

NOTICES

PROTESTS

ALL PROTESTS MUST BE RECEIVED NO LATER THAN 12:00 NOON ON TUESDAY, PRECEDING THE BOARD OF ESTIMATES' MEETING. IN ORDER FOR A PROTEST TO BE CONSIDERED, THE PROTESTANT MUST BE PRESENT AT THE BOARD OF ESTIMATES' MEETING.

ALL PROTESTS MUST BE IN WRITING AND STATE:

1. whom you represent,
2. what the issues are, and
3. how the protestant will be harmed by the proposed Board of Estimates' action.

Please submit all protests to Board of Estimates, Attn: Clerk, Room 204 City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202.

BOARD OF ESTIMATES' AGENDA - OCTOBER 23, 2013

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:

BLD Services, LLC	\$ 79,164,000.00
C&T Painting Co., Inc.	\$ 810,000.00
Chereco Company, Inc.	\$ 8,000,000.00
Dixie Construction Company, Inc.	\$ 8,000,000.00
National Service Contractors, Inc.	\$ 7,749,000.00
Southern Maryland Cable, Inc.	\$ 3,000,000.00
Total Contracting, Inc.	\$ 42,192,000.00
Weeks Marine	\$1,251,513,000.00
Window Consultants, Inc.	\$ 6,858,000.00
Y.E.M. Corporation, Inc.	\$ 1,500,000.00

AGENDA

BOARD OF ESTIMATES

10/23/2013

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:

Becht Engineering BT, Inc.	Engineer
Burdette, Koehler, Murphy & Associates, Inc.	Engineer
Johnson Consulting Engineers, Inc.	Engineer
Khafra Engineering Consultants, Inc.	Architect Engineer
So-Deep, Inc.	Engineer Property Line Survey

AGENDA

BOARD OF ESTIMATES

10/23/2013

CITY COUNCIL BILL:

13-0228 - An ordinance concerning Franchise - Private Pipelines Under and Across or Over and Across Portions of the South Clinton Street, South Highland Avenue, South Haven Street, Boston Street, O'Donnell Street, Eastern Avenue, East Lombard Street, and Pulaski Highway Rights-of-Way for the purpose of granting a franchise to Petroleum Fuel & Terminal Company, to construct, use, and maintain private pipelines under and across or over and across portions of the 1600 block of South Clinton Street, the 1600 block of South Highland Avenue, the 1400 block of South Haven Street, the 4100 block of Boston Street, the 4100 block of O'Donnell Street, the 4400 block of Eastern Avenue, the 4500 block of East Lombard Street, and the 5100 block of Pulaski Highway rights-of-way, connecting the Company's North Terminal at 5101 Erdman Avenue to the Company's South Terminal at 1622 South Clinton Street, subject to certain terms, conditions, and reservations; repealing Ordinance 55-1462, Ordinance 79-1157, and Ordinance 82-851; and providing for a special effective date.

Annual Fee: \$15,091.46

IN ACCORDANCE WITH THE MINOR PRIVILEGE SCHEDULE OF CHARGES AND REGULATIONS AS ESTABLISHED AND SET BY THE BOARD OF ESTIMATES, AN ANNUAL FRANCHISE FEE OF \$15,091.64 IS RECOMMENDED BY THE DEPARTMENT OF GENERAL SERVICES FOR THESE ENCROACHMENTS INTO THE PUBLIC RIGHTS-OF-WAY.

ASSUMING THE PROCEDURAL REQUIREMENTS IN THE CITY CHARTER ARE MET, THE LAW DEPARTMENT WILL APPROVE THE BILL FOR FORM AND LEGAL SUFFICIENCY.

THE PLANNING COMMISSION CONCURS WITH THE RECOMMENDATION OF ITS DEPARTMENTAL STAFF, AND RECOMMENDS THAT CITY COUNCIL BILL 13-0228 BE PASSED BY THE CITY COUNCIL.

THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT RESPECTFULLY DEFERS ITS POSITION ON CITY COUNCIL BILL 13-0228 TO THE DEPARTMENT OF PLANNING.

ALL REPORTS RECEIVED WERE FAVORABLE.

TRANSFERS OF FUNDS

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

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

TRANSFER OF FUNDS

	<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Transportation</u>			
1.	\$50,000.00	9950-902436-9507	9950-908090-9512
	Other	Constr. Reserve -	Design and Study
		Locust Point	Traffic Mitigation
		Access Road	SW Zone A

This transfer will fund the cost associated with the study for Traffic Mitigation SW Zone A related to the project. The funding will come from the developer per the regulation of the City Council Bill 11-0658.

Department of Recreation and Parks

2.	\$20,000.00	9938-920026-9475	9938-921026-9474
	Rec. & Parks	CC Jackson Pool	CC Jackson Pool and
	27 th Series	and Park Improv.	Park Improv. -
		- Reserve	Active

This transfer will provide funds to cover the costs associated with the relocation of the existing playground at CC Jackson Park.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Law Department - Settlement Agreement and Release

The Board is requested to approve the settlement agreement and release for the following claim:

1. Dion Smith v. Mayor & City Council of Baltimore \$117,044.00

Funds are available in account no. 2070-000000-5501-601301-601001.

The settlement agreement and release has been reviewed and approved by the Settlement Committee of the Law Department.

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

OPTIONS/CONDEMNATION/QUICK-TAKES:

<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Dept. of Housing and Community Development (DHCD) - Condemnation</u>			
1. EverBank	4706 Delaware Ave.	G/R \$90.00	\$ 750.00

Funds are available in account no. 9910-918300-9588-900000-704040, Park Heights Site.

Dept. of Housing and Community Development - Options

2. Debra P. Green	4702 Delaware Ave.	L/H	\$26,700.00
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Funds are available in account no. 9910-918300-9588-900000-704040, Park Heights Site.

3. Robert B. Duval, Jr.	4708 Delaware Ave.	L/H	\$22,420.00
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Funds are available in account no. 9910-918300-9588-900000-704040, Park Heights Site.

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Department of Housing and - Land Disposition Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Land Disposition Agreement with Vision Investment, Inc. for the sale of property located at 1032 and 1034 East North Avenue.

AMOUNT OF MONEY AND SOURCE:

\$3,000.00 - 1032 East North Avenue
3,000.00 - 1034 East North Avenue
\$6,000.00 Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest in 1032 & 1034 East North Avenue to Vision Investment, Inc. for the price of \$3,000.00 for each property for a total of \$6,000.00, which will be paid to the City at the time of settlement.

Vision Investment, Inc. will purchase the vacant row houses known as 1032 & 1034 East North Avenue for rehabilitation as affordable rental housing from the City. The properties are located within the East Baltimore Midway Community. The purchase price and improvements to the sites will be funded privately.

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

Pursuant to Baltimore City's Appraisal policy, the waiver valuation process determined the price for the properties to be \$7,000.00 each.

The properties are being sold to Vision Investments, Inc. for less because of the following reasons:

1. the renovations will be to the specific benefit to the immediate community,
2. this transaction will eliminate blight from the block, and thus eliminate blight from the neighborhood,

AGENDA

BOARD OF ESTIMATES

10/23/2013

DHCD - cont'd

3. this sale and rehabilitation will return the vacant buildings to the tax rolls, and
4. the properties are being sold for less than the price determined by the waiver valuation process because of their condition, 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 participation is not applicable.

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Mayor's Office of Employment - Subrecipient Contractual
Development (MOED) Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a subrecipient contractual agreement with Sinai Hospital of Baltimore, Inc. (Subcontractor), for professional services. The period of the agreement is July 1, 2013 through June 30, 2014.

