptable budget and scope of services.

**MWBOO GRANTED A WAIVER.**

6. **FAIR FUND, INC. d/b/a FAIR GIRLS** **\$15,000.00**  
(Free, Aware, Inspired, Restored)

Account: 6000-630715-3030-279200-603051

Fair Girls prevents the exploitation of girls worldwide with empowerment and education, through prevention education, compassionate care, and survivor inclusive advocacy.

Fair Girls will work with the Adolescent and Reproductive Health Program to implement the FAIR Girls: Tell Your Friends curriculum in Baltimore City Schools. The organization will follow-up with program participants who request to be connected to community resources and support services.

The Agreement is late because the request was received late in the fiscal year.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

7. **JOHNS HOPKINS UNIVERSITY, \$ 87,698.00**  
**SCHOOL OF PUBLIC HEALTH**

Account: 5000-522315-3030-272500-603051

The JHU will provide an Infertility Prevention Project (IPP) Coordinator, to serve as the Maryland State contact with Region III, IPP in Philadelphia. The IPP Coordinator will provide support to the Adolescent STD programs, schedule training sessions, medical consultant events, annual meetings and assists with data analysis and reporting. The period of the Agreement is July 1, 2014 through June 30, 2015.

The Agreement is late because of the delay in receiving an acceptable budget and scope of services.

**MWBOO GRANTED A WAIVER.**

8. **UNIVERSITY OF MARYLAND MEDICAL SYSTEM \$ 130,000.00**  
**CORPORATION (UMMS), DEPARTMENT OF**  
**COMMUNITY HEALTH IMPROVEMENT (DCHI)**

Account: 1001-000000-3041-274500-603051

The DCHI will work with the Baltimore City Health Department to reduce risk factors associated with cardiovascular disease among African American men in Baltimore City. Hypertensive men will be referred for treatment and engaged in an educational program focusing on four key elements of healthy diet to include the Dietary Approach to Stop Hypertension diet, healthy weight management, daily physical activity, and stress management. The period of the Agreement is October 1, 2014 through September 30, 2015.

The Agreement is late because budget revisions delayed processing.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

9. **BANITA NAOMBA EDWARDS-PORTER** \$80.00 per **\$ 50,000.00**  
Completed  
Evaluation

Account: 4000-425515-3110-306700-603018

The Adult Evaluation and Review Services (AERS) is a Maryland Program that provides comprehensive evaluations for aged and functionally disabled adults who need long-term care and are not at-risk for institutionalization.

The Consultant will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment Evaluation and Plan of Services into the Long-Term Services and Support Maryland Tracking System for submission to the Department of Health and Mental Hygiene. The period of the Agreement is June 1, 2015 through June 30, 2016.

10. **CARSON RESEARCH CONSULTING, INC.** **\$118,223.00**

Account: 6000-651115-3080-708800-406001

The Consultant will assess the extent to which women from the target population are being enrolled in the program, determine whether women are being screened for appropriate risk factors when they are enrolled; determine the extent to which appropriate referrals are made, decide if home visits were conducted as planned, and document the success and challenges to program implementation. The Consultant will consult with technical advisors identified as having extensive experience monitoring and evaluating evidence-based home visiting programs, and develop a final evaluation report. The period of the Agreement is April 1, 2015 through March 30, 2016.

The Agreement is late because additional time was needed to finalize the scope of work and budget.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

11. **ARMYN GAZDAR** \$45.00/per hour \$ **75,600.00**  
Up to 35 hours/week  
for 48 weeks

Account: 4000-428216-3080-294312-603051

Armyrn Gazdar will provide services for the Baltimore Infants and Toddlers Program. The services will include but are not limited to educational assessments of assigned children, completion of standardized testing and interpretation of results, direct special instruction services of assigned children, and completion and submission of written eligibility and progress reports, as required. In addition, the Consultant will identify children at-risk for developmental delays as well as children that present with a high probability for a delay, and assist in developing goals, outcomes and completion of the individualized Family Services Plan. The period of the Agreement is July 1, 2015 through June 30, 2016.

12. **THE MOSAIC GROUP, INC.** \$ **25,000.00**

Account: 1001-000000-3030-271500-603051

The proposed project will support city and statewide efforts to utilize the evidence based SBRIT intervention in health care settings that see high volumes of patients on a routine bases. The aim will be to contribute to eventual reductions in overdoses and decrease risky use of drugs and alcohol overall among high risk STI patients. It will also enable city leaders to better understand the full scope of the Substance Use Disorder problems among STI patients across the city.

The Mosaic Group, Inc. will work over a 12-month period to provide training and technical assistance to support full adoption of SBRIT as a routine part of care in the Department's two STD/STI clinics. The period of the agreement is June 28, 2015 through June 30, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

AMENDMENT TO AGREEMENT

13. **WELLTRUST COMPANY, INC.** **\$21,060.00**

Account: 4000-426215-3110-306801-603018

On August 20, 2014, the Board approved the original agreement for the term of July 1, 2014 through June 30, 2015, for a total of \$139,900.00; \$99,900.00 for Case Monitoring Services at the rate of 185 cases per month for 12 months at the rate of \$45.00 per case; \$20,000.00 for Community First Choice Program services at the rate of \$37.50 per hour, and \$20,000.00 for InterRai Comprehensive Evaluations at \$50.00 per completed evaluation.

Due to the increased demand for personal care services, the Department increased the Case Monitoring case load to 224 cases per month (39 additional cases per month). This increases the agreement to \$160,960.00.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM Nos. 1 &2) AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Education Benefits Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Education Benefits Agreement with Denita M. Watts, School Health Aide, for the Bureau of School Health Program. The period of the Agreement is January 26, 2015 through June 26, 2016.