AMOUNT OF MONEY AND SOURCE:

\$247,983.00 - 4000-806414-6313-497805-603051

BACKGROUND/EXPLANATION:

The purpose of this agreement is to secure the services of the Subcontractor who will recruit and enroll at least forty (40) Workforce Investment Act eligible out-of-school Baltimore City youth and young adults, eighteen (18) to twenty-one (21) years old. The Subcontractor will prepare and/or transition those youth to employment and/or post-secondary training in the Healthcare industry career path. Job placement and job retention services will also be provided.

The agreement is late because of the late submittal of information by the vendor that was needed to complete the agreement.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Police Department - Grant Adjustment Notice No. 2

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Grant Adjustment Notice (GAN) No. 2 with the Maryland Emergency Management Agency (MEMA).

AMOUNT OF MONEY AND SOURCE:

(\$30,000.00) - 4000-470913-2023-212605-600000

BACKGROUND/EXPLANATION:

On February 1, 2012, the Board approved the original grant with MEMA for the "FY11 Urban Area Security Initiative" in the amount of \$1,402,931.92.

On October 31, 2012, the Board approved GAN No. 1 increasing the award by \$423,290.00 for a total award amount of \$1,826,221.92.

This GAN No. 2 reprograms funding to support increased Urban Search and Rescue capabilities and reduces the funding of \$93,720.00 for Training and Exercise by \$30,000.00 to \$63,720.00. This reduction makes the new total amount for the award \$1,796,221.92.

All other terms and conditions of the original grant award agreement remain unchanged.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE GRANT AMENDMENT NO. 2.

(The grant adjustment notice no. 2 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/23/2013

Police Department - Grant Adjustment Notice

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Adjustment Notice (GAN) with the Maryland Emergency Management Agency (MEMA).

AMOUNT OF MONEY AND SOURCE:

(\$50,860.00) - 4000-472413-2023-212608-600000

BACKGROUND/EXPLANATION:

On October 17, 2012, the Board approved the grant agreement with MEMA for the FY12 Urban Area Security Initiative (UASI) grant program in the amount of \$1,476,804.00.

On April 24, 2013, the Board approved the GAN No. 1, which reallocated the UASI funding to complete regional projects and reduced the total by \$30,000.00, making the total award \$1,446,804.00.

This GAN No. 2 reprograms funding for Training and Exercises to support increased urban security and rescue capabilities and reduces the total by \$50,860.00 to \$149,140.00. This reduction makes the new total for this grant award \$1,395,944.00. All other terms and conditions of the agreement will remain unchanged.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED AMENDMENT NO. 2.

(The grant adjustment notice no. 2 has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/23/2013

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 Governor's Office of Crime Control and Prevention (GOCCP). The GAN extends the period of the award through December 31, 2013.

AMOUNT OF MONEY AND SOURCE:

\$0.00 - 4000-473314-2252-688000-607001

BACKGROUND/EXPLANATION:

On September 4, 2013, the Board approved acceptance of a grant award with the GOCCP for the "SART Advocate" project. This project will fund a Victim's Advocate who will provide support for victims of sexual assault. The Victim's Advocate will be employed by Turnaround, Inc. and will collaborate with the Baltimore Police Department's Sex Offense Unit to improve case investigation protocols.

APPROVED FOR FUNDS BY FINANCE

AUDITS NOTED THE TIME EXTENSION

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Police Department - Annual Reimbursement of Registration Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Registration Reimbursement Approval Form and to accept the reimbursement of registration funds from the Maryland Department of Public Safety and Correctional Services (DPSCS) pursuant to the Sex Offender and Registry Compliance Agreement. The period of the reimbursement is July 1, 2012 through June 30, 2013.

AMOUNT OF MONEY AND SOURCE:

\$348,200.00 - 5000-596314-2021-212700-600000

BACKGROUND/EXPLANATION:

The Maryland DPSCS is mandated under Criminal Procedure Article, Subsection 11-713(3) and (4), and under COMAR 12.06.01.17 to reimburse each local law enforcement unit annually for processing registration statements, fingerprints, photographs, and for performing community notification requirements. The rate for reimbursement is \$200.00 per sexual offender registration, with 1,741 active registrants for this reimbursement period.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Bureau of Water & Wastewater - Amendment No. 5 to the Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Amendment No. 5 to the Agreement with KCI Technologies, Inc. for Project No. 1108, Water System Audit and Condition Assessment of Water Infrastructure.

AMOUNT OF MONEY AND SOURCE:

\$128,386.43 - 9960-905647-9557-900020-703032

BACKGROUND/EXPLANATION:

On March 03, 2010, the Board approved a two year agreement with KCI Technologies, Inc. for Water System Audit & Condition Assessment of Water Infrastructure. The agreement was amended on August 10, 2011, April 25, 2012, February 13, 2013, and July 24, 2013 and was extended up to March 3, 2014.

Under the proposed Amendment No. 5, the consultant will provide engineering services related to the assessment of large water meters vaults, which includes assessment and inspection of large water meters/vault, preparation of report and recommendations.

The current agreement is due to expire on March 3, 2014. All other terms and conditions of the original agreement, Amendment No. 1, and Amendment No. 2, Amendment No. 3, and Amendment No. 4 will remain unchanged.

MBE/WBE PARTICIPATION:

The consultant will continue to comply with all terms and conditions of the MBE/WBE programs in accordance with Baltimore City Code, Article 5, Subtitle 28.

APPROVED FOR FUNDS BY FINANCE

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

(The amendment no. 5 to the agreement has been approved by the Law Department as to form and legal sufficiency.)

PERSONNEL MATTERS

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

17 - 33

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

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Finance</u>		
1. SHELBY HOLTZ	\$27.89	\$ 8,924.00

Account: 1001-000000-1421-160800-601009

Ms. Holtz, retiree, will continue to work as a Fiscal Technician. Her duties will include, but are not limited to providing training, analysis reconciliation, and processing support for multiple payroll and tax accounts for the Central Payroll Division. The Department of Finance is requesting a waiver of the hourly rate as stipulated in AM-212-1. The period of the agreement is effective upon Board approval through December 31, 2013.

2. Reclassify the following Positions:

a. Job No.: 1480-46793

From: Collections Supervisor I
Job Code: 34241
Grade: 085 (\$34,562.00 - \$41,645.00)

To: Collections Supervisor III
Job Code: 34242
Grade: 087 (\$37,407.00 - \$45,218.00)

b. Job No.: 1480-12502

From: Accounting Assistant II
Job Code: 34132
Grade: 078 (\$27,958.00 - \$32,241.00)

To: Accounting Assistant III
Job Code: 34133
Grade: 084 (\$33,510.00 - \$39,994.00)

Cost: \$3,792.00 - 1001-000000-1480-166400-601001

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Hourly Rate

Amount

Office of the President

3. **CHRISTINE M. MULDOWNEY** \$19.23 **\$20,000.00**

Account: 1001-000000-1000-106500-601009

Ms. Muldowney will continue to work as a Contract Services Specialist to perform constituent services for Mr. Robert Curran. She will be responsible for attending community meetings, answering constituent questions, following through to investigate and respond to constituent concerns, advising on community issues and assisting in the development of public forums and hearings on issues of interest to the community. The agreement is effective upon Board approval for one year.

Department of General Services

4. **WILLIAM F. MERRITT** \$50.00 **\$95,000.00**

Account: 2051-000000-1982-718200-601009

Mr. Merritt will continue to work as a Grants Procurement Specialist. His duties will include, but will not be limited to identifying various types of funding sources and determining what sources will best fund the Department's needs. Mr. Merritt will submit a weekly progress report, oversee, coordinate, and provide technical assistance to the City's grant project groups. In addition, he will review, evaluate, modify, and edit all grant application packages to ensure adherence to funding source guidelines. He will monitor the status of applications and all grant proposal activity to ensure adherence to Department procedures. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Office of the State's Attorney</u>		
5. AVON G. MACKEL	\$26.40	\$45,684.00

Account: 1001-000000-1150-118000-601009

Mr. Mackel, retiree, will continue to serve as an Investigator. He will be responsible for reviewing charging documents and statement of charges; interviewing and locating witnesses; performing record checks; and appearing before the grand jury. The period of the agreement is October 29, 2013 through October 28, 2014.

Mayor's Office of Human Services

6. RENARD BROOKS	\$36.75	\$64,312.00
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Account: 1001-000000-3571-327200-601009

Mr. Brooks will continue to work as a Reentry Coordinator. The salary shows a 5% increase from the previous contract period. Mr. Brooks will be taking on additional duties. His duties have been expanded and will include, but are not limited to providing direction to the Director and other City leaders on offender re-entry released strategies, including pre and post-release programs and services to reduce recidivism. He will conduct best practice research of federal, state, and local re-entry initiatives; identify funding opportunities for the continued implementation and sustainment of strategies; and provide staff support and guidance to the Mayor's Reentry and Community Action Council. In addition, he will implement program design for comprehensive re-entry initiative for offenders returning to Baltimore's communities from incarceration, and develop comprehensive networks of agencies/organizations to provide services to offenders in transition. The period of the agreement is October 26, 2013 through October 25, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Audits</u>		
7. ERIC D. BERRY	\$40.00	\$49,920.00

Account: 1001-000000-1310-157800-601009

Mr. Berry will work as a Special Network/Database Administrator. His duties will include, but are not limited to maintaining and administering the servers and databases; installing and monitoring the servers; diagnosing and repairing the server problems; assisting in formulating, reviewing and updating the server plans and strategies, and assisting in IT related functions. The period of the agreement is effective upon Board approval for twelve months.

Health Department

8. ELIZABETH TUNG	\$34.11	\$39,977.00
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Account: 1001-000000-3001-599000-601009

Ms. Tung will work as an Assistant for Special Projects. Her duties will include, but are not limited to promoting health equity, reducing health disparities and health reform implementation. She will collaborate with Baltimore City Health Department leaders in developing, planning, organizing and implementing and coordinating a variety of activities relating to the Health Promotion Program. The period of the agreement is effective upon Board approval through June 30, 2014.

PERSONNEL

Health Department - cont'd

9. Create Two Positions

Field Health Services Supervisor

Job Code: 62723

Grade: 089 (\$31,073.00 - \$34,534.00)

Job No.: To be assigned by BBMR

Cost: \$122,484.98 - 5000-524014-3150-271300-601001

10. Create the following Position

Public Health Investigator

Job Code: 42571

Grade: 430 (\$31,073.00 - \$34,534.00)

Job No.: To be assigned by BBMR

Cost: \$17,924.00 - 4000-424614-3030-294500-601001

11. Create the following Position

Medical Office Assistant

Job Code: 61391

Grade: 078 (\$27,958.00 - \$32,241.00)

Job No.: To be assigned by BBMR

Cost: \$44,967.00 - 4000-423814-3030-279200-601001

12. Create the following Three Positions

Emergency Medical Aide

Job Code: 62721

Grade: 075 (\$26,316.00 - \$29,913.00)

Job No.: To be assigned by BBMR

Cost: \$128,531.24 - 5000-524014-3150-271300-601001

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Department of Planning</u>		
13. MARK CAMERON	\$32.73	\$60,300.00
Account: 5000-518413-1875-187400-601009		\$25,000.00
9905-922004-9188-900000-601009		\$35,300.00

Mr. Cameron will continue to work as a Special Landscape Architect. His duties will include, but are not limited to coordinating initiatives and providing expertise related to water quality, landscaping and green infrastructure as part of the Mayor's Growing Green Initiative. His work will support the goals established in the Baltimore Sustainability Plan and the Baltimore Comprehensive Plan, as well as the regulations set forth in the new zoning code, the City and State Critical Area regulations, and the City and State storm water regulations. The period of the agreement is November 1, 2013 through October 31, 2014.

Police Department

14. LINDA E. BALLINGER	\$14.42	\$30,000.00
15. JODY S. DOWELL	\$14.42	\$30,000.00
Account: 1000-000000-2042-198100-601009		

Mses. Ballinger and Dowell, retirees, will each work as a Contract Services Specialist I in the Internal Affairs Division (IAD). They will be responsible for handling the intake of complaints from citizens or members of the Department and ensuring that the proper notifications are made through channels and forwarded to an IAD investigator. In addition, they will conduct preliminary investigations of complaints from City Hall and the Police Commissioner's office and handle requests from Legal Affairs and the State's Attorney's Office for IAD reports. The period of the agreement is October 23, 2013 through October 22, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Police Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
16. JOHN R. DOLLY, JR.	\$14.42	\$30,000.00

Account: 1000-000000-2042-198100-601009

Mr. Dolly, retiree, will continue to work as a Contract Services Specialist I in the Firearms Examination Unit. He will be responsible for the transfers of all evidence requested for analysis by the Firearms Unit and assuring the safe condition and completion of the inventory of every firearm received into the lab. The period of the agreement is November 21, 2013 through November 20, 2014.

17. CHARLES WILLIAMS	\$14.42	\$30,000.00
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Account: 1000-000000-2042-198100-601009

Mr. Williams, retiree, will continue to work as a Contract Services Specialist I in the Internal Affairs Division. He will be responsible for compiling statistical analysis, including identifying complaint trends and mapping complaints. In addition, Mr. Williams will also prepare the weekly CitiStat package, monitor, correct, and modify IAD databases, and run weekly IAStat meetings. The period of the agreement is November 23, 2013 through November 22, 2014.

18. ESSEX R. WEAVER	\$14.42	\$30,000.00
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Account: 1000-000000-2042-198100-601009

Mr. Weaver, retiree, will continue to work as a Contract Services Specialist I in the Property Section, Evidence Control Unit. He will be responsible for receiving property/evidence submissions from police officers and lab personnel and ensuring the accuracy and completeness of paperwork, and entering evidence into the tracking system. In addition, Mr. Weaver will release property for court, maintain the chain of custody, release property to the public, and document releases in the computer. The period of the agreement is November 23, 2013 through November 22, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Police Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
19. JOHN D. RICE	\$14.42	\$30,000.00

Account: 1000-000000-2042-198100-601009

Mr. Rice, retiree, will continue to work as a Contract Services Specialist I in the Inventory Control Unit. He will be responsible for identifying and labeling all non-expendable property and entering property information into the Consolidated Management Receipt (CMR). Mr. Rice will also update the CMR as to the status of any departmental property and resolve discrepancies between the CMR and inventories. In addition, he will conduct inventory of various units or upon request of command and ensure that the property being disposed of is in keeping with procedures. The period of the agreement is November 23, 2013 through November 22, 2014.

20. PATRICIA N. COCHRANE	\$14.42	\$30,000.00
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The period of the agreement is November 21, 2013 through November 20, 2014.

21. SHEREE D. PETERSON	\$14.42	\$30,000.00
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The period of the agreement is November 23, 2013 through November 22, 2014.