**AMOUNT OF MONEY AND SOURCE:**

N/A

**BACKGROUND/EXPLANATION:**

Ms. Watts is attending the Baltimore City Community College, pursuant to Article 14, Section 14.1 and 14.2 of the Memorandum of Understanding between the City and the American Federation of State, County, and Municipal Employees Locals 558 and 44.

The agreement is late because of a delay in receiving acceptable documentation from Ms. Watts.

**APPROVED FOR FUNDS BY FINANCE**

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Memorandum of Understanding

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) between the Maryland Department of Health and Mental Hygiene (DHMH) and the Office of Health Services (Medicaid). The period of the Memorandum of Understanding is July 1, 2015 through June 30, 2016.

**AMOUNT OF MONEY AND SOURCE:**

The Local Health Department (LHD) will be awarded F564N funds in the form of a supplement to the ACCU/Ombudsman Grant supported by 50% State and 50% matching Federal funds in accordance with the LHD funding award on the Unified Funding Document (UFD).

**BACKGROUND/EXPLANATION:**

The MOU is entered into between DHMH, Office of Health Services (Medicaid), the Baltimore City Health Department (BCHD), and the LHD, for the purposes of defining the responsibilities of the Expanded Administrative Care Coordination (ACC) Grant (F564N).

The Expanded ACC Grant (F564N) means funding originating in the LHD Funding System (LHDFS) made by the DHMH to the BCHD, which is reflected on the Unified Funding Document and is subject to all administrative and fiscal policy originating the LHDFS and all Conditions of Award.

The BCHD will maintain sufficient records of all cost charged to the grant and comply with all terms and conditions set forth in the Conditions of Award, and assure that any cost claimed under this MOU does not duplicate cost claimed through other federal funding. The BCHD will be awarded the ACC grant funds in the form of a supplement to the ACCU/Ombudsman Grant supported by 50% State and 50% matching Federal funds in accordance with the LHD funding award on the UFD at the beginning of the fiscal year.

**APPROVED FOR FUNDS BY FINANCE**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Notification of Grant Award

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a revised Notification of Grant Award (NGA) from the Maryland Department of Aging. The period of the Agreement is October 1, 2014 through September 30, 2015.

**AMOUNT OF MONEY AND SOURCE:**

(\$2,741.00) - 4000-433915-3023-273300-404001

**BACKGROUND/EXPLANATION:**

On February 25, 2015, the Board approved the initial NGA in the amount of \$709,515.00 for the period of October 1, 2014 through September 30, 2015.

On April 22, 2015, the Board approved the revised NGA for an additional amount of \$2,939,592.00 and for a total award amount of \$3,649,107.00. This grant is contingent upon approval of the FY15 Federal Appropriation of funds for the Administration of the Older Americans Act.

The revised NGA reflects a correction, a decrease of (\$2,741.00) to the Older Americans Act Title VII Elder Abuse allocation that was miscalculated. The total award amount is \$3,646,366.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS NOTED THE REVISED NOTIFICATION OF GRANT AWARD.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an expenditure of funds to purchase 340 incentive cards from Rite Aid for the HIV/STD Prevention Program.

**AMOUNT OF MONEY AND SOURCE:**

\$1,700.00 - 4000-427715-3023-599604-404051

(340 Rite Aid gift cards @ 5.00 each)

**BACKGROUND/EXPLANATION:**

Rite Aid gift cards will be distributed as incentives to help reduce the number of new HIV infections and improve the health of persons living with HIV/AIDS. Also, to enhance staff ability to attract those encountered to receive counseling and testing on the STD/HIV testing van.

The STD/HIV Prevention Program adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of incentives.

The Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards and; 4) periodic internal audits of programs; activity vis-à-vis the internal policy which will be shared with the Department of Audits.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards as incentives for the Community Risk Reduction Program, Needle Exchange Program (NEP).

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 2,000 Rite Aid Corporation gift cards @ \$5.00 each  
5,000.00 - 500 Rite Aid Corporation gift cards @ \$10.00 each  
**\$15,000.00** - 1001-000000-3023-274000-604051

**BACKGROUND/EXPLANATION:**

The Rite Aid gift cards will be used as an incentive for the Department's Community Risk Reduction Service/Needle Exchange Program. One \$5.00 Rite Aid gift card will be given to NEP clients as an incentive for taking a HIV/STD test, and one \$10.00 card will be given as an incentive for participation in 3<sup>rd</sup> party overdose prevention training.

The NEP adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of incentives purchased.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis'a'vis the internal policy, which are to be shared with the Department of Audits. This policy has been reviewed by both the Solicitor's

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards as incentives for mothers to participate in the B'more for Healthy Babies group activities, including focus groups, Moms Clubs, and to act as volunteer facilitators in the B'more Fit TOPS Program. Walmart cards will be purchased online from National Gift Card.

**AMOUNT OF MONEY AND SOURCE:**

\$3,500.00 - 350 Walmart gift cards @ \$10.00 each  
4,375.00 - 175 Walmart gift cards @ 25.00 each  
**\$7,875.00** - 5000-569515-3080-294200-604025

**BACKGROUND/EXPLANATION:**

The Department requests approval and authorization to purchase Walmart Cards as incentives for women participating in B'more for Healthy Babies programs. Each woman who participates in BHB focus groups will receive \$30.00 in gift cards. Clients who volunteer to facilitate TOPS B'more Fit sessions will receive a \$10.00 gift card for assisting in these group sessions or for representing the program at area health fairs. Women in Baby Basics Moms clubs will receive a \$25.00 gift card at the conclusion of the Baby Basics program.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis'a'vis the internal policy, which are to be shared with the Department of Audits. This policy has been reviewed by both the Solicitor's

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Dept. - cont'd

Office and by the Department of Audits. Consistent with the original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize the purchase of gift cards as incentives for the Community Risk Reduction Program, Needle Exchange Program (NEP).