Account: 1000-000000-2042-198100-601009

Mses. Cochrane and Peterson, retirees, will each continue to work as a Contract Services Specialist I in the Validations Unit. They will be responsible for reviewing National Crime Information Center (NCIC) entries, police reports, and supporting documents. Mses. Cochrane and Peterson will also contact victims, complainants, courts, individuals, and sources for follow-up. In addition, they will access local, state, and federal databases for additional information, update records on local databases/NCIC to reflect changes, and prepare police supplemental reports.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Police Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
22. JAMES L. PRICE	\$14.42	\$30,000.00

Account: 1000-000000-2042-198100-601009

Mr. Price, retiree, will continue to work as a Contract Services Specialist I in the Staff Review Unit. He will be responsible for checking the Coplogic database for reports and reviewing all reports submitted via Coplogic. Mr. Price will also send correspondence to the reporting individual, maintain records, and assist with various projects in the division. The period of the agreement is November 21, 2013 through November 20, 2014.

23. DUANE A. JEFFERSON	\$14.42	\$30,000.00
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Account: 1000-000000-2042-198100-601009

Mr. Jefferson, retiree, will continue to work as a Contract Services Specialist I in the Sex Offender Registry Unit. He will be responsible for explaining requirements to the registrants and obtaining a signed statement from the registrant acknowledging receipt of the requirements. Mr. Jefferson will also photograph the registrants at a minimum of every six-months and enter a DNA sample into the Maryland State Police Crime Lab. The period of the agreement is November 23, 2013 through November 22, 2014.

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.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Police Dept. - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
24. SHANNON SULLIVAN	\$34.27	\$44,551.00

Account: 1000-000000-2041-195800-601009

Ms. Sullivan will continue to work as a Policy Writer. Her duties will include, but will not be limited to assisting in the reviewing, rewriting, and creating of General Orders, Police Commissioner Memoranda, Training Bulletins, and Standard Operating Procedures (SOPs). Ms. Sullivan will also implement the Lexipol online policy and procedure manual system and facilitate the Department's efforts to modernize and simplify the management and content of its critical documents, including General Orders and SOPs. The period of the agreement is effective upon Board approval through September 30, 2014.

Department of Recreation and Parks

25. WALLEY STEPHENSON	\$37.98	\$79,000.00
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Account: 1001-000000-4803-371500-601009

Mr. Stephenson will continue to work as a Facility Maintenance Coordinator. His duties will include, but are not limited to monitoring the overall \$1,600,000.00 building maintenance budget. He will prepare expenditure status reports for program administration and evaluation. In addition, he will perform and maintain a comprehensive analysis of the Department's facilities with suggestions on maintenance improvements, long and short-term. He will also prioritize building maintenance projects based on Departmental priorities and project cost/benefit. The period of the agreement is October 26, 2013 through October 25, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Department of Recreation and Parks - cont'd

	<u>Hourly Rate</u>	<u>Amount</u>
26. FRANK LIPSCOMB	\$27.00	\$31,968.00

Account: 5000-578713-4711-361840-601009

Mr. Lipscomb will continue to work as a Construction Project Manager for the Capital Development Division. His duties will include, but are not limited to the oversight of the administration and management of all Department Federal Aid construction and the supervision of the preparation of federal and state reports to ensure grants are reimbursed and required records are maintained. In addition, he will review and process all contractors' monthly payment estimates, contract change orders, and extra work orders. The period of the agreement is November 26, 2013 through November 25, 2014.

27. STEPHANIE PARHAM-BROWN	\$35.36	\$42,432.00
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Account: 5000-577713-4711-361800-601009

Ms. Parham-Brown, retiree, will continue to work as an Accounting Analyst. Her duties will include, but are not limited to reviewing fiscal reports for submission to the Federal and State government for verification and proper documentation. She will monitor the Department's capital expenditures, prepare monthly financial reports for various capital projects, and verify accounts to assure compliance with City standards. The period of the agreement is October 27, 2013 through October 26, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Department of Housing & Community Development (DHCD)

	<u>Hourly Rate</u>	<u>Amount</u>
30. CAROLE A. TAYLOR	\$25.50	\$ 30,603.20

Account: 1001-000000-1773-179400-601009

Ms. Taylor, retiree, will continue to work as an Accountant II. Her duties will include, but are not limited to reviewing, approving, and maintaining records on all personnel actions for the Department and the Housing Authority of Baltimore City contractual employees. In addition, she will maintain and keep a current personnel roster which will include a vacancy listing and a listing of salary saved positions. Ms. Taylor will also work up salary and benefit information, track paperwork for personnel actions such as Form 79s, Form 80s, position descriptions and employee action requests. She will be responsible for all budget and accounting for Administration, Housing Code Enforcement, Register & License Properties, Building & Zoning Inspections; budget matters, revenue collection report, and training the new fiscal supervisor. The period of the agreement is effective upon Board approval for one year.

Office of the Sheriff

31. Classify the following 19 positions:

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 1182-49866
One position

To: 01422 - Deputy Sheriff Major
Grade: 220 (\$54,009.00 - \$86,718.00)

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Office of the Sheriff - cont'd

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job No.: 1182-49867
One position

To: 01409 - Deputy Sheriff Captain
Grade: 219 (\$50,631.00 - \$81,287.00)

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job Nos.: 1182-49870 and 1182-49869
Two positions

To: 01404 - Deputy Sheriff Lieutenant
Grade: 218 (\$47,495.00 - \$76,220.00)

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job Nos.: 1182-49870 and 1182-49871
Two positions

To: 01423 - Deputy Sheriff Sergeant
Grade: 216 (\$41,896.00 - \$66,880.00)

From: 90000 - New Position
Grade: 900 (\$1.00 - \$204,000.00)
Job Nos.: 1182-49872, 1182-49873, 1182-19874,
1182-49875, 1182-49876, 1182-49877, 1182-
49878, 1182-49879, 1182-49880, 1182-49881,
1182-49882, 1182-49883 and 1182-49884
13 Positions

To: 01401 - Deputy Sheriff
Grade: 214 (\$37,006.00 - \$58,719.00)

Costs: \$1,217,552.00 - 1001-000000-1182-138800-601001

The Baltimore City Sheriff Department, through State legislation, Senate Bill 846 has been granted authorization to increase the number of security staff positions within their agency. Based upon the legislation the agency is requesting to reclassify the above 19 positions.

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Baltimore City Fire Department

32. Create the following new classifications:

- a. 41244 - Fire Emergency Services Instructor
Grade: 325 (\$40,504.00 - \$62,203.00)
- b. 41245 - Fire Emergency Services Instructor Supervisor
Grade: 340 (\$51,289.00 - \$62,582.00)
- c. 41246 - Fire Emergency Services Instructor, ALS
Grade: 368 (\$41,992.00 - \$63,730.00)
- d. 41247 - Fire Emergency Services Instructor Supervisor, ALS
Grade: 373 (\$52,777.00 - \$64,109.00)

Reclassify the following positions:

- 1. From: 41296 - Fire Pump Operator
Grade: 335 (\$34,776.00 - \$56,148.00)
Job No.: 2112-13007

To: 41244 - Fire Emergency Services Instructor
Grade: 325 (\$40,504.00 - \$62,203.00)
- 2. From: 41277 - Emergency Vehicle Driver, ALS
Grade: 354 (\$36,022.00 - \$57,334.00)
Job No.: 2112-13063

To: 41246 - Fire Emergency Services Instructor, ALS
Grade: 368 (\$41,992.00 - \$63,730.00)
- 3. From: 41244 - Emergency Vehicle Driver
Grade: 324 (\$34,532.00 - \$55,809.00)
Job No.: 2112-13030

To: 41297 - Fire Emergency Services Instructor
Grade: 325 (\$40,504.00 - \$62,203.00)

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Baltimore City Fire Department - cont'd

4. From: 41210 - Firefighter/Paramedic
Grade: 312 (\$35,148.00 - \$56,094.00)
Job Nos.: 2112-12593, 2112-13615, 2112-13829
and 2112-46183

To: 41244 - Fire Emergency Services Instructor
Grade: 325 (\$40,504.00 - \$62,203.00)

5. From: 41211 - Firefighter Suppression
Grade: 334 (\$33,659.00 - \$54,567.00)
Job No.: 2112-47239

To: 41244 - Fire Emergency Services Instructor
Grade: 325 (\$40,504.00 - \$62,203.00)

6. From: 41211 - Firefighter Suppression
Grade: 334 (33,659.00 - \$54,567.00)
Job No.: 2112-13353

To: 41245 - Fire Emergency Services Instructor Supv.
Grade: 340 (\$51,289.00 - \$62,582.00)

7. From: 33232 - Secretary II
Grade: 078 (\$27,958.00 - \$32,241.00)
Job No.: 2112-12594

To: 33233 - Secretary III
Grade: 084 (\$33,510.00 - \$39,994.00)

Costs: \$66,628.00 - 1001-000000-2112-226000-600061

The Baltimore City Fire Academy has reorganized in order to attract and retain members to provide training to recruits and officers of the Department. To accomplish this task, they have requested the creation of a new classification series of Fire Emergency Services Instructor and Fire Emergency Services Supervisor.