**AMOUNT OF MONEY AND SOURCE:**

\$10,000.00 - 2,000 Walgreens gift cards @ \$5.00 each  
5,000.00 - 500 Walgreens gift cards @ \$10.00 each  
**\$15,000.00** - 1001-000000-3023-274000-604051

**BACKGROUND/EXPLANATION:**

The Walgreens gift cards will be used as an incentive for the Department's Community Risk Reduction Service/Needle Exchange Program. One \$5.00 Walgreens gift card will be given to NEP clients as an incentive for taking a HIV/STD test, and one \$10.00 card will be given as an incentive for participation in 3rd party overdose prevention training.

The NEP adheres to all policies associated with the usage of incentives and has sufficient procedures in place to address the safeguarding and accountability of incentives purchased.

The Health Department adopted a consolidated policy for the purchase, distribution, and documentation of all incentive cards. The central tenets of this policy account for: 1) a single means of procuring all incentive cards through the Board of Estimates; 2) the documentation of each incentive card and its recipient; 3) a monthly reconciliation for all purchases that account for all distributed and non-distributed cards, and 4) periodic internal reviews of programs' activity vis-à-vis the internal policy, which are to be shared with the Department of Audits. This policy has been reviewed by both the Solicitor's Office and by the Department of Audits. Consistent with the

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - cont'd

original Board of Estimates approval, all requests for payment for the above incentive cards will be subject to the Department of Audits approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize an Expenditure of Funds to pay the National Association of County & City Health Officials (NACCHO).

**AMOUNT OF MONEY AND SOURCE:**

\$8,750.00 - 1001-000000-3001-599000-603022

**BACKGROUND/EXPLANATION:**

The expenditure of funds will pay the NACCHO FY 2016 membership dues for Ms. Leana S. Wen for the Big Cities Health Coalition.

Big City Health Coalition is an independent forum housed at NACCHO that provides shared resources, outreach, and leadership networks to improve the support and effectiveness of its members.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Health Department - Employee Expense Statements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various Employee Expense Statements for the following employees.

1. **KAREN SOLOMON** **\$146.00**

Account: 4000-422715-3030-279200-603026  
April 2015 - Nursing License Renewal

Ms. Solomon submitted her expense statement and accompanying paperwork on April 15, 2015, but it was not processed and routed until May 15, 2015.

2. **ELLA GREEN** **\$ 65.11**

Account: 5000-532815-3044-273300-603002  
January 2015 - Mileage

Ms. Green was out of the office and was unable to timely submit an expense report.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |  |             |          |
|--|-------------|----------|
| 1. BMR, INC. t/a LAWN<br>AND POWER EQUIPMENT   | \$15,000.00 | Increase |
| Contract No. B50003603 - O.E.M. Parts and Service for Scag Lawn Mowers - Department of Transportation - Purchase Order No. P528031 |             |          |

On July 2, 2014, the City Purchasing Agent approved the initial award in the amount of \$15,000.00. This increase in the amount of \$15,000.00 is necessary to add the Department of Transportation to Master Blanket Purchase Order P528031 to purchase parts for their Scag Lawn Mowers as needed. The contract expires June 30, 2016 with one 1-year renewal option remaining.

- |   |            |         |
|---|------------|---------|
| 2. SOCIAL SOLUTIONS<br>GLOBAL, INC.   | \$6,060.00 | Renewal |
| Contract No. 08000 - ETO Software Maintenance and Support - Mayor's Office of Employment Development - Req. No. R697728 |            |         |

On June 9, 2011, the City Purchasing Agent approved the initial award in the amount of \$6,300.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$6,060.00 will make the total award amount \$28,620.00. This renewal is for the period June 1, 2015 to May 31, 2016.

- |   |             |                               |
|---|-------------|-------------------------------|
| 3. ELECTRIC VEHICLE<br>INSTITUTE, INC.  | \$49,916.00 | Selected Source/<br>Agreement |
| Contract No 06000 - Electric Vehicles Lease - Department of Public Works - Req. No. R693562 |             |                               |

The Board is requested to approve and authorize execution of an Agreement with the Electric Vehicle Institute, Inc. The period of the Agreement is July 1, 2015 through June 30, 2018.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

The Department of Public Works, Office of Sustainable Energy was awarded a grant in the amount of \$52,000.00 by the Maryland Energy Administration for the lease of Electric Vehicles. The Department of Public Works will use these vehicles in a PILOT program where they will be tested to collect data over a period of time. There will be a total of four vehicles leased. The pricing has been reviewed and deemed fair and reasonable.

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

- |    |   |                    |                |
|----|---|--------------------|----------------|
| 4. | <u>KRAFTSMAN, INC.</u>  | <u>\$42,120.00</u> | <u>Low Bid</u> |
|    | Solicitation No. B50004104 - 13,800 GVWR Flatbed Trainers - Department of General Services-Fleet Management - R686718 |                    |                |

The vendors were solicited on CitiBuy. The eight bids received were opened on June 11, 2015. Award is recommended to the lowest responsive and responsible bidder.

- |    |  |                   |                 |
|----|--|-------------------|-----------------|
| 5. | <u>MOBILE AIR CONDITIONING SOCIETY/ MACS WORLDWIDE</u>   | <u>\$6,330.00</u> | <u>Increase</u> |
|    | Contract No. 06000 - A/C Recycling and Recovery - On-Site-Training - Department of General Services - Purchase Order No. P530491 |                   |                 |

On March 19, 2015, the City Purchasing Agent approved the initial award in the amount of \$19,725.00. This increase in the amount of \$6,330.00 will make the award amount \$26,055.00. The contract expires March 18, 2016 with no renewal options.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

- |    |   |                     |                 |
|----|---|---------------------|-----------------|
| 6. | <u>ONE CALL CONCEPTS, INC.</u>  | <u>\$150,000.00</u> | <u>Increase</u> |
|    | Contract No. 08000 - Miss Utilities - Call Center - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P526187 |                     |                 |

On January 22, 2014, the Board approved the initial award in the amount of \$250,000.00. Due to increased usage of the contract as required by Maryland Law, to receive Miss Utility calls and to provide information to end users an increase in the amount of \$150,000.00 is necessary. This increase in the amount of \$150,000.00 will make the award amount \$400,000.00. The contract expires on January 21, 2016, with four 2-year renewal options. The above amount is the City's estimated requirement.