The Fire Emergency Services Instructor classification will be responsible for providing educational and hands on instruction to recruits and other fire personnel in the suppression of fires, ventilation of buildings on fire, basic and technical actions of rescuing victims, basic and advanced emergency medical services,

AGENDA

BOARD OF ESTIMATES

10/23/2013

PERSONNEL

Baltimore City Fire Department - cont'd

planning, developing and implementing training classes on departmental policy, procedures and regulations and establishing objectives and course work for recruits and staff personnel.

The Fire Emergency Services Supervisor classification will be responsible for supervising the work of Fire Emergency Service Instructors, developing various training modules for recruits and agency personnel, developing, reviewing and overseeing daily, monthly and quarterly class review reports, evaluating and reviewing classroom and hands on training classes, completing training assessment reports on instructors, overseeing and ensuring instructors obtain any additional training required, reviewing and modifying lesson plans, and preparing monthly scheduling training classes.

33. Abolish the following three vacant positions:

41210 - Firefighter/Paramedic
Grade: 312 (\$35,148.00 - \$56,094.00)
Job Nos.: 2121-49814, 2121-49815 and 2121-49816

Create the following position:

10213 - Fire Command Staff II
Grade: 966 (\$96,300.00 - \$119,000.00)
Job No.: to be determined

Costs: (\$73,923.00) - 1001-000000-2121-226400-601001

Department of Public Works

34. **CYNTHIA STEVENSON** \$26.99 **\$32,388.00**

Account: 1001-000000-1901-190300-601009

Ms. Stevenson, retiree, will continue to work as a Secretary. Her duties will include, but are not limited to developing and maintaining HR data tracking for employees with criminal arrest for monitoring and compliance with Mayoral regulations, preparing technical and complex reports, maintaining personal and confidential files, overseeing the maintenance of sensitive records systems taking dictation, shorthand, and transcription. The period of the agreement is effective upon Board approval for one year.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Department of Audits - Refunds of Overpayments
Abandoned Property Report

ACTION REQUESTED OF B/E:

The Board is requested to accept the report and approve the recommendations of the Department of Audits on the refunds of overpayments for the abandoned property report.

AMOUNT OF MONEY AND SOURCE:

\$86,793.03 - refunds of overpayments

BACKGROUND/EXPLANATION:

The Department of Finance, Bureau of Revenue Collections sent 712 claim forms to the potential claimants listed on the City's abandoned property report for fiscal year 2010, dated July 5, 2013. These overpayments remained either unclaimed or unresolved for three or more years. The claim forms contained instructions to complete and return those forms to the Board of Estimates.

Under the procedures established by the Board of Estimates, 139 claim forms, requesting refunds totaling \$123,713.92 were received by the Board of Estimates and forwarded to the Department of Audits for review and recommendation. The Department of Audits conducted a review of the claims for potential overpayments that remained either unclaimed or unresolved for three years.

The Department determined that \$86,793.03, included in the submitted schedule, represents valid refunds to 65 claimants resulting from duplicate payments, abatements, and tax credits. The Department recommends that these refunds be approved for payment and that \$86,793.03 be removed from the listing of abandoned property to be submitted to the State by the Department of Finance, Bureau of Revenue Collections.

Department of Audits - cont'd

The Department also determined that potential claims received, totaling \$23,657.89, resulted from various clerical or accounting errors and should not have been included in the abandoned property report. Therefore, the Department recommends that \$23,657.89 associated with those claims be retained by the City and removed from the listing of abandoned property to be submitted to the State. The balance of \$13,263.00 represents the adjusted amount for abandoned property that will be included in the amount to be remitted to the State.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Mayor's Office of Human Services (MOHS) - Grant Agreements and
Amendment No. 1 to
Grant Contract

The Board is requested to approve and authorize execution of the grant agreements and an amendment no. 1 to grant contract.

GRANT AGREEMENTS

1. **HEALTHCARE ACCESS MARYLAND, INC.** **\$124,549.00**

Accounts: 5000-529114-3572-333710-603051 \$ 84,500.00
4000-480013-3571-333610-603051 \$ 40,049.00

Under the terms of this agreement, the organization will use the funds to provide to 300 clients one or more of the following services: shelter, support services, operating emergency shelters, street outreach for the homeless, homelessness prevention, and rapid re-housing assistance to homeless individuals in Baltimore City. The period of the grant agreement is July 1, 2013 through June 30, 2014.

The grant agreement is late because of delays at the administrative level.

MWBOO GRANTED A WAIVER.

2. **PEOPLE ENCOURAGING PEOPLE, INC.** **\$584,872.00**

Account: 4000-496213-3573-591486-603051

Under the terms of this agreement, the organization will provide outreach, permanent housing, and supportive services to 44 chronically homeless individuals (clients) with co-occurring disorders of severe mental illness and/or substance abuse. The period of the grant agreement is October 1, 2013 through September 30, 2014.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Mayor's Office of Human Services - cont'd

AMENDMENT NO. 1 TO GRANT CONTRACT

3. **BALTIMORE MENTAL HEALTH SYSTEMS, INC. (BMHS)** (\$157,640.00)

Account: 4000-496313-3573-591241-603051

On April 17, 2013, the Board approved the original contract in the amount of \$1,840,302.00 for the period April 1, 2013 through March 31, 2014. This amendment no. 1 will decrease the contract amount by \$157,640.00, making the total contract amount \$1,682,662.00.

The BMHS is reducing the number of housing units it will provide under this contract, and therefore will not require this funding. The amount decreased will be used to fund other service providers. All other terms and conditions of the original grant agreement remain unchanged.

MWBOO GRANTED A WAIVER.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The grant agreements and the amendment no. 1 to contract have been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Department - Agreements

The Board is requested to approve and authorize execution of the various agreements. The period of the agreement is July 1, 2013 through June 30, 2014, unless otherwise indicated.

1. **V-LINC, INC.** **\$ 16,550.00**

Account: 4000-428214-3080-294302-603051

V-Linc, Inc. will provide early intervention services in natural environments that promote educational opportunities for infants and toddlers with disabilities, their families and professionals serving these children. V-Linc, Inc. services will focus on assistive technology applications such as software, low-tech communication devices, adaptive toys, and equipment for computer access to provide early intervention services for the Baltimore Infants and Toddlers Program.

The agreement is late because it was requested late in the fiscal year and it was just recently returned to the Department.