One Call Concepts, Inc. is the only known contractor certified, pursuant to Maryland Law, to take all Miss Utility calls.

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

- |    |   |                     |                 |
|----|---|---------------------|-----------------|
| 7. | <u>AGILENT TECHNOLOGIES, INC.</u>   | <u>\$ 51,199.44</u> | <u>Increase</u> |
|    | Contract No. B50003850 - Gas Chromatography & Gas Chromatography/Mass Spectrometry Instruments for the Forensic Chemistry Laboratory - Police Department - P.O. No. P530245 |                     |                 |

On February 25, 2015, the Board approved the initial award in the amount of \$429,328.50. This increase in the amount of \$51,199.44 will provide funds to purchase one additional Gas Chromatography/Mass Spectrometry Instrument at contract pricing for the Baltimore City Police Department Crime Laboratory. This increase will make the award amount \$480,527.94. The contract expires on February 29, 2016, with optional maintenance service renewals available on an annual basis. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

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

8. ARROW INTERNATIONAL, INC.	\$ 98,000.00	Increase
Contract No. 08000 - EZ-IO Needles & Equipment - Fire Department - P.O. No. P529805		

On August 13, 2014, the Board approved the initial award in the amount of \$120,000.00. The award contained five 1-year renewal options. In order to maintain supplies for continued emergency medical services an increase in the amount of \$98,000.00 is necessary. This increase will make the award amount \$218,000.00. The contract expires August 12, 2015 with five 1-year renewal options. The above amount is the City's estimated requirement.

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

9. INTERPERSONAL FREQUENCY LLC	\$ 28,000.00	Increase
Contract No. B50003075 - City of Baltimore Web Site Redesign and Hosting - Mayor's Office of Information Technology - P.O. No. P526271		

On January 15, 2014, the Board approved the initial award in the amount of \$286,367.00. The award contained four 1-year renewal options. Subsequent actions have been approved. This increase in the amount of \$28,000.00 will replenish emergency funds used for security enhancements for the City of Baltimore website during the recent civil unrest. This increase will make the award amount \$409,367.00. The contract expires January 14, 2018 with four 1-year renewal options remaining.



INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

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

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 10. THE LEADERSHIP GROUP,<br>LLC   | \$171,175.00 | Renewal |
| Contract No. 06000 - Results Based Accountability Agreement - Finance - Budget Bureau - Req. No. P528179 |              |         |

On July 23, 2014, the Board approved the initial award in the amount of \$133,400.00. The award contained three 1-year renewal options. This renewal in the amount of \$171,175.00 is for the period July 23, 2015 through July 22, 2016, with two 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

- |  |              |         |
|--|--------------|---------|
| 11. BALTIMORE CITY METRO<br>UMPIRE ASSOCIATION, INC.   | \$ 17,000.00 | Renewal |
| Contract No. B50003035 - Softball Umpires for Recreation and Parks - Department of Recreation and Parks - P.O. No. P524238 |              |         |

On July 18, 2013, the City Purchasing Agent approved the initial award in the amount of \$19,050.00. The award contained one 1-year renewal option. On April 1, 2015, the Board approved an increase in the amount of \$32,282.00. This sole renewal in the amount of \$17,000.00 is for the period July 17, 2015 through July 16, 2016. 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 Purchases

12. <b><u>FIRST CALL</u></b>		
MOTION INDUSTRIES, INC.	\$ 45,000.00	
<b><u>SECOND CALL</u></b>		
BEARING DISTRIBUTORS, INC.	60,000.00	
	<b><u>\$105,000.00</u></b>	Renewal
Contract No. B50002417 - Industrial Bearings and Related Seals- Department of Public Works, Wastewater Facilities Division Maintenance - P.O. Nos. P521250 and P521251		

On July 18, 2012, the Board approved the initial award in the amount of \$70,000.00. The award contained one 2-year renewal option. This sole renewal in the amount of \$105,000.00 is for the period August 1, 2015 through July 21, 2017. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

13. <b><u>FIRST CALL</u></b>		
BALTIMORE LOCK & HARDWARE, INC.	\$250,000.00	
<b><u>SECOND CALL</u></b>		
EASTER'S LOCK AND ACCESS SYSTEMS, INC. d/b/a HOMELAND SECURITY GROUP, INC.	50,000.00	
	<b><u>\$300,000.00</u></b>	Renewal
Contract No. B50001966 - Locksmith Services - Agencies - Various - P.O. Nos. P518091 and P518092		

On August 10, 2011, the Board approved the initial award in the amount of \$290,500.00. The award contained two 1-year renewal options. Subsequent actions have been approved. This final renewal in the amount of \$300,000.00 is for the period August 17, 2015 through August 16, 2016. The above amount is the City's estimated requirement.



INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

15. HIGHER GROUND TRANSPORTATION SERVICES, INC.	\$ 0.00	Extension
Contract No. B50000924 - Transportation Service for the Sandtown-Winchester and Oliver Senior Centers 2009 - Health Department - Commission on Aging - P.O. No. P507574		

On April 1, 2009, the Board approved the initial award in the amount of \$167,665.00. The award contained two 1-year renewal options. Subsequent actions and both renewals have been exercised. An extension is being requested to allow time to bid, evaluate, and award a new contract with updated specifications. This extension in the amount of \$0.00 is for the period July 1, 2015 through August 31, 2015. The above amount is the City's estimated requirement.

**MWBOO GRANTED A WAIVER.**

16. AON CONSULTING, INC.	\$ 0.00	Extension
Contract No. BP 05160 - Actuarial Services for Employees' and Retirees' Benefits Programs - Department of Human Resources - P.O. No. P528111		

On July 27, 2005, the Board approved the initial award in the amount of \$708,210.00. The award contained five 1-year renewal options. Subsequent actions and all renewals have been exercised. This extension in the amount of \$0.00 will allow the City sufficient time for transition to a new contract, B50003904, which has currently been released to the marketplace. The current vendor will handle this year's renewals and extensions for benefit contracts and the new vendor will begin the process for solicitations for replacement contracts. This extension in the amount of







**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Finance/Office - Renewal of  
Risk Management (ORM) Insurance Policies

The Board is requested to approve the renewal of Insurance Policies with the incumbent carriers.

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
1. <b>AON HUNTING T. BLOCK</b>	Fine Arts Insurance Policy	<b>\$259,847.00</b>

Account: 2043-000000-1450-162900-603014

This policy is unique and superior to the standard Fine Arts Insurance Policy. It provides Fine Arts replacement cost and transit coverage to the Baltimore Museum of Art, The Walters Art Museum and any location owned, occupied or controlled by the City. The policy renews on July 1, 2015.

Coverage is being continued with the incumbent broker, AON Hunting T. Block Fine Arts Insurance with no increase in premium.

2. <b>CHARTIS INSURANCE COMPANY</b>	Employee Crime Insurance	<b>\$ 17,008.00</b>
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Account: 2043-000000-1450-162900-603014

This insurance policy will provide coverage for the loss of money, securities or other financial instruments for which the City and Baltimore City Public School System are legally liable. The marketplace is limited. Chartis Insurance Company will continue to provide this coverage for the coming year at no increase in rate. The policy has a \$1,000,000.00 per occurrence limit, with a per occurrence deductible of \$10,000.00. The policy renews on July 1, 2015.



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Finance/Office -cont'd  
Risk Management (ORM)

<u>Carrier</u>	<u>Type of Coverage</u>	<u>Amount</u>
3. <b>AIG</b>	Marine Hull Insurance	<b>\$110,677.00</b>

Account: 2043-000000-1450-162900-603014

This policy covers various watercraft owned and/or operated by City agencies, including the Constellation. Markets for this exposure are limited. The policy will be renewed with the incumbent carrier, AIG, at the same terms and conditions as the expiring policy including terrorism coverage on the entire fleet. The policy renews on July 1, 2015.

4. <b>CHESAPEAKE EMPLOYERS INSURANCE COMPANY</b>	Workers' Compensation Insurance	<b>\$ 65,747.00</b>
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Account: 4000-806416-6313-460105-603017

The Office of Employee Development (OED) receives federal grant money, a requirement of which is the purchase of Workers' Compensation Insurance for the participants in its various programs. The OED has completed its 20<sup>th</sup> year under the Chesapeake Employers Insurance Program. The rate/premium is favorable again this year. The policy period is from July 1, 2015 through June 30, 2016.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Finance - Administrative Manual Policy AM-204-4

**ACTION REQUESTED OF B/E:**

The Board is requested to approve Administrative Manual Policy, AM-204-4, Vacation and Personal Leave. The policy is effective July 01, 2015.

**AMOUNT OF MONEY AND SOURCE:**

There are no costs associated with these actions.

**BACKGROUND/EXPLANATION:**

As part of the Mayor's Ten Year Financial Plan, the City is reforming its Vacation and Personal Leave policies. The City faces a leave liability in excess of \$122 million dollars resulting from the accumulation of large amounts of leave by City employees. The City has a very rich vacation and personal leave policy that allowed City employees to accumulate, in some instances, in excess of 192 days of vacation leave and 32 days of personal leave. Benchmarking reflected that the City's large caps far exceeded the caps of our surrounding sister jurisdictions which were between 30 and 50 vacation days.

The new Vacation and Personal Leave Policy will bring the City into alignment with its sister jurisdictions and over time reduce the City's leave liability. Important features of the new policy includes:

**Vacation Leave**

- The creation of a Legacy Vacation Account for individuals employed by the City prior to July 1, 2015.
  - o Leave balances for current City employees will be retained in the Legacy Vacation Account for use by the employee throughout the remainder of their career.
  - o After July 1, 2015, employees may not add any days to a Vacation Legacy Account.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Finance - cont'd

- The creation of a new Vacation Account on July 1, 2015, for all new and current employees.
  - o Maximum accrual in the Vacation Account is 45 days.
  - o Days will be accrued at the existing accrual rate.
- At the end of their career, employees will be able to cash out either (1) the Legacy Vacation Account; or (2) a maximum of 45 days from a combination of the Legacy Vacation Account and the Vacation Account balances, whichever is greater.

**Personal Leave**

- The creation of a Legacy Personal Account for individuals employed by the City prior to July 1, 2015.
  - o Personal Leave balances for current City employees will be retained in the Legacy Personal Account for use by the employee throughout the remainder of their career or cash out at the end of career.
  - o After July 1, 2015, employees may not add any days to a Personal Legacy Account.
- The creation of a new Personal Account on July 1, 2015, for all new and current employees.
  - o The maximum Personal Account balance during the fiscal year is 3 days, which must be used during the fiscal year.
  - o Regular full-time employees will be frontloaded with the maximum balance on July 1 of each year.
  - o Regular part-time employees will accrue the maximum balance during the fiscal year based on the number of hours worked.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Finance - cont'd

- o Any days remaining in the Personal Account at the conclusion of the fiscal year (June 30) will be forfeited.
- o Employees may not cash out their Personal Account.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works/Office - Partial and Final  
of Construction & Engineering      Releases of Retainage

The Board is requested to approve and authorize execution of the Partial and Final Release of Retainage with various Contractors:

<u>Contractors</u>	<u>Contract No.</u>	<u>Amount</u>
1. <b>METRA INDUSTRIES, INC.</b>	SC 889	<b>\$223,394.81</b>

Account: 9956-907643-9551-000000-200001

On September 4, 2014, all punch list items for SC 889, Dundalk Wastewater Pumping Station Force Main Replacement was granted substantial completion. The City holds funds in the amount of \$307,890.50. The contractor has accordingly requested a Partial Release of Retainage of \$223,394.81. The remaining \$84,495.69 is sufficient to protect the interest of the City.