2. **BALTIMORE MEDICAL SYSTEM, INC.** **\$ 10,170.28**
(BMSI)

Account: 4000-499513-3031-579200-404001

The BMSI, Inc. will provide support for the Baltimore City Health Department's Asthma Program *Reducing Asthma in Baltimore* (RAB). The BMSI assistance in the project will entail oversight of the clinical content and subsequent delivery of environmental asthma management education to the BMSI provider staff, assistance in conducting community-based environmental asthma trigger management education via nursing student clinical rotations, co-hosting a webinar for medical providers on project methods and successes, and support for curriculum development. The period of the agreement is August 1, 2013 through May 31, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Dept. - cont'd

The agreement is late because the Department awarded funding to the provider late in the fiscal year and the Department was waiting for a suitable scope of work and budget.

3. **PACT: HELPING CHILDREN WITH SPECIAL NEEDS, INC.** **\$48,095.00**

Account: 4000-428214-3080-294308-603051

PACT's World of Care will coordinate their services with the Infants and Toddlers Program. The services will include screenings, evaluations and therapy in the areas of occupational therapy, speech language pathology, and physical therapy. The therapy services will be provided at the rate of \$115.00 per 30 minute session, for a maximum of 403 sessions; and evaluations at the rate of \$175.00 per session for a maximum of 10 sessions.

The agreement is late because the Department was waiting for required signatures.

4. **PLANNED PARENTHOOD OF MARYLAND, INC.** **\$75,000.00**

Account: 4000-494414-3030-279200-603051

The organization will assist the Department with the development and implementation of a health education curriculum for child welfare workers and foster care providers for the Baltimore City Teen Pregnancy Prevention Initiative: Out of Home Youth Project. The goals of this initiative are to educate significant adults working with out-of-home youth on pregnancy prevention and to develop a curriculum for integration within in-service programs for professionals and providers.

The agreement is late because of a delay in the completion of the required documentation.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Department - cont'd

5. **NAVEED RAOOF** **\$ 4,968.00**

Account: 4000-436214-3255-316200-603018

Ms. Raoof, consultant, will conduct a training session for the Chronic Disease Self-Management Program (CDSMP) and the Diabetes Self-Management Program (DSMP). Ms. Raoof will train students/volunteers designated by the Department to become lay leaders for the CDSMP and/or DSMP. In addition, she will teach patients how to manage their physical conditions and deal with problems such as nutrition, diabetes, hypertension, pain management and the appropriate exercise techniques by maintaining and improving strength, flexibility, and endurance. The period of the agreement is October 1, 2013 through September 30, 2014.

6. **CHESAPEAKE SQUARES, INC.** **\$ 3,307.56**

Account: 6000-633014-3034-268500-406001

This license agreement will allow the Chesapeake Squares, Inc., a social club, to use the Mason F. Lord room of the Waxter Senior Center on Tuesday and Thursday evenings from 6:30 to 10:30 p.m. The room is used for square dances and organizational meetings. The period of the agreement is September 1, 2013 through August 31, 2014.

This agreement is late because the Department was waiting on signatures from the licensee.

7. **BALTIMORE CITY COMMUNITY COLLEGE (BCCC)** **\$21,330.00**

Account: 6000-633014-3024-295900-603026

The BCCC will conduct various classes in community education at the Waxter Senior Center. These classes will be offered to members and non-members 55 years of age or older. The period of the agreement is July 1, 2013 through August 31, 2014.

This agreement is late because the Department was waiting on signatures from the provider.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Department - cont'd

8. **THE PEOPLE'S COMMUNITY** **\$47,150.00**
HEALTH CENTER, INC. (PCHC)

Account: 4000-424514-3023-599605-603051

The PCHC will continue aggressive prevention services in the form of education, HIV testing and early and ongoing treatment. The PCHC has an overall goal of providing effective medical care and support services to HIV+ infected patients.

The agreement is late because the Infectious Disease and Environmental Health Administration (IDEHA) program-matically manages Ryan White Part B services. The IDEHA selects the providers through a competitive Request for Proposal process. The providers are asked to submit a budget, budget narrative, and scope of services. The Health Department thoroughly reviews the entire package before preparing a contract and submitting it to the Board. These budgets are often revised because of inadequate information from the providers. This review process is required to comply with the grant requirements.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED (EXCEPT ITEM NO. 6) AND HAD NO OBJECTION.

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Department - Grant Agreements

ACTION REQUESTED OF B/E:

The Board is requested to approve acceptance of the grant awards and authorize execution of the agreements.

1. **DAVID AND BARBARA B. HIRSCHHORN FOUNDATION** **\$ 30,000.00**

Account: 6000-626614-3080-292303-406001

The award will support the Teen Pregnancy Prevention Initiative (TPPI). The TPPI aims to reduce births in Baltimore City by ensuring that young people: 1) have access to age-appropriate and evidenced-based health education; 2) have access to medically-appropriate clinical services; 3) have opportunities to engage their communities; and 4) grow as civic leaders. The TPPI is multi-level in structure to ensure that factors related to policies and systems, services, communities, and families are all simultaneously addressed. The period of the grant agreement is July 1, 2013 through June 30, 2014.

The grant agreement is late because it was recently received from the grantor.

2. **DEPARTMENT OF HEALTH AND HUMAN SERVICES** **\$154,500.00**
CENTERS FOR DISEASE CONTROL AND
PREVENTION, NATIONAL CENTER FOR
ENVIRONMENTAL HEALTH

Account: 4000-480114-3001-268400-404001

This cooperative agreement is for the project titled "Baltimore City Health Impact Assessment Capacity Development". This grant provides funds to increase the ability of the Department and other City agencies to create and use Health Impact Assessments (HIA) as policy tools. The HIA examine proposed policies (ordinances, laws, and regulations) and projects from the perspective of the changes they may cause in individual and public health, if those policies or projects were to be implemented. The period of the cooperative agreement is September 1, 2013 through August 31, 2014.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Health Department - cont'd

The cooperative agreement is late because it was recently received from the grantor.

APPROVED FOR FUNDS BY FINANCE

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

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

AGENDA

BOARD OF ESTIMATES

10/23/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

- | | | | |
|----|--|----------------------|-----------------|
| 1. | CLYDE ARMORY, INC.
Solicitation No. B50003153 - Colt LE6920 Rifles - Police
Department - Req. No. R641281 | \$42,811.20
<hr/> | Low Bid |
| 2. | LAWMEN'S & SHOOTERS'
SUPPLY, INC.
Solicitation No. B50003186 - Level 3 Rifle Plates - Police
Department - Req. No. R644016 | \$27,966.00
<hr/> | Low Bid |
| 3. | KEN BARLOW
CLEANING SERVICES, LLC
Solicitation No. 06000 - Charles L. Benton Building Exterior
Low Pressure Cleaning and Chemical Wash - Department of
General Services - Req. No. R646276 | \$31,000.00
<hr/> | Selected Source |

This requirement is to provide labor, materials, supervision, and equipment for Charles L. Benton Building exterior low pressure cleaning and chemical wash. This work is required to be completed before onset of cold weather.

- | | | | |
|----|--|----------------------|-------------|
| 4. | COLLABORATIVE TESTING
SERVICES, INC.
Solicitation No. 08000 - 2014 CTS Proficiency Tests - Police
Department - Req. No. R644086 | \$29,090.00
<hr/> | Sole Source |
|----|--|----------------------|-------------|

Collaborative Testing Services, Inc. is the only vendor approved by both the Maryland Department of Health and Mental Hygiene and the FBI to administer mandatory accreditation and proficiency testing for the Police Department Crime Labs.

- | | | | |
|----|--|----------------------|-------------|
| 5. | IMTECH CORP. DBA
ACTIVU CORP.
Solicitation No. 08000 - LCD Display Software Maintenance and
Support - Department of Transportation - Req. No. R640855 | \$45,738.48
<hr/> | Sole Source |
|----|--|----------------------|-------------|

The vendor is the sole provider of this proprietary software that is used for visualization at the Baltimore Traffic Management Center. The period of the award is October 23, 2013 through October 22, 2014 with two 1-year renewal options.