2. <b>WHITING-TURNER CONSTRUCTION COMPANIES</b>	SC 863	<b>\$ 38,145.00</b>
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Account: 9956-904532-9551-000000-200001

On August 18, 2014, the contractor was granted final acceptance of SC 863, Parking Lot and Other Improvements to Back River Wastewater Treatment Plant. The contractor has accordingly requested the final Release of Retainage in the amount of \$38,145.00.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Partial and Final Releases of Retainage have been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works/Office - Agreement of Engineering and Construction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Johnson, Mirmiran & Thompson, Inc. for W.C. 1243, Design of Cromwell Pumping Station Improvements. The period of the Agreement is effective upon Board approval for 36 months, or until the upset limit is reached, whichever occurs first.

**AMOUNT OF MONEY AND SOURCE:**

\$ 656,590.44 - Baltimore City  
1,193,257.12 - Baltimore County  
**\$1,849,847.56**

**BACKGROUND/EXPLANATION:**

The Consultant will provide engineering services to design the improvements to the existing Cromwell Pumping Station. The engineering services will provide replacement of all pumps, addition of stand by generator with new controls, and all necessary refurbishments. In addition, the Consultant will manage and implement community outreach activities in concert with the Department of Public Works Information Office.

The Consultant was approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission.

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>FROM ACCOUNT/S</u>
\$ 915,160.00	9960-904923-9558	
County Appropriations	Constr. Reserve	
	Cromwell PS	
	Rehabilitation	
622,840.00	" "	
Water Revenue		
Bonds		

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DPW/Office of Eng. & Constr. - cont'd

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>FROM ACCOUNT/S</u>
407,206.85 County Appro- priations	9960-936001-9558 Constr. Reserve Unallocated	
104,793.15 Water Revenue Bonds	"        "	
<u>\$2,050,000.00</u>		
\$1,849,847.56	-----	9960-912715-9557- 900020-3 Engineering
200,152.44	-----	9960-912715-9557- 900020-9 Administration
<u>\$2,050,000.00</u>		

The funds are required to cover the cost of the Design of WC 1243, Improvements to the Cromwell Pumping Station.

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works (DPW) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Expenditure of Funds in the amount of \$1,031,889.96 and authorize payment to Spiniello Companies, Inc. (Spiniello) for emergency services rendered between February and March 2015 in Baltimore City.

**AMOUNT OF MONEY AND SOURCE:**

\$460,895.24 - 2071-000000-5521-393204-603026 (City Work - 50%)  
\$460,895.24 - 2071-000000-5521-393304-603026 (City Work - 50%)  
\$ 55,049.74 - 2071-000000-5521-393404-603026 (County Work - 50%)  
\$ 55,049.74 - 2071-000000-5521-608504-603026 (County Work - 50%)

**BACKGROUND/EXPLANATION:**

Spiniello responded to the DPW's request to assist with restoring water services to residential and commercial customers whose interruptions were due to the harsh winter conditions that occurred between February and March 2015.

February 2015 was determined as Baltimore City's second coldest February on record, according to the Baltimore Sun and the National Weather Service. Due to these extremely frigid temperatures, there was a significant increase in customers with interruption of water services because of frozen pipes and because of increases in water main breaks throughout the City. The water main breaks and other exterior water leaks were causing public safety issues because of the formation of ice at the leaking locations.

The urgent nature and heavy volume of the resulting work orders required that the DPW activate its Park Terminal Emergency Operations Center on February 23, 2015. To address the sharp increase of work orders, the DPW had to engage On-Call Contractors to assist with timely responses to the growing backlog of urgent customer complaints regarding their services.



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

DPW - cont'd

The required services included field inspections of water service issues, thawing of frozen service lines and meters, repairs to broken mains, and replacement of water service lines, as required to restore water services.

On March 9, 2015, pursuant to the Baltimore City Charter, Article VI, §11(e)(ii), the DPW advised of the emergency nature of the situation and requested that the Director of Finance authorize the repairs to commence and the Director of Finance authorized emergency repairs to be made by Spiniello after a solicitation was made and amongst four respondents.

Spiniello began the work and continued until its completion. The amount requested was negotiated and agreed upon between the DPW and Spiniello and no further requests will be made regarding future payments for this work.

**MBE/WBE PARTICIPATION:**

Because of the nature of the work, no goals were assigned.

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDED APPROVAL.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works - Employee Expense Statements

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the various Employee Expense Statements for the following employees:

1. **MILTON DAVIS** **\$100.00**

Account: 2071-000000-5521-632301-603022  
February 2015 - Water Treatment Class 4 License  
(Reimbursement for Certification)

The request for reimbursement is late because the employee did not submit the request in a timely manner.

2. **SPILIOS KIRIKOS** **\$100.00**

Account: 2071-000000-5521-632301-603022  
February 2015 - Water Treatment Class 4 License  
(Reimbursement for Certification)

The request for reimbursement is late because the employee did not submit the request in a timely manner.

3. **ERIC MERCHANT** **\$100.00**

Account: 2071-000000-5521-632301-603022  
February 2015 - Water Treatment Class 4 License  
(Reimbursement for Certification)

The request for reimbursement is late because the employee did not submit the request in a timely manner.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works - cont'd

4. **CHRISTOPHER FRANKOS** **\$ 75.00**

Account: 2071-000000-5521-632301-603022  
May 2014 - Water Treatment Class 4 License  
(Reimbursement for Certification)

The request for reimbursement is late because the employee did not submit the request in a timely manner.

5. **SAVITA BAGAL** **\$ 25.00**

Account: 2071-000000-5521-632531-603020  
May 2014 - Water Treatment Class 4 License  
(Reimbursement for Certification)

The request for reimbursement is late because the employee did not submit the request in a timely manner.

The Administrative Manual, in Section 240-11, states that Employee Expense Reports that are submitted more than 40 work days after the last calendar day of the month in which the expenses were incurred require Board of Estimates approval.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Public Works/Office - Grant Agreement  
of Sustainable Energy

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Grant Agreement with the Maryland Energy Administration's Smart Energy Communities Grant Program. The period of the Grant Agreement is effective upon Board approval through June 15, 2016.

**AMOUNT OF MONEY AND SOURCE:**

\$229,007.00 - 5000-584214-1981-194608-6000

**BACKGROUND/EXPLANATION:**

This grant will provide funding to: 1) upgrade all the outdated lighting in the Oliver Center, making the building more energy efficient and well-lit, and 2) replace an inefficient heating source at Carrie Murray Nature Center and replace it with a ground source heat pump to heat and cool the building.

**APPROVED FOR FUNDS BY FINANCE**

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

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Transportation - On-Call Consultant Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an On-Call Design Consultant Services Agreement with Whitman Requardt & Associates, LLP for Project No. 1225, On-Call Design Consultant Services for Resurfacing and Reconstruction Projects. The period of the On-Call Design Consultant Services Agreement is effective upon Board approval for two years.

**AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - Upset Limit

**BACKGROUND/EXPLANATION:**

The Department of Transportation has negotiated and procured the On-Call Consultant Agreement approved by the Office of Boards and Commissions and the Architectural and Engineering Awards Commission and now desires to utilize the services of Whitman Requardt & Associates, LLP. The cost of services rendered will be on actual payroll rates not including overhead and burdens times a set multiplier. The payroll rates and multiplier have been reviewed by the Department of Audits.

The Consultant will assist with the scope of services which includes, but is not limited to developing roadway alignment, storm drainage improvements, street lighting, electric duct banks, water and wastewater, reconstruction, streetscape, resurfacing, stormwater management, erosion and sediment control, pavement markings and traffic control, signal design, conduit duct bank design, surveys, environmental site assessments and other related engineering tasks. The scope of services may also include providing on-site project management and/or inspectors, staff support, GIS and IT support and other miscellaneous tasks for various Capital Improvement Projects. Responsibilities will include preparation of construction contract documents including plans and specifications for bid.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Dept. of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

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

**MBE:**

AB Consultants, Inc.	\$ 50,000.00	5.00%
E2CR, Inc.	50,000.00	5.00%
Mercado Consultants, Inc.	70,000.00	7.00%
RJM Engineering, Inc.	70,000.00	7.00%
SAMMS Engineering, LLC	30,000.00	3.00%
	<u>\$270,000.00</u>	<u>27.00%</u>

**WBE:**

Hanover Land Services, Inc.	\$ 60,000.00	6.00%
iDesign Engineering, Inc.	40,000.00	4.00%
	<u>\$100,000.00</u>	<u>10.00%</u>

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**AUDITS NOTED THE ON-CALL AGREEMENT AND WILL REVIEW TASK ASSIGNMENTS.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Department of Transportation (DOT) - Expenditure of Funds

**ACTION REQUESTED OF B/E:**

The Board is requested to approve an Expenditure of Funds and authorize payment to M. Luis Construction Company, Inc. for services rendered under Project TR 11301, SHA No. BC315-103-815; FAP No. STP-000A (739)A, Resurfacing Highways @ Various Locations Northwest - Sector II.

**AMOUNT OF MONEY AND SOURCE:**

\$50,602.20 - 9950-902842-9514-900020-702064

**BACKGROUND/EXPLANATION:**

On Wednesday, July 27, 2011, the Board awarded TR 11301, Resurfacing Highways @ Various Locations Northwest - Sector II, with an expiration date of April 29, 2013. During the course of construction, this project experienced several unforeseen project management issues which adversely impacted handling of outstanding extra work orders.

Final review of the construction documents revealed the need for additional funding to close out the contract and reimburse the contractor for unpaid quantities. The Department is requesting additional funding in the amount of \$50,602.20 to finalize the contract which addresses the outstanding contractual issues.

**DBE PARTICIPATION:**

The Contractor exceeded the established 30% DBE goal, which was verified by the DOT.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

AGENDA

BOARD OF ESTIMATES

06/24/2015

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 73,000.00	9950-905841-9514	
Federal	Fed. Resurfacing	
	NE Sector I	
50,602.20	" "	
<u>MVR</u>		
<b>\$123,602.20</b>	-----	9950-902842-9514-2
		Resurfacing Highways @
		Various Locations North-
		west Sector II

This transfer will cover the deficit and fund the Board memo for Change Order costs associated with Project TR 11301, SHA No. BC315-103-815; FAP No. STP-000A (739) A, Re-surfacing Highways @ Various Locations Northwest Sector II by M. Luis Construction Company, Inc.

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



**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Fire and Police Employees' - Subscription Agreements Retirement System (F&P)

The Board is requested to approve and authorize execution of the Subscription Agreements request by the Board of Trustees of the Fire and Police Employees' Retirement Systems (F&P).