AGENDA

BOARD OF ESTIMATES

10/23/2013

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. HD SUPPLY WATERWORKS, LIMITED
PARTNERSHIP a/k/a HD SUPPLY | \$ 25,000.00 | Renewal |
| Solicitation No. B50002187 - Water Supply Repair Tools -
Department of Public Works, Bureau of Water and Wastewater -
P.O. No. P518766 | | |

On November 17, 2011, the Board approved the initial award in the amount of \$25,000.00. The award contained two 1-year renewal options. On August 29, 2012, the Board approved the first renewal in the amount of \$0.00. This final renewal in the amount of \$25,000.00 is for the period November 17, 2013 through November 16, 2014.

MWBOO GRANTED A WAIVER.

- | | | |
|---|---------|---------|
| 7. GREAT-WEST LIFE &
ANNUITY INSURANCE COMPANY | \$ 0.00 | Renewal |
| Contract No. B50001019 - Provide 457 Deferred Compensation
Services - Department of Finance - Req. No. N/A | | |

On July 15, 2009, the Board approved the initial award. The award contained three 1-year renewal options. Funds for this revenue sharing contract are paid by each of the Plan's investment funds to the Plan Administrator, Great-West Life & Annuity. On October 17, 2012, the Board approved the first renewal. This renewal in the amount of \$0.00 is made with the concurrence of the Deferred Compensation Committee. This renewal is for the period December 1, 2013 through November 30, 2014, with one 1-year renewal option remaining.

MWBOO SET GOALS OF 16% MBE AND 6% WBE.

MBE: Casi, Inc.	\$91,109.00	16%
WBE: Curry Printing & Copy Center	\$38,686.60	6%

MWBOO FOUND VENDOR IN COMPLIANCE.

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. ANNE ARUNDEL VETERINARY HOSPITAL, INC. | \$ 75,000.00 | Renewal |
| Contract No. B50000619 - Police K-9 Veterinary Services - Baltimore Police Department K-9 Unit - P.O. No. P505132 | | |

On October 5, 2008, the Board approved the initial award in the amount of \$75,000.00. On July 3, 2012, the City Purchasing Agent approved an increase in the amount of \$37,500.00. The award contained two 1-year renewal options. On September 19, 2012, the Board approved the first renewal in the amount of \$75,000.00. This final renewal in the amount of \$75,000.00 is for the period November 5, 2013 through November 4, 2014.

MWBOO GRANTED A WAIVER.

- | | | |
|--|--------------|---------|
| 9. B.A.F.S., INC. d/b/a THE MILL OF BELAIR | \$ 27,767.52 | Renewal |
| Solicitation No. B50002635 - Horse Feed and Bedding - Baltimore City Police Department-Mounted Unit - P.O. No. P521866 | | |

On November 7, 2012, the Board approved the initial award in the amount of \$27,767.52. The award contained two 1-year renewal options. This renewal in the amount of \$27,767.52 is for the period November 7, 2013 through November 6, 2014, with one 1-year renewal option remaining.

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|--|---------|---------|
| 10. HARRIS & HARRIS, LTD | Revenue | Renewal |
| Contract No. B50001674 - Collection: Delinquent Parking Fines, Fees and Penalties - Department of Finance - Req. No. N/A | | |

On December 8, 2010, the Board approved the initial award. The award contained two 1-year renewal options. On January 19, 2011, the Board approved an amendment. This renewal is for the period December 8, 2013 through December 7, 2014, with one 1-year renewal option remaining.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR AMOUNT OF AWARD AWARD BASIS

Bureau of Purchases

13. ONE CALL CONCEPT
 LOCATING SERVICES, INC. \$100,000.00 Increase
 Contract No. 08000 - One Call Center Service - Department of
 Public Works, Bureau of Water and Wastewater - P.O. No.
 P514555

On January 28, 2004, the Board approved the initial award in the amount of \$100,000.00. On March 9, 2005, the Board approved an increase in the amount of \$400,000.00. In August 25, 2010, the Board approved a ratification and term order in the amount of \$500,000.00. Due to an increase in usage, an increase in the amount of \$100,000.00 is necessary. This increase in the amount of \$100,000.00 will make the award amount \$1,100,000.00. The contract expires on January 31, 2014 with no renewal options.

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 equipment and/or service is recommended.

- | | | |
|-----------|--------------------------|-----------------------|
| | | <u>Ratification</u> |
| 14. a. 1. | G.E. TIGNALL & CO., Inc. | \$ 0.00 |
| | 2. R.F. WARDER, INC. | 399,000.00 |
| | 3. J.F. FISHER, INC. | 613,000.00 |
| | | <u>\$1,012,000.00</u> |

- | | | |
|-------|--------------------------|-----------------------|
| | | <u>Increase</u> |
| b. 1. | G.E. TIGNALL & CO., Inc. | \$ 0.00 |
| | 2. R.F. WARDER, INC. | 601,000.00 |
| | 3. J.F. FISHER, INC. | 600,000.00 |
| | | <u>\$1,201,000.00</u> |

\$2,213,000.00

Solicitation No. B50002163 - Repair Services for Plumbing and Heating & HVAC Systems (Parts & Services) - Department of General Services - PO Nos. P519376, P519377 and P519378

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

On January 25, 2012, the Board approved the initial award to the three vendors for the amount of \$1,300,000.00. On December 05, 2012, the Board approved the first renewal for the amount of \$1,200,000.00. A ratification and increase is requested for the total amount of \$2,213,000.00. The increase is for the remainder of the current period. The current period expires January 24, 2014.

a. Ratification

The ratification will enable the City to process outstanding payments due to two of the contractors, R.F. WARDER, INC. and J.F. Fisher, Inc. inadvertently providing services to the agency without a proper release issued from CitiBuy, which exceeded the approved value of the purchase orders.

b. Increase

The increase is for the estimated usage during the remainder of the current period of the contract. Additional funds are not required for the third vendor, G.E. TIGNALL & CO., Inc. as they have been unavailable to the agency for a large number of service calls.

MBE/WBE PARTICIPATION:**MWBOO SET GOALS OF 23% MBE AND 7% WBE.**

1. No increase was requested for G. E. Tignall & Co. Inc.; therefore, no compliance review was required.
2. R.F. Warder, Inc. was found not in compliance by MWBOO on October 7, 2013. The Bureau of Purchases recommends the increase to R.F. Warder, Inc. and to allow the vendor 60 days to cure. Failure to cure will be grounds for termination of R.F. Warder's contract for default.
3. J.F. Fischer, Inc. was found in compliance by MWBOO on September 27, 2013.

AGENDA

BOARD OF ESTIMATES

10/23/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases

R.F. WARDER, INC.

MBE: AWA Mechanical	\$67,637.14	5.75%
WBE: First Class Plumbing, LLC	\$ 0.00	

MWBOO FOUND VENDOR IN NON-COMPLIANCE.

MWBOO RECOMMENDS THAT THE PROPOSED INCREASE BE WITHHELD UNTIL THE VENDOR CURES ITS MBE DEFICIT OF \$112,175.00 AND WBE DEFICIT OF \$54,725.00. THE VENDOR SHOULD BE ALLOWED A MAXIMUM OF 60 DAYS TO CURE.

J.F. FISCHER, INC.

MBE: Horton Mechanical	\$402,162.00	26.19%
WBE: Colt Insulation Contractors, Inc.	\$ 3,040.00	0.19%

MWBOO FOUND VENDOR IN COMPLIANCE.