The F&P Board of Trustees conducted a search for direct investment hedge funds and as a result of that search, selected eight commingled hedge fund managers which will manage the approximate F&P funds, as follows:

<u>Hedge Fund Managers</u>	<u>Approximate Fund Amount</u>
1. <b>ABSOLUTE RETURN CAPITAL PARTNERS, L.P. MANAGED BY ABSOLUTE RETURN CAPITAL, LLC.</b>	<b>\$21,000,000.00</b>
2. <b>CCP CORE MACRO FUND MANAGED BY CANTAB CAPITAL PARTNERS LLP</b>	<b>\$27,000,000.00</b>
3. <b>CASPIAN SELECT CREDIT INTERNATIONAL, LTD MANAGED BY CASPIAN CAPITAL LP</b>	<b>\$26,000,000.00</b>
4. <b>FARALLON CAPITAL INSTITUTIONAL PARTNERS, L.P. MANAGED BY FARALLON CAPITAL MANAGEMENT, LLC</b>	<b>\$24,000,000.00</b>
5. <b>RENAISSANCE INSTITUTIONAL EQUITIES FUND LLC, MANAGED BY RENAISSANCE TECHNOLOGIES LLC</b>	<b>\$25,000,000.00</b>
6. <b>VOYA GLOBAL MULTI-STRATEGY MASTER QUALIFYING INVESTOR FUND/VOYA MORTGAGE INVESTMENT MASTER FUND, MANAGED BY VOYA ALTERNATIVE ASSET MANAGEMENT LLC</b>	<b>\$31,000,000.00</b>

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

F&P - cont'd

	<u>Approximate Fund Amount</u>
<u>Hedge Fund Managers</u>	
7. <b>VISIUM GLOBAL FUND, LP</b> <b>MANAGED BY</b> <b>VISIUM ASSET MANAGEMENT, LP</b>	<b>\$19,000,000.00</b>
8. <b>WATERFALL EDEN FUND, LP</b> <b>MANAGED BY</b> <b>WATERFALL ASSET MANAGEMENT, LLC</b>	<b>\$32,000,000.00</b>

The search and selection process was conducted with the assistance and advice of the F&P System's investment advisor, Summit Strategies Group.

**MWBOO GRANTED A WAIVER.**

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

AGENDA

BOARD OF ESTIMATES

06/24/2015

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works - Office of Legislative Affairs</u>			
1. Marcia M. Collins	Utility Leadership Conference & 45 <sup>th</sup> Annual Meeting Financing Funding & Rates for the Future Providence, RI July 12 - 15, 2015 (Reg. Fee \$875.00)	General Fund	\$1,785.91

The subsistence for this location is \$202.00 per day. The hotel cost is \$169.00 per night plus hotel taxes of \$21.97. The Department is requesting additional subsistence of \$7.00 per day for meals and incidentals. The airfare in the amount of \$158.00 and the registration fee in the amount of \$875.00 were prepaid by City issued procured card assigned to Ms. Lyque O'Connor. The amount to be disbursed to Ms. Collins is \$752.91.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

Mayor's Office of Employment - Amendment to Agreements  
Development (MOED)

The Board is requested to approve and authorize execution of the Amendment to Agreement.

**1. HOUSING AUTHORITY OF BALTIMORE CITY (HABC) \$14,711.00**

Account: 4000-806415-6313-688505-603051

On January 14, 2015, the Board approved the original agreement with the HABC to recruit and enroll at least 25 Workforce Investment Act (WIA) eligible out-of-school Baltimore City youth and young adults, ages 16-21, to prepare and/or transition those youth to employment and/or post-secondary training in Microsoft Office and Comp TIA+ A+ certification.

The purpose of the Amendment is to provide and document follow-up services, in accordance with WIA regulations. The amount of the original agreement was \$137,325.00. This Amendment increases the original by \$14,711.00, making the total contact \$152,036.00. This Amendment also extends the end date of the contract to September 30, 2015.

**2. VSP AT SINAI HOSPITAL OF BALTIMORE CITY \$ 11,628.00**

Account: 4000-806415-6313-497805-603051

On January 21, 2015, the Board approved the original agreement with the organization to recruit and enroll at least 25 Workforce Investment Act (WIA) eligible out-of-school Baltimore City youth and young adults, ages 18-21, to prepare and/or transition those youth to employment and/or post-secondary training in the Healthcare Industry career path.

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

MOED - cont'd

The purpose of the Amendment is to provide and document follow-up services, in accordance with WIA regulations. The amount of the original agreement was \$136,068.00. This Amendment increases the original by \$11,628.00, making the total contact \$147,696.00. This Amendment also extends the end date of the contract to September 30, 2015.

**3. URBAN ALLIANCE FOUNDATION, INC** **\$ 3,487.00**

Account: 4000-806415-6313-734705-603051

On November 19, 2014, the Board approved the original agreement with the organization to recruit and enroll at least 20 Baltimore City High School seniors, ages 16-21, that are Workforce Investment Act (WIA) eligible and reside in under-resourced neighborhoods. The organization will offer employment in a professional setting and positive development opportunities to those enrolled in the program.

The purpose of the Amendment is to provide and document follow-up services, in accordance with WIA regulations. The amount of the original agreement was \$95,580.00. This Amendment increases the original by \$3,487.00, making the total contact \$99,067.00. This Amendment also extends the end date of the contract to September 30, 2015.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED (EXCEPT ITEM NO. 1) AND HAD NO OBJECTION.**

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

**AGENDA**

**BOARD OF ESTIMATES**

**06/24/2015**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Public Works/ - SC No. 914, Improvements to  
Office of Engineering & Sanitary Sewers in Low Level  
Construction Sewershed  
**BIDS TO BE RECV'D: 07/29/2015**  
**BIDS TO BE OPENED: 07/29/2015**
  
2. Department of Public Works/ - SC No. 939R, Maiden's Choice  
Office of Engineering & Pressure Sewer Condition  
Construction Assessment and Uplands Sewer  
Replacement  
**BIDS TO BE RECV'D: 07/29/2015**  
**BIDS TO BE OPENED: 07/29/2015**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**