- | | | |
|--|-----|------------|
| 15. <u>ENVISTA CORPORATION</u> | N/A | Correction |
| Solicitation No. 08000 - Construction Contract Planning and Coordination Services Software Agreement - Department of General Services - Req. No. Various | | |

The Board is requested to approve a correction to Board letter #00666 for the renewal of this contract with Envista Corporation. The previously approved letter erroneously stated the period covered as September 15, 2013 through September 14, 2013, with a final one-year renewal option remaining. The correct contract period is September 15, 2013 through September 14, 2014 with no renewal options remaining. On August 14, 2013, the Board approved a renewal that had earlier Board actions omitted from the contract value summary. The complete list of actions subsequent to the initial award, including corrections is listed below:

- | | |
|---|--------------|
| 1. Initial award by the Board September 10, 2008 | \$ 45,000.00 |
| 2. Agreement approved by the Board on June 3, 2009 | \$ 0.00 |
| 3. First renewal approved by the Board on August 26, 2009. (Renewal previously omitted) | \$ 45,000.00 |

AGENDA

BOARD OF ESTIMATES

10/23/2013

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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Bureau of Purchases - cont'd

4. Amendment I approved by Board on Oct. 21, 2009	\$ 59,500.00	
5. Second renewal approved by Board on Aug. 18, 2010	\$ 56,000.00	
6. Amendment II approved by the Board on Jan. 12, 2011	\$ 70,000.00	
7. Increase approved by CPA on May 4, 2011	\$ 26,880.00	
8. Third renewal and Increase approved by the Board the on Sept. 14, 2011. (Increase previously omitted)	\$105,000.00	
9. Fourth renewal approved by the Board on Sept. 12, 2012	\$110,000.00	
10. Final renewal approved by the Board on Aug. 14, 2013	\$110,000.00	
Total contract value		\$627,380.00

16. HACH COMPANY	\$ 90,000.00	Renewal
Solicitation No. 08000 - Provide DPD Power, Reagents and Parts for Online Analyzers - Department of Public Works, Bureau of Water and Wastewater - P.O. No. P515831		

On December 15, 2010, the Board approved the initial award in the amount of \$60,000.00. The award contained two 1-year renewal options. On August, 2012, the City Purchasing Agent approved an increase in the amount of \$30,000.00. Subsequent actions were approved. This renewal is for the period December 13, 2013 through December 14, 2014, with one 1-year renewal option remaining.

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.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

* * * * *

The Board is requested to
approve award of
the formally advertised contracts
listed on the following page:
53
to the low bidder meeting specifications,
or reject bids on those as indicated
for the reasons stated.

AGENDA

BOARD OF ESTIMATES

10/23/2013

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Department of General Services

- 1. GS 13807, MECU Building
Window Replacement

REJECTION: On August 28, 2013, the Board opened two bids for GS 13807. The lowest bid exceeded the published cost range by 12.9%. The Department of General Services desires to make some changes to the scope of work which may increase the number of bidders for the project.

Bureau of Purchases

- 2. B50003116, Construction \$ 1,000,000.00
Equipment Rental Services Blanket Award

(Various Agencies)

Allied Contractors,
Inc.

Sunbelt Rentals, Inc.

H&E Equipment Services,
Inc.

Metro Rentals, Inc.

MWBOO GRANTED A WAIVER.

AGENDA

BOARD OF ESTIMATES

10/23/2013

TRAVEL REQUESTS

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of Public Works</u>			
1. Marcia M. Collins	National Clean	Water	\$4,013.44
Dana Cooper	Water Law Seminar	Waste-	
	San Antonio, TX	Water &	
	Nov. 19 - 22, 2013	Gen.	
	(Reg. Fee \$850.00)ea.	Funds	

The allowed subsistence for this area is \$172.00 per day. The hotel rate is \$169.00 per night plus taxes in the amount of \$84.92. The Department is requesting an additional \$37.00 per day for a total of \$111.00 for each representative for the cost of meals and incidental expenses. The additional amounts have been included in the total.

The Department has paid the cost of registration in the amount of \$850.00 for each representative under EA000128198 and EA000128200. The Department has also paid the transportation costs in the amount of \$384.80 for each representative using a City-issued credit card assigned to Ms. Lyque O'Connor. Therefore, the disbursement amount to Ms. Collins and Ms. Cooper will be in the amount of \$771.92 each.

Police Department

2. Martin M. Greene	Eurocoptero EC 120	Asset	\$1,327.00
	Initial Training	Forfei-	
	Dallas, Texas	ture	
	November 10 - 15, 2013		

AGENDA

BOARD OF ESTIMATES

10/23/2013

Department of General Services - Right-of-Entry Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve the form of a Right-of-Entry to be entered into with property owners whose properties will be impacted by sanitary sewer improvements pursuant to the Federal Consent Decree. The Board is also requested to approve the execution of this Right-of-Entry and the dissemination of this memo once approved by the Board of Estimates to each property owner who has already signed the form when the Right-of-Entry is executed by the Director of General Services.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

Pursuant to a Federal Consent Decree, the City is required to improve its sanitary sewer lines in various locations throughout the City. In connection with these improvements to the sanitary sewer lines, it will be necessary, in many cases, to enter upon private property.

In order to enter private properties, it will be necessary for the City to enter into an agreement with all of the affected property owners. The form of Right-of-Entry Agreement provides for indemnification by the City to the owner, if the City causes damage to the property.

Since there are over 500 properties to which entry will be needed, the Department of General Services is requesting approval of the form of the Right-of-Entry which has been approved by the Law Department. The Board's approval of the form of Right-of-Entry will allow the process to move forward more efficiently.

Upon the approval of the form, the property owners that have already signed the Right-of-Entry will be forwarded a copy of the Board's approval letter and a fully executed copy of the agreement signed by the Director of General Services.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Department of General Services - cont'd

As this project continues and entry onto additional properties is needed, a copy of the Board approval will be included with the Right-of-Entry sent to each affected property owner. In addition, for its records quarterly, the Board will be sent a list of the additional address and property owners who sign the agreement.

AGENDA

BOARD OF ESTIMATES

10/23/2013

Department of Human Resources - Personnel Matters

The Board is requested to approve all of the Personnel matters below:

	<u>Hourly Rate</u>	<u>Amount</u>
<u>Circuit Court of Baltimore City</u>		
1. ALLYSON K. SMITH	\$22.68	\$ 816.00

Account: 5000-540314-1100-109400-601009

Ms. Smith will continue to work as a Drug Court Case Manager. On May 22, 2013, the Board approved the original agreement in the amount of \$40,800.00, for the period of May 22, 2013 through June 11, 2014, at the rate of \$21.54 per hour. This amendment will increase the agreement by the amount of \$816.00 for an hourly rate of \$22.68 per hour, for a maximum amount of \$41,616.00. The salary shows a 5% increase from the contract approved on May 22, 2013. Ms. Smith will perform additional duties including but not limited to providing guidance and mentoring participants through task and obligations assigned and implemented by the Drug Court, entering data into the Statewide Maryland Automated Record Tracking System, completing legal and field research and maintaining knowledge of Drug Courts and criminal justice best practices, and ensuring community resources are providing advertised services, and evaluating outcomes to determine effectiveness on client behavior. All other terms of the agreement will remain the same.

2. GARY L. ALSUP, JR.	\$22.68	\$41,616.00
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Account: 5000-540314-1100-109400-601009

Mr. Alsup will work as a Drug Court Case Manager. He will be responsible for overseeing the ancillary service component of the program, developing case plans, facilitating access to services, and providing reports to the Administrative Office of the Courts. The period of the agreement is effective upon Board approval for one year.

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.

12:00 NOON

ANNOUNCEMENTS OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED